



**Atlantic Girls Hockey Federation
Guidebook
2023-2024**

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Contact Information

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

AGHF Important Upcoming Dates

- June 1 Team Scheduling Begins
- June 23 Home Schedule Due
- August 4 USA Hockey Roster & Player Registration Due
- August 26 Season Starts
- December 9 All-Star Games
- February 12 Regular Season Ends
- February 23-25 AGHF 14U- 19U Playoffs
- March 9-10 AGHF 10U and 12U Playoffs

AGHF Meeting Dates

- May 10 Board of Directors Meeting (In Person)
- May 30 Directors / Organization Management Meeting (Virtual) - 10 am
- May 30 Managers Meeting (Virtual) - 6:30 pm
- August 1 Directors / Organization Management Meeting (Virtual) - 10 am
- August 1 Managers Meeting (Virtual) - 6:30 pm
- August 15 Board of Directors Meeting (Virtual)
- October 24 Board of Directors Meeting (In Person)
- January 30 Board Meeting (In person)
- February 6 Directors / Organization Management Meeting (Virtual) - 10 am
- February 6 Managers Meeting (Virtual) - 6:30 pm
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Refunds and Cancellations

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

Age Classifications

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

- 19U: Diamond and Platinum*
- 16U: Diamond and Platinum
- 14U: Diamond and Platinum
- 12U:
- 10U

Declarations

Self Declare

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

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.

Showcase Scheduling

Showcase schedules will be released via GameSheet on the AGHF Website a minimum of 10-14 days prior to the showcase to allow AGHF personnel enough time to evaluate game results and make best efforts to achieve parity at the second showcase.

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 to either team.

Postponements

All requests to postpone (or reschedule) a game must be sent via email from the master scheduler of the clubs wishing to postpone/reschedule to the AGHF 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 matters.

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

For Full Season Structure Details, please refer to AHF Rule Book 4.2

- Full-Season Clubs 14UElite-19U:
 - 28 game schedule (20 home/away, 8 Showcase)
- Full-Season Club 10U-14U
 - 24 game schedule (16 home/away, 8 Showcase)

All-Star Games

AGHF will host all-star games during the season at all age levels and divisions that competed in the AGHF for that season excluding half ice mites.

All-Star Selections

Each age group 12U -19U will have 4 all-star teams consisting of 2 goalies, 4 defenders, and 9 forwards for a total of 15 players. The 10U division will have 2 teams. Each team will have a minimum of one player selected for the all-star games. The number of players each team will receive will be determined by the number of teams in the division along with the KRACH Rating of the team on **November 7**. The organizations must nominate players by **November 7** to the league. The league will notify teams of their selected players by **November 22**.

Playoff

AGHF will host playoffs at the completion of the season at all age levels and divisions that competed in the AGHF for that season- Playoffs will follow a round robin format. 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.

- 14U-19U ages
 - 40-50% of teams shall participate in a playoff
- All 10U-12U teams have the options to participate in a playoffs
- Teams must declare by August 1st if they will participate in playoffs

AGHF Playoffs Round Robin Points Awarded

Type	Points
Regulation Win	3
OT Win	2
Shootout Win	2
OT Loss	1
Shootout Loss	1
Regulation Loss	0

Formats

The following round robin formats will be used based on the number of teams qualifying for the playoffs at each division.

4 Team Round Robin Playoff Format:

- Lower seed is home team for all games
- Championship game:(determined by points earned in round robin play)
- Winner Round Robin vs Round Robin Runner Up

Seed	Round Robin Opponent	Round Robin Opponent	Round Robin Opponent
#1	#2	#3	#4
#2	#1	#3	#4
#3	#1	#2	#4
#4	#1	#2	#3

Championship Game

Round Robin Winner	Round Robin Runner Up
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6 Team Round Robin Playoff Format:

- Lower seed is home team for all game
- Championship game:(determined by points earned in round robin play)
 - Winner Round Robin vs Round Robin Runner Up

Seed	Round Robin Opponent	Round Robin Opponent	Round Robin Opponent
#1	#4	#5	#6
#2	#4	#5	#6
#3	#4	#5	#6

#4	#1	#2	#3
#5	#1	#2	#3
#6	#1	#2	#3

Championship Game

Round Robin Winner	Round Robin Runner Up
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8 Team Round Robin Playoff Format:

- Lower Seed is home team for all games
- (2) Pools of four teams
 - Pool A(#1, #4, #5, #8)
 - Pool B(#2, #3,#6,#7)
- Championship Game:(determined by points earned in round robin play)
 - Winner Pool A vs Winner Pool B

Pool A			
Seed	Round Robin Opponent	Round Robin Opponent	Round Robin Opponent
#1	#8	#5	#4
#4	#8	#5	#1
#5	#8	#4	#1
#8	#5	#4	#1
Pool B			
Seed	Round Robin Opponent	Round Robin Opponent	Round Robin Opponent
#2	#7	#6	#3
#3	#7	#6	#2
#6	#7	#3	#2
#7	#6	#3	#2

Championship Game

Round Robin Winner Pool A	Round Robin Winner Pool B
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Playoffs Round Robin Tie Breakers

All round robin playoff tournaments will be subject to the tie breaking procedure provided in the USA Hockey Tournament Guide Book to determine the standings of the teams in the round robin playoff tournament.

The tie-breaker rules are as follows;

1. The results of only the head-to-head games played between the tied teams in the following order:
 - a. Most points earned.
 - b. Most total wins (whether in regulation, overtime and shootout).
 - c. Most regulations wins.
 - d. Differential — Subtracting goals against from goals for in these games, the positions being determined in order of the greatest surplus. A maximum goal differential of plus or minus eight (8) per game will be used in tie-breaking rules.
 - e. Quotient — Dividing the goals for by the goals against in these games, the positions being determined in order of the greatest quotient. If a game has a goal differential of more than eight (8) goals, the goals for will be decreased until there is a maximum of eight (8) more than goals against in a given game prior to dividing (i.e. 10-1 game would use 9-1 for purposes of quotient). A quotient involving dividing by zero 35 (0) has higher standing than a quotient from dividing by any number other than zero (0). Where two or more teams have no goals against and the quotient tie-breaker is required, the teams shall be ranked high to low in descending order of “goals for.”
 - f. Most periods won — In the games played by each tied team, points will be awarded for each regulation period won (2 points) and for each regulation period tied (1 point). Positions shall be in the order of highest point total.
2. If after applying the formulas of 1 a, b, c, d, e or f the tie still exists, the results of all the games played by the teams tied in the following order.
 - a. Most total wins (whether in regulation, overtime and shootout).
 - b. Most regulations wins.
 - c. Differential — Subtracting goals against from goals for in these games, the positions being determined in order of the greatest surplus. A maximum goal differential of plus or minus eight (8) per game will be used in tie-breaking rules.
 - d. Quotient — Dividing the goals for by the goals against in these games, the positions being determined in order of the greatest quotient. If a game has a goal differential of more than eight (8) goals, the goals for will be decreased until there is a maximum of eight (8) more than goals against in a given game prior to dividing (i.e. 10-1 game would use 9-1 for purposes of quotient). A quotient involving dividing by zero (0) has higher standing than a quotient from dividing by any number other than zero. Where two or more teams have no goals against and the quotient tie-breaker is required, the teams shall be ranked high to low in descending order of “goals for.”

- e. Most periods won — In the games played by each tied team, points will be awarded for each 36 regulation period won (2 points) and for each regulation period tied (1 point). Positions shall be in the order of highest point total.
 - f. Lowest number of penalty minutes — Calculate the number of penalty minutes accrued during all preliminary round games. The teams shall be ranked low to high in ascending order of “penalty minutes for.”
 - g. Quickest first goal — The team that scored the quickest goal in their preliminary round games shall be ranked highest.
3. If the above procedure does not break the tie, the teams shall use a shootout procedure as previously described. NOTE: A team may go into the tie-breaking process having defeated another of the tied teams and still not advance. NOTE: If a team forfeits any of its games, and becomes involved in any tie-breaking formula, the team that forfeited will not advance and all games played against the forfeiting team shall be recorded as 1-0 victories for all opposing teams.

Note: Refer to USA Hockey Tournament Guidebook 2021 Appendix 4 for Tie-Breaking Scenarios.

Playoffs Round Robin and Championship Game Overtime Rules

All AGHF 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

Playoffs Round Robin and Championship Game Shootout Rules

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

Shootout 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.

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 round

Playoff Dates and Locations:

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

Roster Changes

- Roster changes must be submitted via the AGHF 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 AGHF Rule Book for complete details.

Scoring Changes

- Please submit all scoring changes via the AGHF 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 AHF 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 AGHF 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 scoreboard and clock operators but strongly encouraged.

Parent and Spectator Behavior

The AGHF 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 Federation league office.

Team Roster Input and Game Sheet Instructions

IMPORTANT: ROSTERS MUST BE INPUT to GAMESHEET BY AUG 1

Training date options via Zoom will be emailed to Team Managers by AGHF 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. **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”.

https://www.youtube.com/watch?v=8qJ70wzCI9M&ab_channel=GameSheetInc

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=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=zwUqZi5UcOI&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=SGkOpby8rDI&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

- [eSheetInc](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

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