



10th Annual SCAHA Manager Workshop

August 15-16, 2015, Lakewood/Riverside/Valencia

Agenda

- ❖ Opening Comments
- ❖ League Overview
 - SCAHA Board Contact Information
 - Governing Agencies Overview
 - SCAHA Overview
- ❖ Rules updates and Important policies
- ❖ Member Services
 - Credential book
 - Roster Management
- ❖ Statistician/Web Master Procedures
 - Schedule, Scoresheets, Tournament, Exhibition, and more.

Commissioner's Update



Chris Carcerano
SCAHA Commissioner



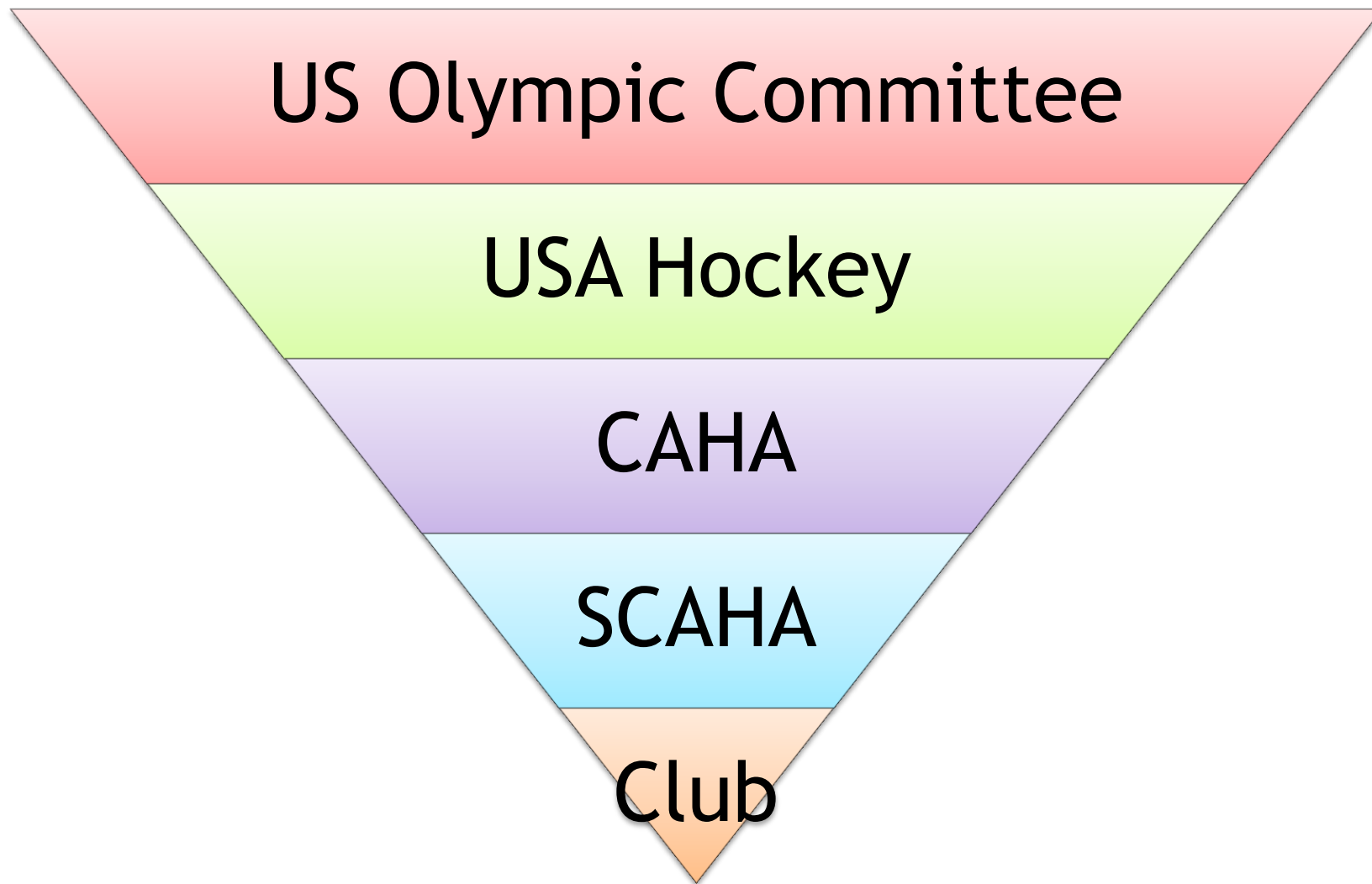
SCAHA Executive Committee

Name	Position	Contact Information
Chris Carcerano	Commissioner	ccarcerano@gmail.com
Annie Fisher	Deputy Commissioner	scahaannie@aol.com
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	cahabridget@aol.com
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

SCAHA Rules to Note

- ❖ 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

Commissioner's Update



Annie Fisher
Deputy Commissioner

SCAHA Rules to Note

- ❖ 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.

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

- ❖ Any ineligible coach who participates in a game or practice will be subject to fines/suspension along with the club
- ❖ 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

- ❖ Use of tobacco (in any form) on the game bench or locker room is specifically prohibited and is punishable as follows: 1st offense warning, 2nd offense is a match penalty.
- ❖ 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

Member Services



Nancy Hodge

Director of Member Services

USAH Pacific District Associate Registrar

ACE Coaching Coordinator

dux8fan@aol.com

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
 - 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
 - Must be in the order of most recent game played to the first game played
 - 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

- ❖ All Coaches/Managers Must be Screened
 - Must Complete Safesport training as well.
- ❖ 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/Web Master

Calendar/Schedule 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 15th
- ❖ A/B Season Information
 - Pre-Season Starts - September 12
 - Regular Season Starts - October 3
 - Regular Season Ends - February 28
 - Administrative Break (no games) - March 5-6
 - 1st Round of Playoffs - March 12-13
 - Semi-Finals - March 19-20
 - Finals - March 26-27

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
 - For Midget 18A games with the San Diego High School league teams do NOT count towards your standings

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

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

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

Where to Access the Manager Portal

- ❖ www.scaha.com
- ❖ What Can You Do From the Manager Portal
 - Roster - Jersey Number Assignments
 - SCAHA Games - Scoresheet Entry
 - Tournaments
 - Request To Play
 - Add Games
 - Submit Scoresheets
 - Exhibition Games
 - Request to Play
 - Submit Scoresheets

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

Scoresheets

- ❖ What do you need to do before the game is played?
 - Add your labels to all 3 copies of the scoresheet
 - Cross off players/coaches that are not participating in the game on all 3 copies of the scoresheet
 - Fines/Suspensions will be issued for games played with players/coaches who are not eligible to play

Scoresheets after Game is Played

- ❖ SCAHA games:
 - Home team must input the scoresheet, online at SCAHA.com by 10 pm the following Monday.
 - In the case of games with the Girls or High School teams, the **BOYS/SCAHA team manager** must input/upload the scoresheet.
 - upload a scanned or picture copy using the upload scoresheet button for the game
 - 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.
- ❖ Mailing Address:
 - PO BOX 800717
Santa Clarita, CA 91380

Tournaments and Exhibition

- ❖ What do you need to do for Tournaments?
 - Go into Manager Portal and select Add Tournament option
 - Must be done 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
 - After the game is played upload a copy of scoresheet to the site and mail to address listed in previous slide.
- ❖ What do you need to do for Exhibition Games?
 - Go into Manager Portal and select Add Exhibition Game option.
 - Must be done at least 3 days before exhibition game is scheduled to play
 - You will need 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
 - After the game is played upload a scanned copy of the scoresheet (see screenshot on next page) and Mail original to the PO Box listed on previous slide

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 2014 Federal tax return
- Deadline for submission is no later than 5:00 PM September 30, 2015
- 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

SCAHA Website

- ❖ Current URL is www.scaha.com
- ❖ Board Members Information
- ❖ Clubs and Rink Location Information
- ❖ Schedule/Scoreboard
- ❖ Stats
- ❖ Standings
- ❖ Sportsmanship, Scholar Athlete Program
- ❖ Suspensions
- ❖ Player Rosters
- ❖ Coaches Information
- ❖ Rules & Regulations
- ❖ Playoff Information