



9th Annual SCAHA Manager Workshop

August 16, 2014, Phoenix Club, Anaheim

Agenda

- ❖ Opening Comments
- ❖ League Overview
 - SCAHA Board Contact Information
 - Governing Agencies Overview
 - SCAHA Overview
- ❖ Rules updates and Important policies
- ❖ Programs
 - ❖ SafeSport
- ❖ Member Services
 - Credential book
 - Roster Management
- ❖ Statistician Update
 - Scoresheets, Game Sheet Entry, Tournament/Exhibition.
- ❖ Ice Convener
 - Scheduling, Important Rules Questions

Commissioner's Update



Chris Carcerano
SCAHA Commissioner

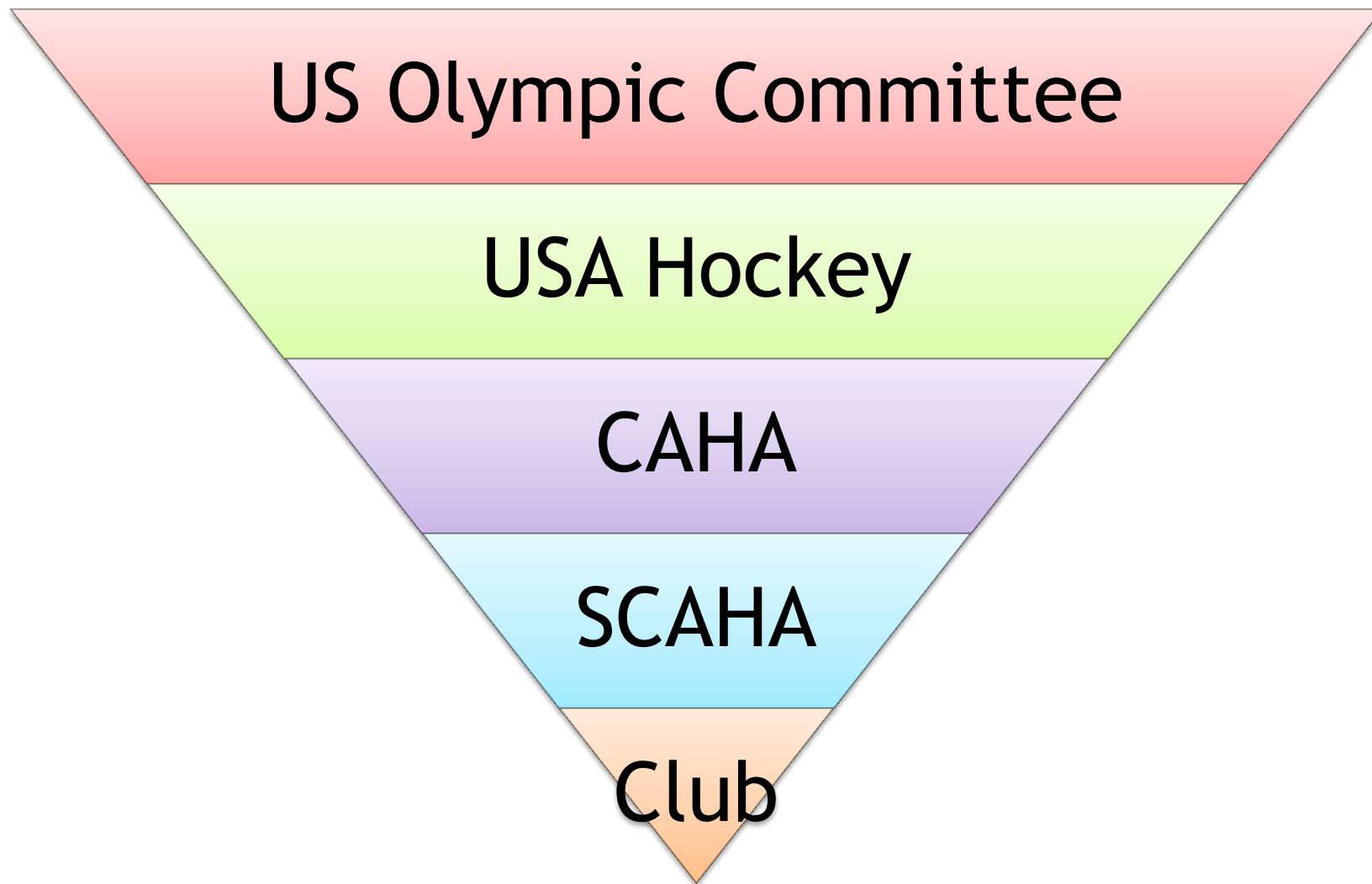
SCAHA Executive Committee

Name	Position	Contact Information
Chris Carcerano	Commissioner	carcerano@cox.net
Sandy Blumberg	Deputy Commissioner	SCAHASandy@sbcglobal.net
Dave Bigelow	Ice Convener	dbigelow@the-rinks.com
Kevin Culbertson	Treasurer	BCLBoard@yahoo.com
Rob Foster	Statistician	lahockeyfan2@yahoo.com
Wendy Goldstein	Director at Large	scahawendy@sbcglobal.net
Nancy Hodge	Director of Member Services	dux8fan@aol.com
Bridget Hopkinson	Director at Social Media	<u>cahabridget@aol.com</u>
John Silberstein	Parliamentarian	jmsilbrs@pacbell.net
Rosemary Voulelikas	Secretary	dimivoul@pacbell.net

Program Directors

Name	Position	Contact Information
Annie Fisher	Director of Managers	scahaannie@aol.com
Ben Cohen	Mite Development Director	scahaben@yahoo.com
Jaime Campbell	Director of SafeSport	cahajaime@gmail.com

Governing Agencies



- ❖ What is SCAHA?
 - SCAHA is a league member of CAHA
 - CAHA is an affiliate member of USA Hockey
 - USA Hockey is governed by the USOC
 - A not for profit organization
- ❖ SCAHA is comprised of
 - SCAHA Board of Directors
 - Representatives (President) from all member clubs
 - SCAHA Executive Committee
 - Elected positions (Commissioner and Deputy Commissioner)
 - Appointed Directors
 - Appointed staff members
 - Volunteers
 - Chair / Work programs / Events for SCAHA

- ❖ Meetings are held the second Wednesday of every month in Lakewood
 - Open to all SCAHA members
 - Meetings follow Roberts Rule of Order
 - Only the SCAHA Board of Directors vote on motions
 - SCAHA Executive Committee do not vote
 - Commissioner breaks ties only
 - Minutes are available from club president (or website)
- ❖ Formation of committees
 - Chaired by a SCAHA executive board member and comprised of volunteers

Deputy Commissioner's Report

Sandy Blumberg
SCAHA Deputy Commissioner

Deputy Commissioner's Role

- ❖ Responsible for helping interpret and enforce all rules.
- ❖ Makes decisions/fills in for the Commissioner
- ❖ Interacts with officials Associations (LAHOA/SDHRA)
- ❖ Holds hearings for issues that arise on/off ice or for match penalties or rule violations
- ❖ Hearings are conducted on a schedule and follow all due process rules as per USA Hockey Bylaw 10 (see USA Hockey Annual Guide)
- ❖ Manager's should be sure to notify the Deputy Commissioner via e-mail as soon as possible following a spectator ejection, match penalty, or any other issue of significance (an off ice fight, off ice abuse of a player, law enforcement called). SafeSport protocol will soon be implemented and will have separate criteria for reporting other misconduct/abuse.

A SCAHA rule to know

- ❖ **17.12** In the event that a game official or league official deems it necessary to eject a spectator, the following shall occur:
 - The spectator will be ejected and shall leave the rink property and shall not be allowed re-entry to the property for a minimum of 3 hours.
 - The scoresheet shall be documented that an ejection occurred. Whenever possible, the spectator's name should be documented on the scoresheet. The referee will file a report within 24 hours with the league.
 - The club of the offending spectator shall be fined \$250.00 per ejection, payable to the league within 30 days.
 - The spectator will immediately be suspended from all USA Hockey activities for 30 days.
 - The team manager is responsible for facilitating compliance with this rule including assisting with identification of the offending party for the scoresheet.

New Rules to know about!

- ❖ It is very important that manager's know the rules and act as “gatekeepers” of all USA, CAHA, and SCAHA rules. Though coaches and clubs will most often be held responsible, manager's can often prevent problems by knowing and ensuring compliance.
- ❖ Your resources:
 - USA Hockey Annual Guide
 - USA Hockey Playing Rules
 - CAHA Guidebook
 - SCAHA Guidebook
 - Your club president

SCAHA Rules to Note

- ❖ **411 - Progressive Suspensions** - applies to aggressive infractions in the following categories:
 - Boarding, Body Checking, Butt-Ending, Charging, Checking From Behind, Cross-Checking, Elbowing, Head-Butting, Head Contact, High Stick, Kicking, Kneeing, Slashing, Spearing, Tripping/Clipping/Leg Checking, Unnecessary Roughness (Roughing)
RULES: 603, 604, 606, 607, 608, 609, 611, 619, 620, 621, 627, 628, 634, 635, 639, 640
 - **NOTE:** Fighting is a separate progressive suspension covered by Rule 615(f) and is in addition to the above penalties.
 - Player suspensions
 - Receiving a third major penalty during the same season, player will receive an additional 3 game suspension
 - Receiving a fourth major penalty during the same season, player will receive an additional 5 game suspension
 - Receiving a fifth major penalty during the same season, player suspended until hearing by proper authorities (USA Hockey Affiliate)
 - Head Coach suspensions
 - Next game for three or more major penalties in one game
 - Three games suspension for next 3 or more majors in 1 game
 - Indefinite suspension until hearing by proper authorities (USA Hockey Affiliate) for third game with 3 or more major penalties

SCAHA Rules to Note

- ❖ **21.03** - If a team drops a level of play, a player must re-establish his/her status with the team:
 - a) Sign an LOI at new level, or
 - b) Void LOI, no further financial obligations, player is a free agent.
- ❖ **24.04** - Any ineligible coach who participates in a game or practice will be subject to fines/suspension along with the club
- ❖ **34.11** - Penalty minute thresholds. Note: Highly advised that clubs/teams monitor!
 - Mites/Squirts - 275 minutes
 - Peewees/Bantams/Midgets - 400 minutes
 - Tier II - 550 minutes

SCAHA Rules to Note

- ❖ **34.19** - Use of tobacco (in any form) is punishable as follows: 1st offense warning, 2nd offense is a match penalty.
- ❖ **26.10** - Games will go to running time when there is a seven (7) goal differential in the third period. Games will not revert back to stop time and final official scores will not reflect a goal differential greater than seven (7) goals

SafeSport Program



Jaime Campbell
Director of SafeSport

Member Services



Nancy Hodge

Director of Member Services

USAH Pacific District Associate Registrar

ACE Coaching Coordinator

Wendy Goldstein

Director at Large

USA Hockey Pacific District Registrar

SCAHA Member Services

- ❖ Primarily interface with Club Registrars
 - Work with your club registrar who in turn will work with SCAHA Member Services.
- ❖ Roster Management
 - Review Player Releases
 - Roster Adds/Drops
- ❖ Credentials for SCAHA/CAHA playoffs

Manager's Credential Book

Bring to all games and practices.

- ❖ 3-Ring Binder with plastic cover on front and spine
- ❖ Team Name and Level on front cover
- ❖ Team Name and Level on spine
- ❖ All documents in sheet protectors
- ❖ Divider tabs for each section

Manager's Credential Book

Book should Have 4 Tabs

- ❖ Team Information
- ❖ Coach Information
- ❖ Manager Information
- ❖ Player Information

Manager's Credential Book

❖ Team Information Tab

- Official USA Hockey Roster
- Official USA Hockey Supplemental Rosters
- Score Sheets (chronological - current on top)

❖ Coach, Manager and Player Tabs

- Individuals have identifying tabs
- Signed USA Hockey Consent to Treat
- Signed USA Hockey Code of Conduct

Scoresheets

- ❖ Game score sheets must match rosters AT ALL TIMES
- ❖ Clubs/Teams allowing non-rostered players to participate in games will be subject to fines and forfeitures
- ❖ Coaches who allow non-rostered skaters to participate in SCAHA games will be subject to suspension
- ❖ Coaches that are not rostered and/or screened will be subject to suspension

Tournaments

❖ In-State Tournaments

- Rosters do not require certification
- Rosters must show that the B/C has been verified or provide copy for tournament director
- Players with foreign B/C's must also have proof of legal residency.

❖ Out-of-State Tournaments

- Rosters must be certified
- Rosters must be submitted by Club Registrar for certification 2 weeks prior to the start of the tournament
- Addendums can be submitted up to 48 hours prior to the start of the tournament

Travel Permits

❖ Out-of-State

- Not required by USA Hockey

❖ Out-of-Country

- Required by USA Hockey
- Request travel permit form from Club Registrar
- Submit completed form to Club Registrar
- Club Registrar will review and forward to Associate District Registrar for approval.

Coach/Manager/Volunteer Screening

- ❖ Mandated by CAHA
- ❖ Instructions on CAHA website (www.caha.com)
- ❖ Takes approximately 10 minutes to complete the screening application
- ❖ Takes approximate 3-5 days for the report to be returned to CAHA
- ❖ Name must appear on the CAHA Compliance List **prior** to rostering

Rob Foster SCAHA Statistician

Scoresheets

- ❖ Re-cap of scoresheet system/procedures
 - Mailing scoresheets
 - Notifications of Tournament play
 - Notifications of Exhibition/Scrimmage
 - To Secure Referee's send email to Scrimmages@lahoa.com
 - Post Game Scoresheet Upload
- ❖ Online scoresheet entry (Covered later in presentation)
 - Uploading Scanned or Picture Copies Scoresheets
- ❖ Mailing Address:
 - Rob Foster
 - PO Box 802436
 - Santa Clarita, CA 91380

Scoresheets: Overview

- ❖ Important Points re: Scoresheets and Rosters -
 - Game scoresheets must match rosters AT ALL TIMES
 - Clubs/Teams allowing non-rostered players to participate in games will be subject to fines and forfeitures
 - Coaches who allow non-rostered players to participate in SCAHA games will be subject to suspension
 - Coaches that are not rostered and/or screened will be subject to suspension
 - Players who should be serving penalties that are allowed to participate will result in coach/team penalties and be subject to suspension
 - Scoresheet Sticker Labels must have the players in numerical order from lowest to highest.
 - Players who are not participating (injuries, absent, suspension) must be crossed off on all 3 copies.

COPIES: WHITE - SCAHA STATISTICIAN YELLOW - VISITING TEAM PINK - HOME CLUB STATISTICIAN GOLDEN - HOME TEAM
 FOR ADDITIONAL INFORMATION USE BACK OF WHITE SHEET ONLY ---- ADD'L STATISTICAL TRACKING SHOULD BE PUT ON A SECOND SCORESHEET
White scoresheet must be received within 3 days by: Annie Fisher - SCAHA Statistician 4664 Wheeler Ave., La Verne 91750

Where to Access the Manager Portal

- ❖ www.scaha.com
- ❖ Demo of the Manager Portal
 - Roster - Jersey Number Assignments
 - SCAHA - Scoresheet Entry
 - Tournaments
 - Request To Play
 - Add Games
 - Submit Scoresheets
 - Exhibition Games
 - Request to Play
 - Submit Scoresheets

Acquiring Access to Manager Portal

- ❖ Following Steps Need to Occur:
 - Managers must have an account in www.scaha.com
 - Acquire a volunteer USA Hockey membership from usahockey.com
 - Register for SCAHA using the usa hockey membership.
 - Executing a Digital LOI with the club for the team to manage
- ❖ Once completed - Select Manager Portal from My Actions menu when logged into www.iscaha.com

SCAHA Notifications

❖ Tournaments

- Fill out Tournament Form no later than 2 weeks before tournament is to be played
- I will review and Approve
 - You will Receive an email from the system...keep it

❖ Exhibition Games

- Fill out Exhibition Game form at least 3 days before exhibition game is scheduled to play
- To Secure Referee's send request email to Scrimmages@lahoa.com
- I will review and Approve
 - You will receive an email from the system...keep it
- Play the game then do the following:
 - Upload a scanned copy of the scoresheet (see screenshot on next page)
 - Mail original to the PO Box listed on previous slide

❖ These forms are NOT needed for any SCAHA scheduled games

Scoresheet Submitting for All Games

- ❖ SCAHA games:
 - Home team must input the scoresheet, online at SCAHA.com by 10 pm the following Monday.
 - upload a scanned or picture copy using the upload scoresheet button for the game (see previous screenshot)
 - Mail the original within 3 days of playing the game to the PO Box address listed in previous slide
- ❖ Tournament Games
 - Upload a scanned or picture copy using the upload scoresheet button on the Tournament Games list within 24 hours of playing the game. (see next screenshot)
 - Mail the original within 3 days of playing the game to the PO Box address listed.
- ❖ Exhibition Games
 - Upload a scanned or picture copy using the upload scoresheet button on the Exhibition Games list within 24 hours of playing the game. (see next screenshot)
 - Mail the original within 3 days of playing the game to the PO Box address listed.

Mites - Track 1/2 Events Information

- ❖ “Sign In Sheet” only needs to be completed once before the Cluster Game Event begins
- ❖ The hosting rink will turn the “Sign In Sheet” to the league
- ❖ No need to go on line to the SCAHA website after the event
- ❖ SCAHA will take disciplinary action, if illegal/unregistered/unrostered players are used
- ❖ Questions about the SCAHA Mite program - contact:

SCAHA Mite Development Director

Ben Cohen

E-mail: scahaben@yahoo.com



9th Annual SCAHA Workshop

Financial & Scholastic Assistance

❖ Financial Assistance Program

- Print out and complete financial assistance application (to be posted on the SCAHA website soon)
- Provide a copy of first two pages of your 2013 Federal tax return
- Deadline for submission is no later than 5:00 PM September 17, 2014
- Notifications of award will be emailed in October

❖ Scholastic Assistance Program

- To assist students who have played in SCAHA for a minimum three (3) seasons with college tuition expenses.
- Contributions from LA Kings and Anaheim Ducks
- Deadline for submission is March 31, 2015
- Selected scholarship winners will be announced no later than May 1, 2015

Ice Convenor Report



Dave Bigelow
SCAHA Ice Convenor

Topics



- ❖ SCAHA Calendar
- ❖ Scheduling
- ❖ Forfeitures
- ❖ Important Rules / Information

Calendar Highlights

- ❖ 3 Preseason games
- ❖ Minimum of 16 Regular season games that count towards the standings
- ❖ No games will be scheduled during major holidays weekends
 - Labor Day, Thanksgiving, Christmas, New Years, President's Day
- ❖ Final Team Declarations are due September 13th
- ❖ A/B Season Information
 - Regular Season Starts - September 27
 - Regular Season Ends - February 23
 - Administrative Break (no games) - February 28-March 1
 - 1st Round of Playoffs - March 7-8
 - Semi-Finals - March 8-15
 - Finals - March 15-16

Scheduling Overview

- ❖ Cannot start a game before 7:00a or after 9:00p
- ❖ **No rescheduling of A/B games**
 - Will result in a forfeit
- ❖ Exhibition Games (w Girls Teams)
 - Do not count towards your standings
 - Must be played or will result in a forfeit

Scheduling Overview

- ❖ If you have issues with the schedule
 - Inform your Club President/Ice Convener and he/she will inform the League Ice Convener
- ❖ Clubs are responsible to distribute the game schedule and any changes to their teams
- ❖ SCAHA will ensure that all teams within the same division will have the same number of games count toward standings (Rule 26.16)
 - No guarantee you will play the same number of preseason or regular season games
 - Minimum of 16 games will count towards the standings (Excluding Mites)

Scheduling Overview

- ❖ Divisions with an odd number of teams are scheduled to play an odd number of games
 - 1 team is randomly selected to play 1 extra game to complete the schedule
 - 1 game is randomly removed from that team's standings

Important Preseason Rule

- ❖ The Guidebook is available on the website SCAHA website
- ❖ Rule 23.03
 - Failure to meet minimum player (in a game) requirement will result in a forfeiture (6 players)
 - Mite teams are exempt from this rule
- ❖ Rule 26.02
 - A Club removing a team after any portion of the schedule is established, shall be fined \$250 per game
- ❖ Exhibition games do not count towards the standings
 - Games must be played
- ❖ Rule 32.03 - Post-season Eligibility
 - Individual players must play a minimum of 10 games with their team, 6 of which must be SCAHA league games. (Mites are Exempt)

SCAHA Select Camp

- ❖ Date/Location: December 13-14, Location: TBD
- ❖ Divisions: Bantam A/AA/AAA, Midget A/AA/AA
- ❖ Birth Year 1998, 1999, 2000, 2001 players are eligible to participate
- ❖ Registration opens mid October
- ❖ Need Volunteers
- ❖ Need Evaluators
- ❖ Need On-Ice/Bench Coaches
- ❖ Tell your coaches to get involved

SCAHA Website

- ❖ Current URL is www.scaha.com
- ❖ Board Members Information
- ❖ Clubs and Rink Location Information
- ❖ Schedule
- ❖ Stats
 - Importing over the history from old scaha.com site.
- ❖ Standings
- ❖ Sportsmanship, Scholar Athlete Program
- ❖ Pre-Select Camp
- ❖ Suspensions
- ❖ Player Rosters
- ❖ Coaches Information
- ❖ Rules & Regulations
- ❖ Playoff Information