



**Tier 1 Hockey Federation
Guidebook
2022-2023**

THF Contact Information	2
THF Important Upcoming Dates	3
Age Classification	4
Regular Season Game Confirmations	4
Game Play	5
SafeSport	5
Parent and Spectator Behavior	5
Refunds and Cancellations	6
Postponements	6
Failure to Appear	6
Season Structure	6
Number of Games	6
Standings and Divisions	6
Playoff Format	7
4 Team Playoff Tree Format:	7
5 Team Playoff Tree Format:	8
6 Team Playoff Tree Format:	8
THF Playoffs Shootout Rules	9
THF Playoff Dates and Locations:	9
Team Roster Input and Game Sheet Instructions	10

THF Contact Information

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Nikki Miller – Director of Administration

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THF Important Upcoming Dates

May 31: Matrix Distributed

June 15: Regular season game schedules finalized

June 29: First Manager GameSheet training session via Zoom 6:30pm

July 15: All regular season game schedules on the website

July 27: Second Manager GameSheet training session via Zoom 6:30pm (Only need to attend on training session)

August 10: Deadline for roster submission to GameSheet portal

August 10: Deadline to email copy of T-1 roster to:
staff@tier1hockeyfederation.com

August 15: Individual player waiver submission deadline (on “Resources” tab online)

August 20: First day of the regular season. (no games allowed prior)

February 12: Last day of the regular season (all games must be scheduled to be played by 2/12/2023)

February 20: Last day makeup games may be played

February 24-27: Playoffs

TBD: USPHL Cup (date to be determined by 9/1/22)

Age Classification

For the 2022-2023 season the THF will offer the following divisions at these age classifications:

- 18U: 2004-2005
- 16U: 2006
- 15U: 2007
- 14U: 2008
- 13U: 2009
- 12U: 2010
- 11U: 2011
- 10U: 2012
- 9U: 2013

All member organizations will self declare the division of competition for their teams.

The commissioner has the authority to add subdivisions at each classification where the commissioner deems appropriate for competitive balance.

Regular Season Game Confirmations

Team managers of loose game opponents should email no later than one week in advance to confirm regular season games. Refer to the team manager contact list.

Game Play

Full list of Game Day Rules can be found in the THF Rule Book Section 5.5 & 5.6

1. Warm up time will be a minimum of 3 minutes for all levels.
2. Game times
 - a. 9U, 10U, 11U, and 12U games will be 3 - 15-minute periods and the ice slot must be a minimum of 80 minutes of on-ice time (90 minutes including the ice cut at the end of the game).
 - b. 14U games will be 3 – 16 minute periods and the ice slot must be a minimum of 90 minutes of on-ice time (10 minutes including the ice cut at the end of the game).
 - c. 15U, 16U and 18U games will be 3 – 17 minute periods, with an ice cut after the 2nd period, and the ice slot must be a minimum of 100 minutes of on-ice time (110 minutes including the ice cut at the end of the game).
3. Penalties
 - a. We will follow USA Hockey Directives in regard to penalty lengths based upon period duration.
4. Overtime
 - a. All games tied will go directly to a shootout.
 - b. Refer to Section 5.6 of THF rulebook for full Shootout procedures.
5. A Minimum of two (2) on-ice officials shall be scheduled for every league game. In situations beyond the control of the home team or the league a single official can officiate a league game for either a showcase or non showcase game.

SafeSport

The THF follows the USA Hockey SafeSport guidelines for its events and members. Per USA Hockey policy, all rostered players, coaches and managers must be screened with an active USA Hockey membership and SafeSport certification. All SafeSport incidents will be handled in conjunction with USA Hockey or the event's governing body. SafeSport is optional for score box and clock operators but strongly encouraged.

Parent and Spectator Behavior

The THF abides by USA Hockey's Zero Tolerance Policy. The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include but not be limited to:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Refunds and Cancellations

THF event registration and memberships that clubs have paid for are non-refundable and non-cancellable. All sales are final.

Postponements

All requests to postpone and reschedule a game must be sent via email from the master scheduler of the clubs wishing to postpone/reschedule to the THF commissioner and the opposing clubs master scheduler. The Commissioner has the right to deny any re-scheduling requests, re-schedule a postponed game at a time or venue he chooses, assign expenses as he chooses, make the final decision and will notify all parties. Any game that is approved for postponement and rescheduling must be rescheduled within ten (10) days of the original date and written notice via email must be sent to the THF commissioner.

Failure to Appear

A team which does not appear for a scheduled league game will forfeit the game and must pay a fine of \$1,000. A team that forfeits one (1) league games during the same season for failure to appear will be ineligible for playoff competition at the end of that season. A team that forfeits two (2) league games for failure to appear during the same season will immediately be removed from the league

Season Structure

Number of Games

- Non National Bound 2013-2009
 - Full Season: 28 Games
 - Partial Season: 16 Games
- National Bound 2008-18U
 - Full Season: 20 Games
 - Partial Season: 12 games
 - THF West: Minimum of 8 games

Standings and Divisions

1. At the beginning of the season, all teams will be in 1 division for your respective level
2. While there will be no subdivisions (eg. Premier & Elite), teams will be scheduled against teams of a similar level with the intent of making as many games as competitive as possible.
3. At the beginning of the season, standings will be sorted by number of games played.

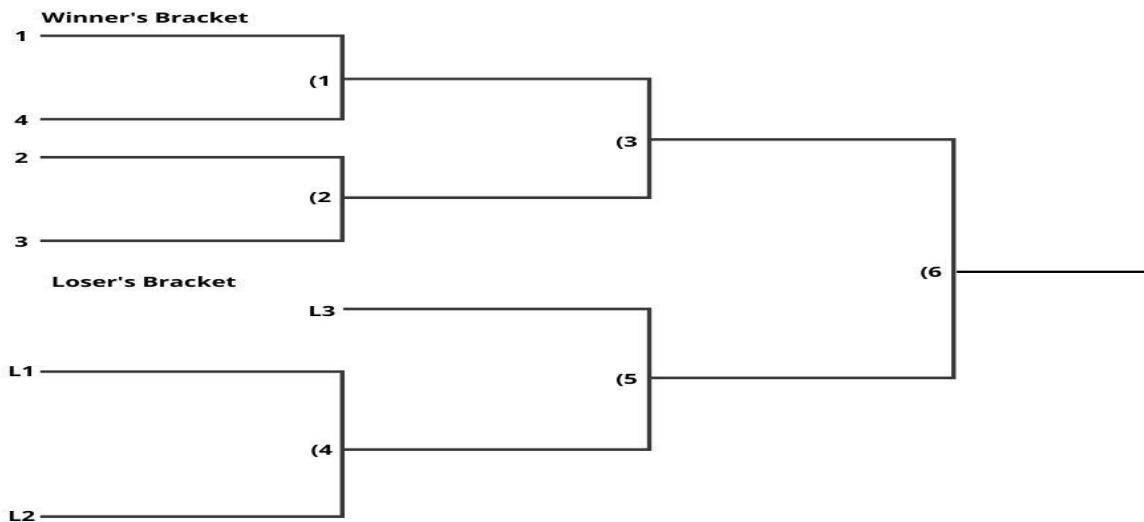
4. In mid-October, we will begin sorting the rankings as determined by KRACH ratings.
 - a. Rankings will be updated monthly as determined by KRACH.
5. In December, the division may be divided into subdivisions based on KRACH ratings.
 - a. Playoff qualification will be determined by each team's KRACH rating.

Playoff Format

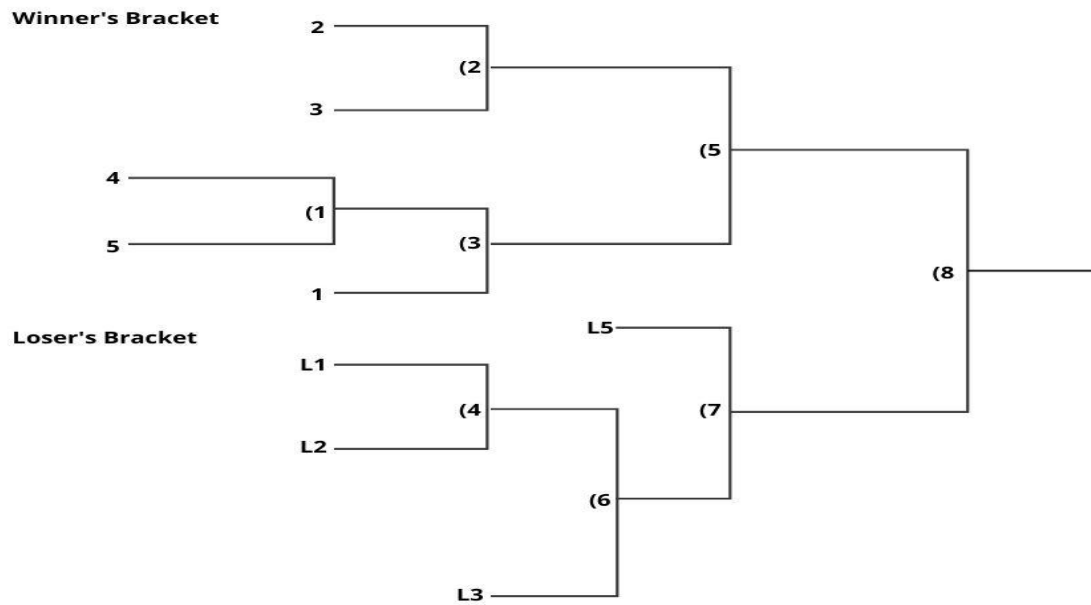
THF will host playoffs at the completion of the season at all age levels and divisions that competed in the THF for that season. Playoffs will follow a playoff tree format leading up to a championship game. The number of teams competing in a division will determine the number of teams that qualify for playoffs. Below are the minimum number of teams that will qualify for playoffs .

- 9 or less teams in a division: minimum 4 teams qualify
- 10 or more teams in a division: minimum 6 teams qualify
- Lower seed is home team for all games (Team with the best regular season KRACH ratings)

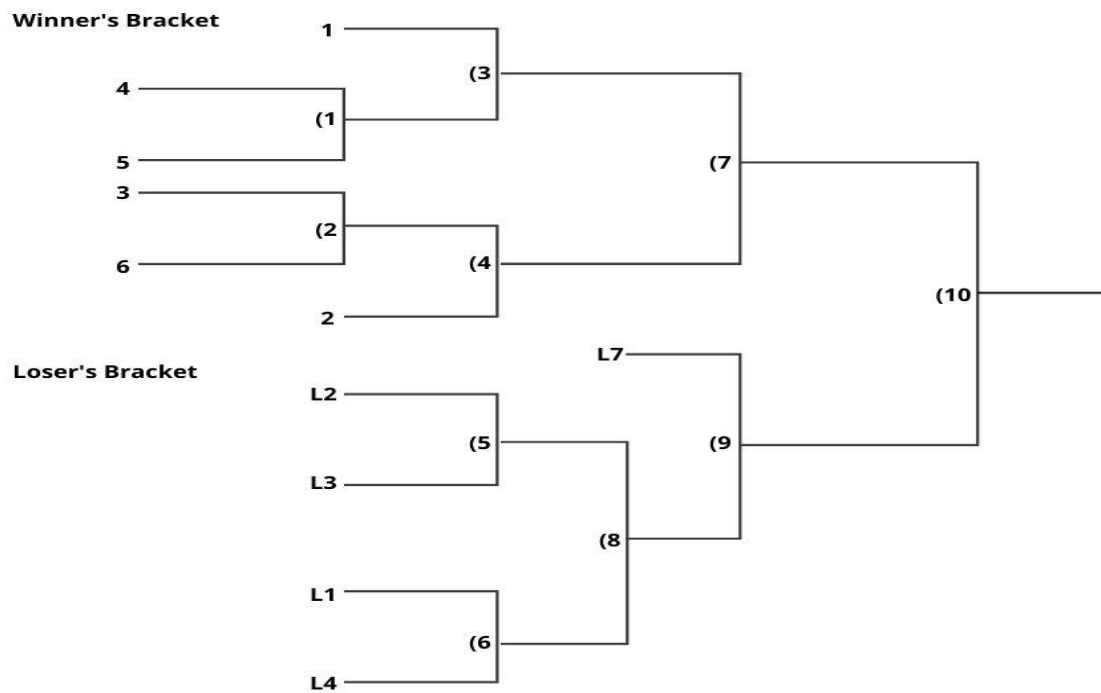
4 Team Playoff Tree Format:



5 Team Playoff Tree Format:



6 Team Playoff Tree Format:



THF Playoffs Round Robin and Championship Game Overtime Rules

All THF round robin playoff and championship games tied after regulation, three periods, will move to a: (5) minute 3 v 3 sudden death overtime period

If the game remains tied after the 3 v 3 sudden death overtime period the game will be decided by a shootout

THF Playoffs Shootout Rules

All THF round robin and championship games tied after the sudden death overtime period will move to a shootout with the following format:

Phase 1: Alternate Shot

(3) unique shooters for each team alternating shootout attempts with the visiting team shooting first each time until all 6 shooters, 3 home and 3 visiting, have shot. The team that scores the most goals in Phase 1 is declared the winner. If the teams score an equal number of goals in phase 1, the shootout moves to phase 2. A player whose penalty has not expired before the end of an overtime or regulation period is ineligible for the shootout and sudden death shootout.

Phase 2: Sudden Death

Visiting team will shoot first followed by the home team.

If one team scores and the other does not, the team that scores is the winner.

If both teams score, move to the next round of sudden death shootout with visiting team shooting first followed by the home team

If both teams fail to score, move to the next round of sudden death shootout with the visiting team shooting first followed by the home team

The home team and the away team may use the same shooter in consecutive rounds. Shooters from Phase 1 are eligible in Phase 2

THF Playoff Dates and Locations:

Dates and locations for the THF playoffs for each season will be determined and published following the publication of the AAHA district championship dates.

- Date: February 24-27, 2023
- Location: TBD

Team Roster Input and Game Sheet Instructions

Training date options via Zoom will be emailed to Team Managers by THF personnel.

For general information frequently asked questions for Game Sheet, please visit the following links: **Account Management:**

<https://help.gamesheet.app/category/48-account-management>

Training Videos: <https://help.gamesheet.app/article/29-training-videos>

1. **Installing the App:** Download the GameSheet app by opening the “GameSheet” app through your web browser on your iPad. https://www.youtube.com/watch?v=-QDae4l8dzE&ab_channel=GameSheetInc
2. **Create Account:** Create an account by going to <https://gamesheet.app/account/new> and completing the registration form.
<https://help.gamesheet.app/article/28-team-user-invitation-email-template>
 - a) You will need your Team’s Invitation Code — which has been shared. If you don’t have it, please contact the Commissioner or Deputy Commissioner. You may share this Invitation Code with others that you want to be able to view completed score sheets, and or manage your team's roster.
 - b) If you already have an account, you can update it to include this new team by clicking on your name in the top right corner of the Dashboard and then Accept Invitation.**
3. **Logging into the App:** Your login into the iPad with your access key which will be provided by the AGHF
https://www.youtube.com/watch?v=aV-AZbCAzJ0&ab_channel=GameSheetInc
4. **Starting New Game On Game Day:** Once you are logged in you will select the game tab. You will then select the current season.
 - a) You will then select the away team’s division and team you are playing. You will repeat this process for the home team as well.
 - b) Then you select the game date and add the time. After this press the Create button and the roster will already be there for the game and won’t need to be input manually.
https://www.youtube.com/watch?v=8qJ70wzCI9M&ab_channel=GameSheetInc
5. **Selecting Starting Goalie:** After you have created the game, the rosters and game details will pop up. After this you will click on the visiting team roster and choose the starting goalie. Repeat the process for the home team roster. After you have done this, you will then need to sign your name.
https://www.youtube.com/watch?v=u0_1EYTVkHI&ab_channel=GameSheetInc

6. **Editing A Roster:** If you have players sitting out, or are serving suspension: click on the players "Status" which will give you the options of selecting "Playing, Sitting out, Suspended." If you edit a suspended player you will need to say they are serving 1/1 or 1 / 2. The same process can be applied to the coaches. If the Head Coach isn't at the game you will need to select a new head coach for the team.
- https://www.youtube.com/watch?v=UG14SiT0eIg&ab_channel=GameSheetInc
https://www.youtube.com/watch?v=6ClvXmQ4Fb4&ab_channel=GameSheetInc

7. **Edit Player:**

- a) Select the Team Roster page
- b) Click / Tap on the name of the player you'd like to update. This will engage the edit mode
- c) With edit mode now engaged, click / tap on the field you want to change.
- d) Make the desired changes
- e) Click / Tap the "Save" button

8. **Player Attributes & Photo Headshots:** Player pictures are strongly recommended but optional for all teams. Player pictures are due to be uploaded by August 1st. Players need to look professional for the pictures. Also, it is recommended a player's profile include all attributes beyond just their name and jersey number. Attributes such as player weight, height, age, etc. are set in the Dashboard and these attributes will be displayed.

- a) Player attributes and photo headshots can be edited by clicking on "Actions" and then "Extended Player Attributes"

<https://help.gamesheet.app/article/30-roster-management>
<https://help.gamesheet.app/article/32-extended-player-attributes>

9. **Changing a Jersey Number, Position, or Duty:** If a player forgets his jersey you can select his number on the roster and change it to whatever it may be for that game. It will have the options to select for changing it "permanently" or "This game only". You may also select "duty" next to a player's name and make them the captain if your team has one.

https://www.youtube.com/watch?v=OtXsbIfVkc0&ab_channel=GameSheetInc

10. **Coaches Signature:** You will need the coaches electronic signature on the iPad by clicking the blue pen squiggle and then they will be able to sign with their finger.

https://www.youtube.com/watch?v=qx-e3n7ajjE&ab_channel=GameSheetInc

11. **Adding Coach or Player:** If you need to add a player at the bottom of the roster when you're on the game page you can select "+add player". You can do the same thing for Coaches. No players may be added after August 10. Only the league office may add players after August 10 submitted with the Add/Drop form attached to this document.

https://www.youtube.com/watch?v=zwUqZi5UcQI&ab_channel=GameSheetInc

12. **Error on Roster Page:** If all the coaches and team manager have not signed the iPad it will show there is an error. You can click on the error and it will tell you what the problem is.

https://www.youtube.com/watch?v=SGkQpby8rDI&ab_channel=GameSheetInc

13. **Scoring Page:** Once you have gotten all the signatures and added the rosters. You will then be sent to the scoring page. This is where you enter goals, penalties, and can add shots as well. You will be able to change the period at the top of the scoring page. You can also change the goalies if there is a goalie change. If a team pulls a goalie you touch change goalie as well and it will have the option to type when the goalie was pulled that way it won't hurt goalie's stats.

https://www.youtube.com/watch?v=3OPTWXUIkn0&ab_channel=GameSheetInc

https://www.youtube.com/watch?v=fiRYRQHvFIE&ab_channel=GameSheetInc

14. **Adding a Goal:** You will touch "Add Goal" for the team that scores. Then you will need to a. type the time of the goal,
b. person who scored the goal,
c. add any assist. If there is only one assist then you can touch away from that area and it will disappear.

https://www.youtube.com/watch?v=6QXV5n1cCpE&ab_channel=GameSheetInc

- [eSheetInc](#) 15. **Adding a Penalty:** You will touch "Add Penalty" just as you would with "Add Goal". a. type the time of the penalty
b. duration of the penalty
c. select the type of penalty
d. select the player
e. Type the on time when the player returns to play

https://www.youtube.com/watch?v=OXslP5bQQJY&ab_channel=GameSheetInc

16. **Script Feature:** the megaphone underneath the script will give you a written version of the goal or penalty to read from.

https://www.youtube.com/watch?v=yeXnL_Q_Wvk&ab_channel=GameSheetInc

17. **Add in a Game Misconduct Penalty:** You will follow the same steps for penalty. When selecting the penalty, all of the types of "Game Misconduct Penalties" will be available to choose from.

https://www.youtube.com/watch?v=OXslP5bQQJY&ab_channel=GameSheetInc

18. **Deleting a Mistake:** If you make a mistake when adding a goal or penalty swipe left on the goal or penalty. After this a delete button will appear on the right side of your goal or

penalty. Then click delete.

https://www.youtube.com/watch?v=O7M83SGwB7A&ab_channel=GameSheetInc

19. **Ending A Game:** Once the game is completed click “End Game” in the top right hand corner. https://www.youtube.com/watch?v=-kVZ_gX4_IA&ab_channel=GameSheetInc 20.

Uploading the Game: After you have clicked the end game. It will take you to the refs page. After they sign it they click the top the left hand corner to lock the game. Which will take you to the upload screen.

https://www.youtube.com/watch?v=nTUMmWibMsQ&ab_channel=GameSheetInc

21. **Sending Feedback:** on the homepage of the GameSheet app in the top right-hand corner there is a gear mechanism that will give you the options for:

- a. How - to Videos
- b. Send Feedback
- c. Contact Support: use this if you are having trouble uploading the games or something isn't working.
- d. Logout

https://www.youtube.com/watch?v=Mcw96BPJikY&ab_channel=GameSheetInc

22. **Coaches and Managers Review of GameSheet :**

https://www.youtube.com/watch?v=_NVRJoIsHGM&ab_channel=GameSheetInc

https://www.youtube.com/watch?v=75Btgn0FSJo&ab_channel=GameSheetInc

23. **Game Sheet Trailer:**

https://www.youtube.com/watch?v=6VMNULCyTJw&ab_channel=GameSheetInc