



**Tier 1 Hockey Federation
Guidebook
2023-2024**

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THF Contact Information

Tony Zasowski – Commissioner

Email: tzasowski@blackbearsportsgroup.com

Brent Gough– Deputy Commissioner

Email: bgough@blackbearsportsgroup.com

Matt Kiernan – Director of Scheduling

Email: mkiernani@blackbearsportsgroup.com

Blake MacNicol – Director of Hockey Operations

Email: bmacnicol@blackbearsportsgroup.com

Nikki Miller – Director of Administration

Email: nikki@atlantichockeyfederation.com

Jodie Penn– Director of Operations

Email: jpenn@blackbersportsgroup.com

Kevin Keiper – Director of Officiating

Email: kkeiper@atlantichockeyfederation.com

Managers and Coaches should go through their Hockey Director and Organization scheduler prior to contacting the league.

Important Dates

THF Hockey Operation Dates

- March 24 Team Declarations due to league
- April 22-23 Spring Parity Festival
- June 1 Team Scheduling
- June 23 Home Schedule Due to league
- August 4 USA Hockey Roster Due
- August 18 Season Starts
- February 12 End of Regular Season
- February 16-18 Make up weekend
- February 23-25 National Bound Playoffs (12U-18U)
- March 1-3 Youth Playoffs (9U-11U)

THF Meeting Dates

- May 10 Board of Directors Meeting (In Person)
- May 11 Directors / Organization Management Meeting (Virtual) - 10 am
- May 11 Managers Meeting (Virtual) - 6:30 pm
- June 8 Directors / Organization Management Meeting (Virtual) - 10 am
- June 8 Managers Meeting (Virtual) - 6:30 pm
- July 13 Directors / Organization Management Meeting (Virtual) - 10 am
- July 13 Managers Meeting (Virtual) - 6:30 pm
- August 10 Directors / Organization Management Meeting (Virtual) - 10 am
- August 10 Managers Meeting (Virtual) - 6:30 pm
- August 16 Board of Directors Meeting (Virtual)
- September 14 Directors / Organization Management Meeting (Virtual) - 10 am
- September 14 Managers Meeting (Virtual) - 6:30 pm
- October 12 Directors / Organization Management Meeting (Virtual) - 10 am
- October 12 Managers Meeting (Virtual) - 6:30 pm
- October 25 Board of Directors Meeting (In Person)
- November 9 Directors / Organization Management Meeting (Virtual) - 10 am
- November 9 Managers Meeting (Virtual) - 6:30 pm
- December 14 Directors / Organization Management Meeting (Virtual) - 10 am
- December 14 Managers Meeting (Virtual) - 6:30 pm
- January 11 Directors / Organization Management Meeting (Virtual) - 10 am
- January 11 Managers Meeting (Virtual) - 6:30 pm
- January 31 Board of Directors Meeting (In Person)
- February 8 Directors / Organization Management Meeting (Virtual) - 10 am
- February 8 Managers Meeting (Virtual) - 6:30 pm

Federation Educational Series Dates

- October 17th Intro To Hockey - Ken Martel - (10U/12U Focus) - 7pm EST
- November 8th College Hockey Inc (14/15/16U/18U) - 7 pm EST
- November 29th ACHA (18U Focus)
- December TBD Apex Virtual Learning
- January TBD Agent & Advisor

- February TBD Pathway to Juniors

Refunds and Cancellations

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

Age Classification

For the 2023-2024 season the THF will offer the following divisions at these age classifications:

- 18U: 2005-2006
- 16U: 2007
- 15U: 2008
- 14U: 2009
- 13U: 2010
- 12U: 2011
- 11U: 2012
- 10U: 2013
- 9U: 2014

Declarations

Self Declare

All member organizations will self declare the level of competition for their teams. Prior to parity, each hockey director will project each team as top third, middle third, or bottom third prior to parity.

Subdivisions

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

Scheduling

Loose Game Confirmations

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

Re-Scheduling a game

To reschedule a game, an email should be sent by the organization scheduler to the league Director of Scheduling with the new date, time, and location of the game. The other team's

organization scheduler should be on the email along with both teams hockey directors, coaches, and managers. Once the email is confirmed by both teams, the league will reschedule the game with no fines for either team.

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.

- Once the league schedule is released on the league website, League members will have 14 days to make changes without penalty. Any change to a schedule must be agreed to by both teams involved. The Commissioner has the discretion to fine a member organization \$250 per schedule change after August 1st.
- After January 1, no schedule changes can take place without the approval of the Commissioner.
- Any postponed league game will result in a \$250 fine and must be rescheduled within ten (10) days of the date the game was postponed. 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.
- If a League Member team drops out of the league after July 20, the Commissioner shall have the authority to re-formulate the schedule and any other related matter.

Failure to Appear (Game Cancellations)

- A team which does not appear for a scheduled league game (cancel a game) will forfeit the game and must pay a fine of \$1,000 plus game expenses to the home team (Showcase Rates- Ice and Refs). The game will be recorded as a 1- 0 score in the standings. All fines must be paid prior to playoffs. Any unpaid fines may result in a team's disqualification from the playoffs and expulsion from the league.
- A team that forfeits two (2) 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 three (3) league games for failure to appear during the same season will immediately be removed from the league with no refund.

Season Structure

Number of Games

- Non National Bound (9U-12U)
 - Full Season: 28 Games
 - Partial Season: 16 Games
 - National Season: 12 Games
- National Bound 13U-18U
 - Full Season: 20 Games
 - Partial Season: 12 games
 - National Season: 12 games

- All Teams are assumed to be Full Season unless they are outside the mid-atlantic or a MyHockeyRanking.com Top 25 team the previous season at the appropriate birth year.

Standings and Divisions

1. 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.
2. Standings and Playoff Qualification will be determined by KRACH ratings.
3. THF will be divided by Geographical Conferences where applicable.
 - a. THF East, North, and Central for the 23-24 Season.

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. 13U & 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 at the end of regulation will go to a 3 versus 3 overtime with a 5 minute running clock.
 - b. If the game is tied after the 5 minute overtime, the game will end in a tie.
5. Running time shall be applied when the goal differential is 7 goals or more in the second or third period. If the goal differential returns to 6 goals, stop time is applied. Coaches may agree to run time earlier in the game.
6. 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.

Playoffs

Qualifications

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.

- 13U-18U
 - 8 teams qualify for the Championship Tournament
 - The THF shall offer a playoff with 40% of teams eligible for a playoff based on the size of an age division.
 - A Silver Cup Championship shall be offered and optional based on declaration to the division.
- 9U-12U
 - 8 teams qualify for the Championship Tournament
 - The THF shall offer a playoff for all 9U-12U teams a playoff
 - A Silver and/or Bronze Cup Championship shall be offered and optional based on declaration to the division
- A team that is in the Top 10 of MyhockeyRankings.com shall be able to opt out of playoffs if there are no other teams in the Top 25 teams in the division.
- Any team that has an affiliate or district championship conflict with playoffs shall have the ability to opt out of playoffs. The Commissioner has the ability to award a replacement team.

Team Qualifications

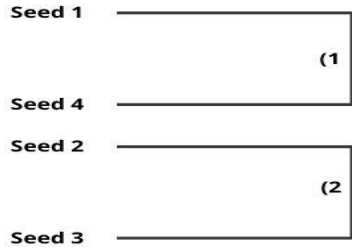
- 15U-18U: 8 Teams
 - 6 THF East
 - 1 THF North (USPHL)
 - 1 THF Central
- 13U-14U: 8 Teams
 - 6 THF East Teams
 - 1 THF Central Team
 - 1 Wild Card based on KRACH as of February 1.
- 9U-12U: 8 Teams
 - 6 THF East Teams
 - 1 THF Central Team
 - 1 Wild Card based on KRACH as of February 1.
- The commissioner may change the number of teams in playoffs based on the number of teams in a division.

Playoff Tree Format:

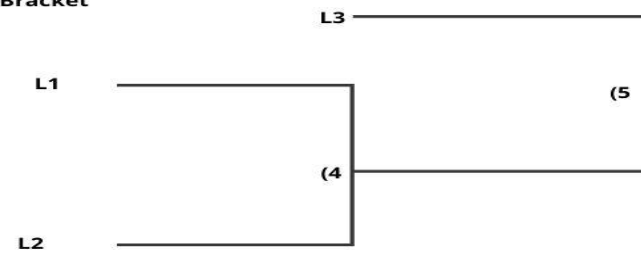
- East Playoffs teams will be announced at the conclusion of the Regular Season.
- North will host their own playoff and declare a representative for the Championship.
- Central will have a 4 team playoff to declare a representative for the Championship.

4 Team Playoff Tree Format:

Winner's Bracket



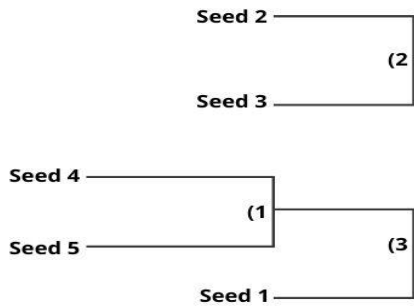
Loser's Bracket



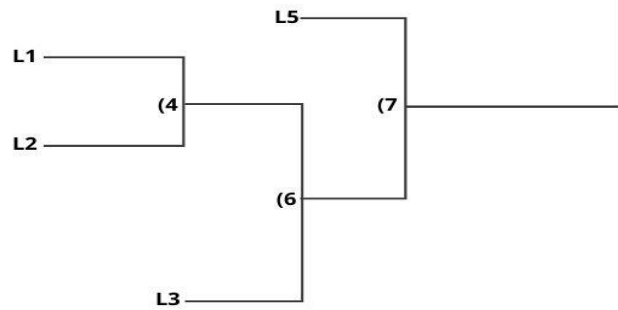
Champions

5 Team Playoff Tree Format:

Winner's Bracket

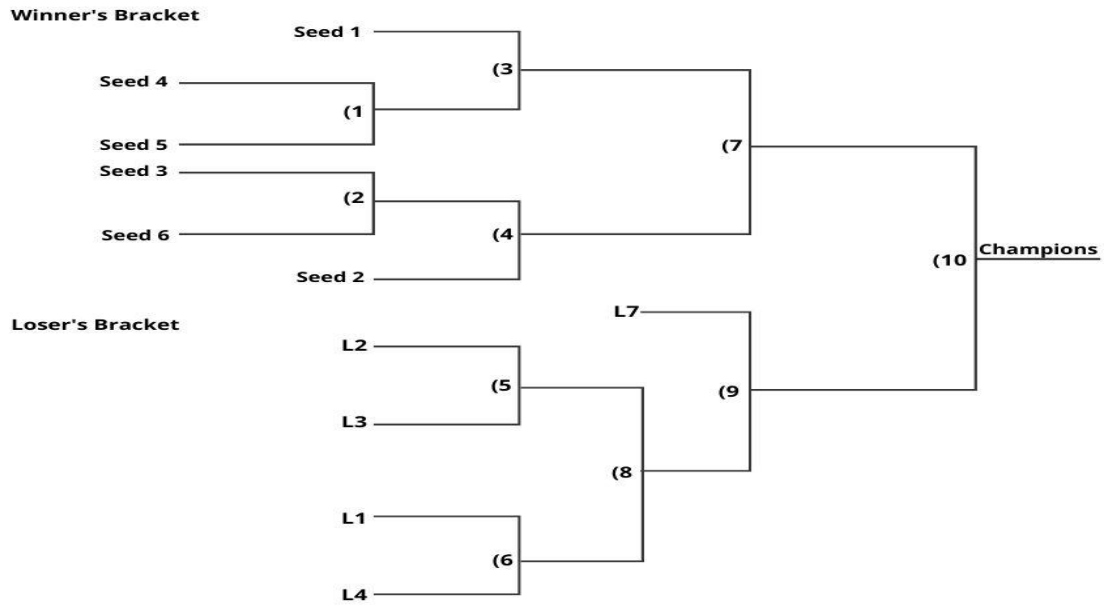


Loser's Bracket

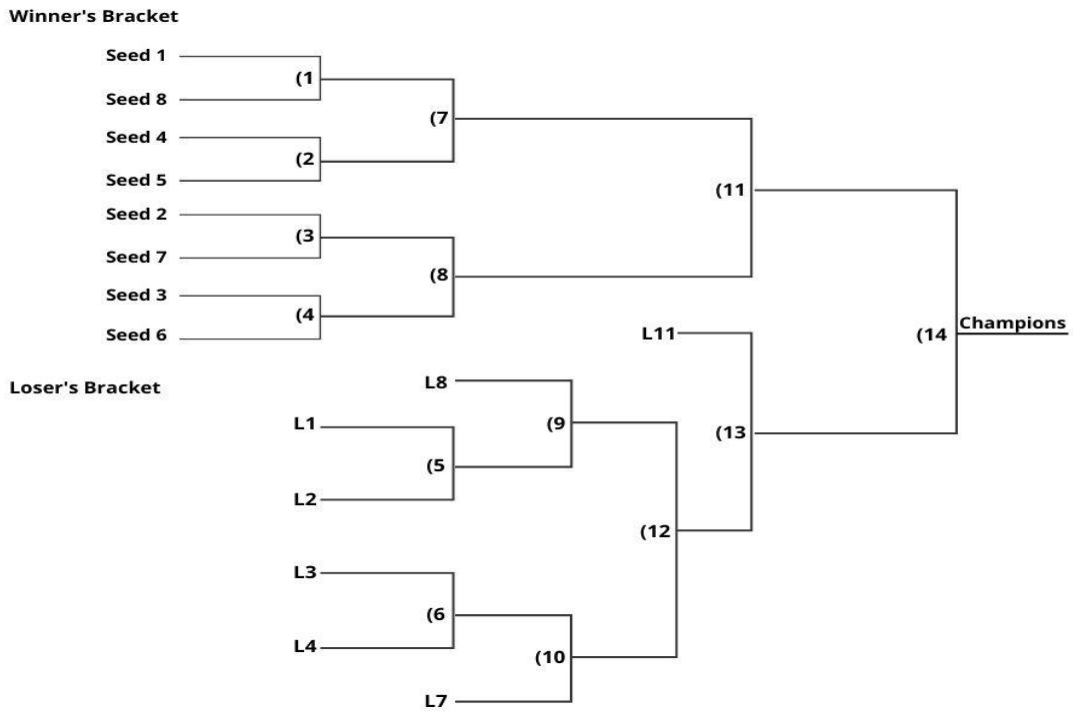


Champions

6 Team Playoff Tree Format:



8 Team Playoff Tree Format:



THF Playoffs Championship Game Overtime Rules

All THF 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.

- THF Championships
 - 12U-18U
 - Date: February 23-25
 - Location: TBD
 - 9U-11U
 - Date: March 1-3, 2024
 - Location:
- THF Central Division Championship (winner advances to THF Championship)

- Date January 26-28, 2024
- Location: Chicago, IL

Roster Changes

- Roster changes must be submitted via the THF Manager's portal 24 hours prior to game start time (Weekend Games) and by 5pm on Friday for weekend games.
- Submissions after the deadlines are not guaranteed to be approved for the game.
- A team that plays a player not on the active roster is subject to penalties which can include forfeiture of the game and may be ruled playoff ineligible.
- Rule will be waived in instances where a team must use an emergency goalie to play the game as scheduled.
- Please refer to rule 5.1 in the THF Rule Book for complete details.

Scoring Changes

- Please submit all scoring changes via the THF Manager's portal.
- Only scoring changes with video and the required information that are submitted by a coach or team manager will be accepted.
- Please note it is the coach's responsibility to verify the scoresheet at the conclusion of the game.

Penalty Review

Please refer to the Federation Discipline policy in the THF rule book for complete details.

- The Federations will NOT use video review for the purpose of changing any on ice call, UNLESS the video clearly and unambiguously demonstrates MAJOR/GAME MISCONDUCT penalty assessments were made to the wrong player and the competition committee unanimously agrees.
- Video submitted for potential review by Federation, will only be accepted/considered if presented by a member Association's Hockey Director or President. (No individual or parent submissions will be accepted.)

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.
- Inappropriate social media posts and/or email communication with the Federation league personnel.

Spectator and Player Video Policy

It is illegal to video any games in the THF. If a player, parent, family member or friend produce (or any other version of such) a video or livestream or any other broadcast production of an THF event or game, the player can be immediately suspended or dismissed from the team, league or tournament for the remainder of the season with no refunds provided.

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 THF

https://www.youtube.com/watch?v=aV-AZbCAzJ0&ab_channel=GameSheetInc

4. **Selecting Game:** Once you are logged in you will select the new game tab. Then select “load from schedule”.
 - a) Then you will select the correct date and division to find the game you will be scoring.
 - b) All games will be loaded into the Gamesheet. There is no need to “Create a new game”.

5. **Selecting Starting Goalie:** After you have selected the correct 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=UG14SiT0elg&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=OtXsblfVkc0&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=ftRYRQHvFIE&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

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=OXsIP5bQQJY&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=OXsIP5bQQJY&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=NVRJolsHGM&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