

**MID-ATLANTIC WOMEN'S  
HOCKEY LEAGUE**

**CONSTITUTION AND BY-LAWS (UPDATED 04/14/12)**

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## **ARTICLE I - NAME OF ORGANIZATION**

The name of the organization shall be the Mid-Atlantic Women's Hockey League (MAWHL), a member of USA Hockey.

## **ARTICLE II - PURPOSE**

- A. To promote women's ice hockey.
- B. To conduct an organized League comprised of Member Teams.
- C. To develop and improve hockey skills among Member Team players.

## **ARTICLE III - MEMBERSHIP**

Any ice hockey organization which fulfills the requirements set forth within the MAWHL Constitution and By-laws shall be considered a member.

Member Teams are considered part of our League when the Team commits to paying dues for the current season. Therefore any game played between two Member Teams will be considered a League Game, whether or not it is across divisions or if it affects the standings in any way, to include playoff standings, districts, or Nationals.

When a significant skill difference exists between one team and the rest of the division, that team can be moved to another division by a majority vote of the Board of Governors at the spring meeting to take effect the following season. If the affected team can show a reasonable justification for re-consideration by July 31<sup>st</sup> the President shall hold a re-vote by the Board of Governors.

A Member Team may be expelled from the League by a vote of 3/4 of the Board of Governors in attendance at any regularly scheduled meeting or a special meeting. Prior written notice must be given to the Board of Governors to vote to remove a Member Team at a special meeting.

## **ARTICLE IV - OFFICERS**

- A. Officers are elected at the spring meeting for a term of one year.
- B. Officers are required to attend all League meetings.
- C. Officers include, but are not limited to:
  - 1. President: The President shall preside and run all meetings of the membership and is a member ex-officio of all committees. The President will only vote on any matter in order to break a tie.
  - 2. Commissioner: The Commissioner shall have full authority to conduct the day-to-day activities of the League. The Commissioner is responsible for handling and receiving all official League protests. Final decisions will be made following discussion with the Board of Governors.
  - 3. Treasurer: The Treasurer shall have custody of all monies of the League, keep accurate and up-to-date records of all receipts and expenditures; and sign all checks for withdrawal of funds authorized by the Board of Governors.

4. Secretary: The Secretary shall keep an accurate record of proceedings of all meetings, develop Minutes, attend to all correspondence and notices of meetings, and maintain an updated roster and a Directory of all key members.

5. Statistician: The Statistician shall accumulate, organize and publish current tri-season League standings, player scoring records and any other statistical data necessary to promote the League and to keep all Member Teams informed.

6. Scheduler: The Scheduler shall collect all available ice time slots from each Member Team, complete and distribute a rough draft of the schedule to the Team Representatives, accommodate all complaints, and submit a master schedule at the annual meeting for approval.

7. Vice President: A Vice President's position will exist for all divisions within the MAWHL.

8. If a ruling is needed on an issue which creates a conflict of interest for the involved officers, the officers shall recuse themselves.

D. Due to conflict of interest regarding voting issues, officers holding the President and Commissioner positions shall not be elected from the same organization in the League.

E. See Article VI for complete job descriptions.

## **ARTICLE V - BOARD OF GOVERNORS**

A. The Board of Governors shall consist of one voting Governor (Team Representative) from each Member Team, and the President of the League. A Governor shall be either a team player or manager, but preferably not the head coach. Each Member Team is invited to bring observers to League meetings, but may cast only one vote.

B. Each Governor is chosen by his/her own team and should fairly represent the team in League business to assure the team's proper function within the League.

## **ARTICLE VI - JOB DESCRIPTIONS**

### **A. PRESIDENT**

The responsibilities of the President include:

1. Sending notice to current Team Representative and Officers, plus any known interested new teams, of the first MAWHL meeting, including the agenda. The first meeting should be held in September or October. The President is responsible for making arrangements for a meeting place and deciding the date and time.

Examples of agenda: (1) Treasurer's report and budget; (2) scheduling; (3) rules and updates; (4) names, addresses, and phone numbers; (5) miscellaneous

2. Sending notice to Team Representatives and Officers of the year-end MAWHL meeting, including the agenda. The year-end meeting should be held in the spring. The President is responsible for making arrangements for a meeting place, and deciding the date and time.

Example of agenda: (1) review of last meeting's Minutes; (2) protests and rules update; (3) statistics distribution; (4) Treasurer's report; (5) committee reports; (6) election of officers

3. Calling additional meetings during the year if necessary. Each Member Team must be notified at least five days in advance.

4. Forming committees to assist him/her on any matter.
5. Assuming the role of Commissioner in the event the Commissioner is unable to continue his/her term of office.
6. Ruling on any issue from which the Commissioner has recused himself or herself.

#### B. COMMISSIONER

The responsibilities of the Commissioner include:

1. Serving as the official recipient of any Member Teams' protest, presenting the situation to the Board of Governors for voting purposes, and notifying the protester of the decision.
2. Serving as the official recipient of any additions to League rosters and checking them against League rules on player eligibility.
3. Handing out awards at the League playoffs awards ceremony
4. Assuming the role of the President in the event the President is unable to continue his/her term of office.
5. Verify eligibility of players determined to be ineligible or non-rostered by the Statistician (S).
6. Ruling on any issue from which the President has recused himself or herself.

#### C. TREASURER

To avoid opening and closing the League checking account yearly, the Treasurer should be prepared, pending Board approval, to extend his/her responsibility to the League for several years. The responsibility of the Treasurer include:

1. Ensuring proper financial reputation and integrity for the MAWHL.
2. Preparing and presenting a budget report for the approval of the Board at the annual League meeting in October and for the year-end meeting at the League playoffs.  
  
Example of budget items: (1) meeting costs; (2) trophies and awards; (3) stamps and other mailing costs; (4) phone calls; (5) bank service charges; (7) score sheets
3. Maintaining the MAWHL checking account, keeping the checkbook updated, and making prompt deposits to the League account.
4. Keeping accurate records of all payments due from and received from Member Teams in the form of dues or fines. The assessment of dues and fees shall be determined at the first meeting of the Board.
5. Rebating any League Officer or member of the Board of Governors for approved, legitimate League business, and collecting receipts of such.
6. Paying meeting costs following League meetings.
7. Reimburse host teams for playoff cost under the direction of the Board of Governors.

#### D. SECRETARY

The responsibilities of the secretary include:

1. Taking Minutes during each League meeting.
2. Following each meeting, promptly typing, copying, and distributing the Minutes to each League Officer and member of the Board of Governors.
3. Collecting all names, addresses, and phone numbers of the elected Officers and Team Representatives at the first League meeting, typing and distributing promptly along with the minutes.
4. Typing anything that may become necessary during the course of the season (e.g. By-laws, rules, amendments, etc.).

#### E. STATISTICIAN

The responsibilities of the Statistician include:

1. Preparing League statistics and distributing them as follows: in early January, at the end of regular season play, and after the League playoffs.
2. Noting the statistics: how many games have been played by each player, for the purpose of determining eligibility for League playoffs.
3. Receiving all original scoresheets from each League game (submitted by the home team) and ensuring legible and accurate information. Notify the League Treasurer of all scoresheet fines for the preceding month no later than the 10<sup>th</sup> of the month.
4. Receiving a roster of players and numbers from each Member Team.
5. Notifying Commissioner of discrepancies when scoresheets received, of ineligible or non-rostered players.
6. Sending a list of patch winners to USA Hockey following each season. Any player who has recorded three goals, three assists, or a shutout in one game in any USA Hockey game is eligible to receive a patch.
7. Submitting an official list of ineligible rostered players to each member of the Board of Governors, according to playoff eligibility rules, prior to the League playoffs.
8. Notify the Commissioner of any scoresheets received showing a game played in protest.
9. Notify the Commissioner of the winners of awards prior to playoffs. (see Article IX, D)

#### F. SCHEDULER

The responsibilities of the Scheduler include:

1. Remind Member Teams of the deadline for submitting the information required for the schedule. The deadline will be set by the Board of Governors at the spring meeting. The deadline needs to be late enough that member teams will know what ice times they have available, but early enough to allow the Scheduler to complete a schedule.
2. Receiving all ice time slots and other scheduling requirements from each Member Team by the deadline.

3. Completing a draft schedule taking into account available ice time slots and other scheduling requirements of each Member Team, plus all other factors including holidays, travel time, home versus away games, etc.
4. Distributing the draft schedule to each Team Representative.
5. Receiving complaints/suggestions/problems from each Team Representative, and attempting to resolve them fairly.
6. Presenting a final master schedule to the Board of Governors and League Officers, for approval and distribution, if all complaints have been resolved to the satisfaction of each Team Representative, any remaining problems will be dealt with at the annual meeting of the Board, and final master schedule completed and approved at that time.

#### G. TEAM REPRESENTATIVES

The responsibilities of the Team Representatives include:

1. Coordinating with League Officers on League and USA Hockey issues which affect his/her team and representing his/her team on all issues requiring discussion and/or voting.
2. Communicating to his/her team's players the discussions and results of League meetings.
3. Maintaining a file of all League correspondence, Minutes, mailings, and other official League documents and placing this file at the score table of every home game.
4. Coordinating with League Scheduler to complete a master schedule to each Member Team's satisfaction prior to the annual League meeting.
5. Ensuring that his/her team is registered with USA Hockey according to USA Hockey regulations prior to the start of regular MAWHL play.
6. Ensuring that an official USA Hockey roster is submitted to USA Hockey before any league games are played and by December 31<sup>st</sup> to qualify for Nationals.
7. Submitting a hard copy of the League roster of players to the Commissioner and Statistician (s) prior to the first league game of the current year. This information should be sent via e-mail to the group distribution list. Failure to submit a roster prior to the first game may result in a forfeit.
8. An e-mail to the Board List or phoning the Commissioner with any additions to his/her team's original League roster must be done at least 24 hours before the start of the next game.
9. Obtaining a written release form from the previous team, and distributing copies of the written release to all members of the Board, when a player changes from one MAWHL team to another during the current season.
10. Notifying the Team Representative of those teams involved in upcoming games when a player is suspended for a game or games. A letter regarding the suspension must be sent to the Commissioner within 24 hours of the suspension (see Article IX, Section A).
11. Enforcing the Code of Ethics (see Article VII)

#### H. VICE PRESIDENT

The responsibilities of Vice President will include:

1. Verify all teams within their division are properly registered in a timely manner with USA Hockey. Assist any team requiring help with the registration process.
2. Assist other Officers in the performance of their duties including tracking down missing scoresheets, late payments, rosters, etc.
3. Work with new teams entering the MAWHL to assure they conform to League policies and procedures.
4. Co-ordinate all playoff and District dates for the upcoming season. Notify the Scheduler(s) prior to their completing the schedule(s).
5. Resolve disagreements between teams on whether or not a game should be played.
6. The Vice President will report to the President.

#### **ARTICLE VII - CODE OF ETHICS**

The following ethical principles relate to the conduct and actions of all Officers and individuals associated with the MAWHL and its Member Teams. It shall be the responsibility of each Member Team's Representative to enforce these principles. All violations of these principles will be dealt with by the League Commissioner.

- A. All individuals associated with the MAWHL or one of its Member Teams shall conduct themselves with honesty and sportsmanship at all times so that the sport of ice hockey, their teams and team associations, and they as individuals, shall represent the honor and dignity of fair play, and the generally recognized high standards associated with wholesome, competitive sports.
- B. All individuals associated with the MAWHL or one of its Member Teams should remember that the purpose of the League as stated in its Constitution and By-laws revolves around the players: therefore, no action shall be permitted that may have an injurious effect of a physical, mental or emotional nature on the players in the League.
- C. No individual associated with the MAWHL or one of its Member Teams shall accept compensation or gratuities, either directly or indirectly, for his/her participation in the MAWHL except as provided in its Constitution and By-laws.
- D. The MAWHL discourages any unethical recruitment practices from any Member Team.
- E. No individual associated with the MAWHL including one of its Member Teams shall, directly or by implication, use either the League's name or individual's affiliation with the League in the endorsement of products or services without prior League approval.
- F. All individuals associated with the MAWHL or one of its Member Teams shall respect the integrity and role of each other Member Team and shall not perform any activity that would demean or be injurious to another Member Team, thereby weakening the entire League.
- G. All items pertaining to the budget, registration, scheduling, competition, eligibility, rosters, equipment, playing rules, playoffs, tournaments, supervision and coaching, and any other items pertaining to the League's operation, shall conform to the provisions of the MAWHL

Constitution and By-laws, and shall be effected by all individuals and Officers associated with the MAWHL or one of its Member Teams in a manner reflecting adherence to all ethical principles.

### **ARTICLE VIII - OPERATIONAL PROCEDURES**

- A. This League shall have no capital stock and shall not be conducted for profit.
- B. The admission requirements for a new entrant or change of division into this League as a Member Team shall be determined by the Board of Governors. New entrants and division changes may be accepted into the League by a majority approval of the Board of Governors. Petitions for membership and change of division should be submitted to the Commissioner prior to July 31. The league must notify the team of its decision by August 15.
  - 1. The Board of Governors will evaluate team colors and logos for all new entrants.
  - 2. Teams are accepted to the league based on a tentative roster. If the final roster has any changes the league has the right to re-evaluate the acceptance of the team to the league and the division that they entered.
- C. Any matter not covered by this Constitution and By-laws shall be determined by the Board of Governors.
- D. The annual meeting will officially be the Fall meeting.
- E. Changes to the MAWHL Constitution and Bylaws are primarily made at the Spring meeting and are open to review at the Fall meeting. Any amendments, deletions, or additions to this Constitution and Bylaws must be presented for discussion by the Board of Governors at the Spring or Fall meeting.
- F. A majority vote of Member Teams shall be required to approve a motion to amend, delete, or add to any of the articles outlined in this MAWHL Constitution and Bylaws.
- G. There shall be a \$50.00 fine per meeting imposed on any team not represented at the League meetings. No excuses will be accepted. If the official Team Representative cannot attend, a substitute team member (including coaches) must represent and cast votes for that team. A team may grant a proxy in writing to another team representative if no representative can attend. Teams may not send a proxy to consecutive meetings. If they can not find a representative from their own team. They will be fined \$50 and their vote will be forfeited.
- H. All visitors are welcome to attend League meetings and the League's Officers encourage constructive input. The League President should be contacted in advance if a certain subject is to be discussed as part of the meeting's agenda. Visitors are not eligible to cast votes.
- I. All efforts shall be taken to follow the official USA Hockey playing rules so as not to complicate, duplicate, and/or lengthen the MAWHL rules. The USA Hockey rule book and Official Guide should always be reviewed before making additions to the Constitution and By-Laws (especially Article X).
- J. Each Member Team shall be assessed appropriate costs to operate the MAWHL for the entire year, inclusive of all administrative overhead incurred. League fees are due by December 1<sup>st</sup>. A fine of \$25.00 will be charged to all teams who pay their dues after December 1<sup>st</sup> but before December 31<sup>st</sup>. A team not paid by December 31<sup>st</sup> will not be allowed to participate in playoffs unless the team successfully appeals to the Board of Governors. A Member Team failing to fulfill its financial obligation prior to any scheduled meeting shall be deemed not to be a member in good standing and not eligible to cast votes.

- K. The following are individual team financial responsibilities, not covered by the League: ice time costs, referee costs, lodging and travel expenses, USA Hockey dues, and League playoffs.
- L. All teams must have a “0” balance with the League treasury prior to the annual meeting of the following season. Any team that has a balance due from the past season(s) will not be allowed to play in games for the current season. Players who leave a team with an outstanding balance to join another MAWHL team may be required to pay a proportion of the outstanding balance. A player who leaves a MAWHL member team with an outstanding debt may be required to satisfy that debt to be on the roster of another MAWHL member team.

## **ARTICLE IX - OFF-ICE RULES, REGULATIONS and GUIDELINES**

### **A. PROTESTS, MISCONDUCTS, SUSPENSIONS, AND FORFEITS**

#### **A.1 PROTESTS**

- 1. USA Hockey rules will be followed. Protests are not encouraged, however, conflicts do come up which test League and USA Hockey rules. If a conflict arises in a game, the original scoresheet must show three things:
  - a. Description on the back of the original scoresheet.
  - b. The words “Played Under Protest”.
  - c. Proper signature by the coach (es) and referee(s) involved.
- 2. Only if these three things are complete will the MAWHL Board of Governors contact USA Hockey officials if necessary to settle the problem. If it is a judgment call by the referee, his/her decision will stand.

#### **A.2 MISCONDUCTS**

- 1. In addition to USA Hockey Rule 404C, if a player is issued a game(s) misconduct for the third time in a single season, MAWHL rules that the player is automatically suspended for the remainder of that season.
- 2. If a misinterpretation of a written rule by the referee constitutes a game misconduct, an appeal can be made via phone to the District Referee-in-Chief of USA Hockey. If the referee’s decision is proven wrong, the Referee-in-Chief must call the MAWHL team representative of the next game involving that suspended player and back up the call with a letter to the MAWHL Commissioner.

#### **A.3 SUSPENSIONS**

- 1. USA Hockey suspension rules will be followed and player suspensions will carry through League playoffs, USA Hockey tournaments, and into the next season if needed. A suspension received in a regularly scheduled MAWHL game, League Playoffs, District Championship, Regionals, or Nationals must be served in the next regularly scheduled League game, League Playoff, District Championship, Regionals, or Nationals.
- 2. If a member of a team is suspended for a game(s), it is the responsibility of that team’s Representative to notify the Team Representatives of those teams involved in upcoming games. The suspended player’s name must be listed on the next game’s scoresheet with “suspended” written beside it. The suspended player does not have to attend the game to get credit for serving a game suspension.
- 3. A letter regarding the suspension must be sent by the offending team’s Team Representative to the MAWHL Commissioner within 48 hours.

#### A.4 FORFEITS

1. Playing a suspended player will result in forfeiture of that game by the offending team.
2. A player cannot play for a MAWHL team until she is officially on the roster for that team. A player can be rostered for only one MAWHL team. A written release is required for a rostered player to switch teams during the playing season. A player may be rostered as a goalie and a forward for two different teams in different divisions as long as they are properly rostered for their abilities at each position.
3. A game may be deemed a forfeit if a team violates Article X, Section A #10.
4. Any “misunderstandings” as to game times, locations, or dates will result in a forfeit by the team at variance with the master schedule. All schedule changes must be submitted in writing to the Scheduler, Statistician, Commissioner, Vice President, and affected teams. This change should also be sent via e-mail to the group distribution list.
5. In any MAWHL forfeit game situation, if the game involved was played in full and the non-violating team wins, the game will stand. If, however, the violating team wins or ties, the non-violating team will receive two points for the win and no individual goals or points will be awarded.
6. If teams are in disagreement to travel or play on the proposed rescheduled time for whatever reason (i.e., threat of impending bad weather, bomb threats, etc.), an immediate call must be made to the Vice President by the refusing team so the Vice President can make a final decision as to whether or not that team has due cause to not play the game. If the Vice President is not available and time is of the essence, the President will make the appropriate decision. The Vice President/President will let both teams know the outcome of his/her decision as soon as possible. If the decision is to play the game, and a team still refuses to play it, then the game will be recorded as a forfeit for the violating team. Fines will be assessed based on Article IX, A.4.7.
7. A \$450.00 fine will be assessed to any MAWHL team that forfeits a game without good reason (i.e. “No Show”). A phone call to the Commissioner at the time of the forfeit is mandatory. The Commissioner will decide within one week if this fine will be imposed or waived or if any reimbursement should be given. Any difference will go into the League’s treasury after reimbursement.
8. If a team refuses to play a rescheduled game after reasonable efforts have been made to reschedule the game as deemed by the Commissioner, the team refusing to reschedule will forfeit the game.
9. A Team may be subject to a forfeit for failure to submit a roster prior to the first game.

#### B. MISCELLANEOUS RULES

##### B.1 SCHEDULING

1. Since the master schedule is final, the Team Representative must check its correctness and inform the League officers of any errors, discrepancies, or changes to the master schedule, prior to the start of the season.
2. A schedule change may occur only when two teams concur on an alternate time and date for the game. This change must be submitted in writing to the Statistician, Scheduler, Commissioner, Vice President, and affected teams. This change should also be sent via e-mail to the group distribution list. Conflicts will be arbitrated by the Commissioner.

3. The only acceptable reason for canceling a scheduled game is snow or something equally unpredictable. In either case, the game must be rescheduled. If it cannot be rescheduled, it is a non-played game and neither team receives a point. Should one team be burdened with unforeseen costs due to multiple cancelled games in one season, that team can petition the League Commissioner for financial assistance.
4. No League games are to be scheduled during Thanksgiving Weekend in November or from December 24 to January 1. Game start times should be between 10 a.m. and 9 p.m. Saturdays and 9 a.m. and 6 p.m. Sundays. Start times outside of these parameters shall be agreed upon by all teams within the division and evidence thereof, which may be in the form of emails, surveys, and the like, shall be submitted to the Board of Governors. The Board of Governors shall determine the number of league games to be played and the length of each season.

## B.2 SCORESHEETS

1. Changes or additions to the game scoresheet must be made before the referees sign the scoresheet with the exception of goals and assists. Goals and assists may be changed after the referees sign with the agreement of both teams.

## B.3 ROSTERS

1. All players and teams must be USA Hockey registered prior to competing in a MAWHL game.
2. The MAWHL has an unlimited roster. This list should include all the players on the team even if it exceeds the 20 player maximum for USA Hockey.
  - a. The League roster must be sent to the Secretary, Statistician, Commissioner, and via e-mail to the group distribution list prior to the first league game.
    - i. Player eligibility will be determined by USA Hockey and their eligibility rules, including but not limited to waived players.
    - ii. Underage players currently playing in the League will be grandfathered in beginning with the 2008-09 season at the level or above where they played in the prior season. Going forward, the MAWHL will follow USA Hockey rules in determining age requirements for our League.
    - iii. Players who have played in the league prior to the 2008-2009 season that do not meet USA Hockey eligibility will be grandfathered into the league.
  - b. Goalies may move up a division for any number of games, however they may not move down a division. A skater can play goalie in a lower division and a goalie can play as a skater in a lower division.
  - c. Member Clubs with multiple teams must have separate rosters for each team. No player, unless designated as a crossover player and approved by the Board, may be rostered on multiple teams. This excludes players who fall in the category of b. above. Players not designated as crossover players who play in three games in any one division will be classified as rostered in that division from that point forward and will not be eligible to play in any other division games or playoffs for the remainder of the season. Any prior-approved crossover player, may play in either or both divisions for which they are eligible.
  - d. The above rule also applies to Senior "D" players who play three games on a "C" team.

- e. Any exceptions to the above rostering rules must be approved by board vote prior to any given season.
3. The League will monitor players in each Division to be sure that no one player is dominating. Concerns shall be initially directed to the Vice President of their Division where that player will be evaluated on a case-by-case basis. The Vice President shall handle or raise the issue to the President and the Commissioner as necessary for appropriate action. If the review is not favorable for the player, that team/player has a right to appeal to the Board of Governors.

#### B.4 GAME SCORESHEET ROSTERS

1. All players who are legally rostered on a team (i.e., rostered with both the League and USA Hockey) can be listed on a game scoresheet. The names of all players shall appear in the same order on all copies of the scoresheet. If a player is not present, then no signature will be made next to her name. At any point in the game when a player arrives she can sign the scoresheet and join the game. The game can be counted for playoff eligibility even if the player arrives in the third period.
2. If a legally rostered player is not listed on a game scoresheet and arrives at a game after the first face off, her name can be added to the game scoresheet and she can play, but her team will incur a 2 minute bench minor penalty, per USA Hockey rule 203.
3. A team determined by the Statistician and confirmed by the Commissioner to be playing a unrostered player will be subject to a \$25.00 fine per player per game.

#### C. HOME AND AWAY TEAM RESPONSIBILITIES

##### Home Team

1. Schedule two USA Hockey referees, with credentials, for every game.
2. Provide two game pucks in good condition. Provide a minimum of 15 warm-up pucks for the visiting team.
3. Provide official game scoresheet and send the original copy to the League Statistician promptly following the game. If a team fails to mail the scoresheet within seven (7) calendar days, they will be assessed a \$10.00 fine. The team will be reassessed the \$10.00 fine after fourteen (14) and twenty-one (21) days. If the scoresheet is not mailed within twenty-eight (28) days, the team will be assessed a \$50.00 fine. The postmark is considered the basis for the date mailed.
4. Supply a timekeeper and a scorekeeper.
5. Ensure all necessary MAWHL official documents and correspondence are at the score table (including a USA Hockey rulebook).
6. Supply someone (i.e. with skates) to act as a substitute referee in case of scheduled referees not showing (see Article X, Section A, #9).
7. Notify referees of special MAWHL rules.
8. Notify referees of canceled games.
9. The home team will have preference of jersey colors where possible. The visiting team will be responsible for resolving any conflicts with similar jersey colors by providing pinnies, or some other means of distinguishing between the two teams.

10. Responsible for allowing the away team ample notice about a game they will be unable to have due to weather conditions.

#### Away Teams

1. Responsible for allowing the home team ample notice about a game they will be unable to make due to weather conditions.
2. Supply someone (i.e. with skates) to act as a substitute referee in case of scheduled referees not showing (see Article X, Section A, #9).
3. Wear pinnies over jerseys to solve color conflict.

#### D. LEAGUE PLAYOFFS

##### General

1. The playoff structure and eligibility consideration shall be determined by the Board of Governors prior to the start of the season.
2. The four teams finishing at the top of the regular season League standings in each division will make playoffs, regardless of the placement of the host team. If a team is determined not to be eligible, the next team in line would go to playoffs in their place.
3. One representative from each playoff team must be present at the playoffs to serve as an off-ice official (i.e. scorekeepers, timekeepers, program salesperson).
4. The MAWHL requires that players (including goalies) play a minimum of 50% of the regular season League games to be eligible to play in the playoffs. If you are an approved crossover player, you must meet each Division's eligibility requirements in order to be eligible for that Division's playoffs. Even if a player is added to the scoresheet (legally) in the third period of a game, that game counts towards playoff eligibility. A team that plays an ineligible player in a playoff game will be fined \$50.00 per player and forfeit any title that may have been won. In keeping with USA Hockey, the Board may make an exception for goalies and players in the case of emergency or medical situations.
5. Total Costs for playoff ice time and referees will be equally split between the four teams that make the playoffs. Playoff fees are due from all teams by December 1. Teams that do not make playoffs will receive a rebate. Make checks payable to the Mid-Atlantic Women's Hockey League and mail to the League Treasurer. A fine of \$25.00 will be charged to teams who pay their playoff fees after December 1 but before December 15. If playoff fees are not paid in full by December 15th, the team will not be eligible for playoffs but may appeal in writing to the Board of Governors for review. The playoff fee must be paid before an appeal is considered.
6. Playoff awards (if applicable) are League expenses and should be divided among all the teams in the league and included in the operating costs at the beginning of the season.

##### Host Team

1. Secure ice and arrange referees for playoffs.
2. Responsible for mailing general playoff information including costs, motels, and schedule of games to the participating teams by February 1.

3. Submit a detailed written explanation of ice time and referee costs for reimbursement by the Treasurer.
4. The host team may present a bill for ice costs associated with playoffs prior to playoffs as required to satisfy contractual obligations to their rink.

#### Awards

1. The division winner(s) of the playoffs will be awarded the division's traveling plaque to hold for one season as the division's highest achievement. The Board of Governors may award appropriate individual awards deemed within the means of the league budget. The President is responsible for arranging the purchase and engraving of the playoff awards.
2. The following awards will be given annually for each division:
  - a. League High Scorer: Player(s) with the most regular season points. (goals and assists)
  - b. Jen McCaffrey Best Defensive Team: Team with the least goals against in regular season play.
  - c. League Plaque: Winning team of the playoffs.
  - d. First Place Team: The team who finishes first in the regular season standings.
  - e. "The Deutsch Spirit of the League": Award for a player who does not get many penalties, who promotes the league, who plays within the code of ethics of the league, etc. One award may be given per division per year. It is not necessary or required to give one every year. Written nominations are required and should be submitted to the Board of Governor's by February 1. Letters should include the reasons why the player should receive the award.
3. The first place team and division playoff winners must have their team name and year engraved on the award. They are responsible for bringing the award to the next season's League playoffs.

#### E. NATIONALS

1. The Board of Governors will determine within their district the method for choosing the representative(s) to play toward a berth in the National Championship within the guidelines of USA Hockey.

### ARTICLE X - ON-ICE RULES OF PLAY

#### A. REGULAR SEASON

1. USA HOCKEY RULES WILL STAND, with the following additions and interpretations.
2. Time of Match - The MAWHL waives Rule 637A concerning time of match. This League plays three 15-minute stop time periods with 2-minute period intermissions and a 6-minute beginning warm-up time.
3. Ties - The MAWHL waives Rule 638 concerning tied games. Instead, ties will stand in regular season games and no overtime periods will be played [see Rule 638C (Note)].
4. Running the Clock - In a MAWHL game, running time in the third period will be followed when the game has potential to run over the designated ice time block. When there is not sufficient time to finish a stop-time third period (i.e.: the time remaining in the game equals the ice time

- remaining), the scorekeeper and the referees will decide to run the clock for the remainder of the game.
5. Penalties - The MAWHL penalty times are as follows:
    - Minor - 2 minutes (2:00)
    - Major - 5 minutes (5:00)
    - Misconduct - 10 minutes (10:00)
  6. Mouthguards - The MAWHL waives Rule 304C concerning mandatory mouthguards. Mouthguards in the League are optional.
  7. Equipment - Helmets with either a facemask or a plastic face shield are mandatory and must be approved by H.E.C.C. in accordance with Rule 304D. Any balance of equipment will be left to the discretion of the player.
  8. Referees - A two referee system will be used according to Rule 501 b. They will be USA Hockey certified with proof of credentials. They will sign the scoresheet following each game and comment on any incident as necessary on the back of the original copy. Without referee's signatures, the scoresheet is not legal.
  9. Referee No-Show - In the event that the referees do not show up for the game, USA Hockey Rule 502I and J will be followed. The coaches of the two teams shall either referee themselves or agree on volunteer referees so that the game can be played. If the coaches are unable to agree, they shall appoint a player from each team who shall act as referees. If only one USA Hockey referee shows, he will ref the game on his own. In other words, a scheduled game will be played with some type of referee. Any team not agreeing to play the game will forfeit that game to the non-offending team.
  10. Start of Game and Forfeits - The MAWHL additions to Rule 632 "Refusing to start play" are as follows: The game is scheduled to start 6 minutes after the master schedule ice time block begins. An additional five minutes grace will be allowed for either team's benefit in the event they are not prepared. After a total of 11 minutes, the puck shall be dropped. If either of the teams does not have at least four players on the ice at this time, a forfeiture is declared. The non-forfeiting team will receive two points for the win and no individual goals or points will be awarded.

## B. LEAGUE PLAYOFFS

1. Article X, Section A, Rules 1 – 10 (except #3 and #4), will be followed during the League playoff games with the following additions and interpretations.
2. Overtime Procedure - If at the end of three regular stop-time periods of play the score is tied, one five minute stop-time overtime period will follow immediately. The team that scores first wins the game (Sudden Death). If at the conclusion of OT the score is still tied, a shoot-out will determine the winner. If at the conclusion of regular play there is not sufficient ice time left to complete an overtime period, the shoot-out will begin immediately and will be the sole determination of the game-winner. If time permits a shoot-out will be held to break a tie in the consolation game. If time does not permit, the winner will be determined by the highest finisher in the League standings.
3. Shoot-Out Procedure - Prior to the beginning of the game, coaches from both teams will submit the names of ten players. The first five players on both lists will alternately shoot on the opposing goaltender in penalty-shot fashion using USA Hockey rules. A coin-flip will determine which team shoots first. One point will be awarded for each goal scored. Once the first set of five players from each team has shot, the score will be tallied. If either team has a high score, that team wins the game. Otherwise, player #6 from both teams will shoot. From this point, if the score is still tied, the 7th player from each team will shoot, etc. If after the 10th round a

winner still has not been determined, then the remaining players left on both benches (not listed in the first 10) will shoot until a winner is declared or the lesser of the two rosters is exhausted. At this point where one team's bench has been exhausted, the original lists of 10 players are repeated with the score tallied after each set of two players (one from each team). This continues until a winner is found.

4. Goaltenders - Goaltenders goaltending at the time of the shoot-out are ineligible to shoot. If she is one of the top 10 listed, all numbers behind her on the team move up one notch. Back-up goaltenders may participate in the shooting but only after removing the goaltender's pads.
5. Less than Five Players - The reason for the set of five players in the beginning is to allow the win to be more "teamlike" and not the fault of one player. Obviously if one team has less than five total players, the lesser of the two roster rule applies. The team with the full roster will have the option of shortening their shoot-out list to the number of players of the short team, or of using ten shooters. The short team must go through their entire roster before returning to their number one shooter. The short team is responsible for informing the other team of the former's number of players prior to the start of the game. The team with the full roster must exercise their option before the start of the game, when the shoot-out list is designated on the scoresheet.

#### **ARTICLE XI - TIE BREAKERS**

- A. 1st Tie Breaker: Of the teams that are tied after the regular season games have been played, the team with the most wins in head-to-head competition among the teams with which it is tied will finish highest in the standings.
- B. 2nd Tie Breaker: Of the teams that are tied, the team with the highest goals for/against differential in head-to-head competition among the teams with which it is tied will finish highest in the standings.
- C. 3rd Tie Breaker: Of the teams that are tied, the team with the best record (most points) against the highest common opponent will finish highest in the standings.
- D. 4th Tie Breaker: If time permits, a single elimination round of games amongst the teams tied will be played to determine the standings if and only if it will determine first place or playoff eligibility (team with most overall goals will have the home ice advantage). Otherwise, the team with the highest goal for/against differential in overall division/League play will finish higher in the standings.
- E. 5th Tie Breaker: Flip of a coin.

#### **ARTICLE XII - SCORESHEET RECORDING**

- A. PRINT LEGIBLY - Use a ballpoint pen and press when writing so that all four sheets are readable.
- B. Scorekeeper is responsible for recording rosters, goal statistics, shots and penalties. Include:
  1. Home team.
  2. Visiting team.
  3. Division: Senior B, Senior C or Senior D.
  4. Date.
  5. Place: Name of rink.
  6. Officials: Name of referees.
  7. Line-up for each team home and away:  
Player: First initial and last name: Be sure all names are distinguishable.

#: Number on jersey for this game.  
G, A, PTS: Total goals, assists, and points.  
PIM: Total penalty minutes; including fractions.  
Minor: 2:00 minutes.  
Major: 5:00 minutes.  
Misconduct: 10:00 minutes.

8. Scoring Record:

TYP: Type of goal as listed below this section. If in doubt, ask referee.  
PER: Period in which goal is scored.  
TIME: Time into period on clock when referee stopped play.  
TEAM: Distinguishable abbreviation to denote the team.  
#, SCORE: The goal scorer's jersey number and name.  
#, ASSIST: The jersey number and name of assisting players to the goal as given by referee.

9. Penalty Record:

PER: Period in which penalty occurred.  
#, PLAYER: The jersey number and name of player receiving the penalty.  
TEAM: Distinguishable abbreviation.  
MIN: Duration of penalty in minutes and seconds (i.e. 2:00)  
OFFENSE: Referee's indication of penalty such as holding, slashing, etc.  
TIME: Time into period when play is stopped and player(s) reports to the penalty box.

10. Scoring: Total goals by period and final total for each team.

11. Shots on Goal: Total shots by period and final total for each team.

12. Change in Goaltenders:

TEAM: Team substituting its goalie.  
PLAYER: Name of substituting goal.  
PER: Period of substitution.  
TIME: Time in period when substitution is made.  
GOALS ALLOWED: Goals scored upon substitution goalie while in goal. If the substitution is made other than at the start of the period, indicate shots for each goalie in goal that period.

13. Statistics Attested To By Signatures: Signatures of both teams' coaches, and of referees, upon review of the scoresheet, must be obtained. Revisions by either team must be approved by the opposing team's coach and by the referees.

14. The second sheet is given to the home team. The third sheet is given to the visiting team.

15. The top sheet (original copy) must be sent promptly by the home team to the League Statistician.

## MEMO TO MAWHL REFEREES

### Dear Referees:

The following list of rules are shorten versions of MAWHL rules which may differ slightly from the USA Hockey Rulebook. If the entire MAWHL rule description is needed to solve any conflicts, please refer to Article X of the MAWHL Constitution and By-Laws, which should be at the score table of every game. In general, USA Hockey Rules will stand with the following additions and interpretations:

**A. Time of Match** - This League plays three 15-minute stop-time periods with 2-minute period intermissions and a 6-minute beginning warm-up.

**B. Ties** - Ties will stand in regular season games.

**C. Running the Clock** - When there is not sufficient ice time to finish a stop-time period, (i.e.: the time remaining in the game equals the ice time remaining), the scorekeeper and the referees will decide to run the clock for remainder of the game.

**D. Penalties** - Minor - 2:00 minutes  
Major - 5:00 minutes  
Misconduct - 10:00 minutes

**E. Mouthguards** - Optional.

**F. Equipment** - Helmets with a facemask or a plastic face shield are mandatory and must be approved by H.E.C.C. in accordance with Rule 304D. Any balance of equipment will be left to the discretion of the player.

**G. Body-Checking** - As per USA Hockey, no body checking is allowed.

**H. Referees** - A USA Hockey two-referee system will be used. Both referees must have proof of credentials and must sign the scoresheet. The home team is responsible for notifying referees about canceled games.

**I. Scoresheet Roster** - If a player is found to be listed and signed in on the scoresheet but not dressed for the game, a challenge can be made during the game and a bench minor penalty assessed.

**J. Non-Rostered Players** - If a team is playing a non-League rostered player and a challenge is made during the game, a bench minor penalty is assessed.

**K. Start of Game and Forfeits** - The game is scheduled to start 6 minutes after the ice time slot on the master schedule begins. After an additional 5-minute grace period, the puck shall be dropped. If either team has less than four players on the ice, forfeiture is declared.

**L. Playoffs** - See Article X, Section B (page 13) for special overtime and shoot-out procedures.

### **Division Cross-Over Rules**

1. Teams with a Senior “B”, Senior “C”, and Senior “D” division may have four rosters. A Senior “B” roster, a “C” roster, a “D” roster, and a C/D cross over roster. The cross over roster can include up to five players who are not goaltenders from the “C” rosters and are not top players in the “C” divisions. Senior “D” division teams may use up to 3 skaters from the cross over roster per game or 2 skaters plus a goal tender but may not exceed 10 skaters per game.
2. Cross-over players are not eligible to participate in playoffs.
3. Players must participate in 50% of regularly scheduled League games to compete in playoffs.