



**HNB FEMALE ELITE HOCKEY COMMITTEE**

**OPERATIONS MANUAL**

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## **HNB FEMALE ELITE HOCKEY COMMITTEE OPERATIONS MANUAL**

### **SECTION 1 – PURPOSE**

- 1.1 It is the purpose of this Policy Manual to provide assistance and direction to those who are responsible for the operational needs of Female AAA hockey teams.

### **SECTION 2 – STRUCTURE**

- 2.1 The Female Elite Hockey Committee is a volunteer and a non-profit organization. The Committee is responsible for all AAA Female Hockey activities within the boundaries established by Hockey New Brunswick (HNB). The Committee is responsible to and receives its mandate from the Hockey New Brunswick Female Commission which in turn receives its authority from the HNB Board of Directors. The Chair of the Committee will be the Elite Hockey representative on the HNB Female Commission.
- 2.2 The Leagues will have their own governing structure that is laid out in their respective operation manual. The leagues will run their business and will govern the play for their leagues through these operation manuals.

### **SECTION 3 – AMENDMENTS**

- 3.1 The Operations Manual may be amended at the semi-annual and annual meetings of the executive of the Female Commission.
- 3.2 Amendments shall require a simple majority vote (50% plus 1) of all Committee members to carry.
- 3.3 Amendments shall be submitted by the Committee members or Female Commission members prior to October 31<sup>st</sup> for the Semi-annual meeting and prior to March 31<sup>st</sup> for the Annual General Meeting.

### **SECTION 4 – VOTING**

- 4.1 Voting representatives will include: Committee Chair (Elite Hockey Representative on Female Commission), the Female AAA League will have one vote, one representative of the U18 AAA Franchises will have one vote, and all Female Associations that operate a AAA team will have one vote. The Chair of the Committee will only vote in case of a tie.

## **SECTION 5 - BOUNDARIES**

- 5.1 For U13 / U15 programs, boundaries will follow the existing boundaries that the Female Associations have within the Association Constitution.
- 5.2 Players who reside in an area that does not operate a AAA team can transfer to a neighbouring Female Association at the discretion of the Elite Female Hockey Committee.
- 5.3 U18 boundaries will be:
  - West Draw: HNB District 1, 2 and 3
  - South Draw: HNB District 5
  - East Draw: HNB District 6 and 7
  - North Draw: HNB District 8, 9, 10 and 11

[HNB District Map](#)

## **SECTION 6 – DISCIPLINE**

- 6.1 Suspensions and discipline will be in accordance with the rules and regulations along with the Operations Manual of the respective leagues in which the teams play.

## **SECTION 7 – COACHES SELECTION**

- 7.1 Each Female Association will select U13AAA and U15 AAA coaches through a standard selection process which will include:
  - The appointment of a selection committee. The committee will circulate applications and review the qualified applicates. Applicants who are selected to be interviewed will be notified by the selection committee.
- 7.2 The following must be considered during the selection process:
  - Relevant coaching experience and philosophy, experiences working with specific age groups, community involvement, education, certification, and training.
- 7.3 Preference will be given to Female coaches if they are fully qualified.
- 7.4 All coaches and assistant coaches will have certification requirements outlined in Section 17.
- 7.5 All members will be required to follow the policies outlined in the Hockey New Brunswick Safe Sport Policy Manual.

- 7.6 Coach appointments can be done on one or two-year contracts.
- 7.7 The U18 Franchises will follow their own coach selection process as per the HNB Franchise Guidelines.

## **SECTION 8 – UPWARD PLAYER MOVEMENT**

- 8.1 To move up a division in U15 and U18 divisions players will need to follow the [Female Upward Player Movement Guidelines](#).
- 8.2 To move up a division in U13, the process will be:
- The upward player movement shall be available for second year U11 players.
  - Players in their second year of a division are eligible to be evaluated for player movement. For player movement from U11 to U13, players must be ranked as follows (Goalie – top 2; Defense – top 3; Forward – top 5).
  - Overall hockey ability, physical development and social development will be considered when reviewing upward player movement requests.
  - A selection committee will review all upward player movement requests. The Committee will include a representative from the Female Association as well as the Female Commission.
  - The Chair of the Female Elite Hockey Committee, must approve the selection.
  - A fee of \$250.00, must be paid to Hockey New Brunswick.

## **SECTION 9 – TEAMS**

- 9.1 Each member team, all team officials, and players shall be properly registered with Hockey New Brunswick through the Hockey Canada Registry System.
- 9.2 Each member team shall abide by the governing Operations Manual of the Female Elite Hockey Committee, and the Operations Manual governing the League. Failure to do so shall result in disciplinary action.
- 9.3 Each team shall consist of no more than 20 players and no less than 15 players of which 2 shall be goaltenders who do not play in any other position. Any request by a team to carry less than the minimum of 15 players shall be addressed by the Female Association President and Female Commission Elite Hockey representative.
- 9.4 All U13 & U15 players must complete the Intent to Tryout Form (Appendix A) and may not tryout for more than one team at a time during the current season. The player remains the property of the team until they are released.

- 9.5 Players and families who fail to meet the financial obligations to their team may be subject to immediate suspension upon written notice from their team of their delinquency.
- 9.6 Should a player still be delinquent at the end of a season, that player shall be noted in the HCR that they are not a 'member in good standing' and as such shall not be permitted to register, be transferred inter-branch or allowed to participate in HNB and Hockey Canada activities until remedies have been made to the team and Hockey New Brunswick's satisfaction.
- 9.7 All Female Elite Hockey teams (U13 AAA, U15 AAA, U18 AAA), are required to pay an annual fee of \$500 to Hockey New Brunswick.

## **SECTION 10 – LEAGUES**

- 10.1 All Female AAA teams will participate in their own age-appropriate leagues.
- 10.2 Teams will abide by the Rules, Regulations, Operations Manuals and Constitutions of their respective leagues along with those of Female Commission, HNB and Hockey Canada.

## **SECTION 11 – AFFILIATION**

- 11.1 Players will be able to affiliate to the following teams:

U13 AAA Female:

All females playing U11 (on all-female or mixed gender teams)

Players from Female U13 AA or A teams.

Females playing on mixed gender U13 Competitive or U13 C teams in Districts that do not offer all-female teams

U15 AAA Female:

All females playing U13 (on all-female or mixed gender teams)

Players from Female U15 AA or A teams.

Females playing on mixed gender U15 Competitive or U15 C teams in Districts that do not offer all-female teams

U18 AAA Female:

All U15 AAA Female

Players from Female U18 Competitive or Female U18 C teams

Females playing on mixed gender U18 Competitive or U18 C teams in Districts that do not offer all-female teams

- 11.2 A player may affiliate a maximum of ten (10) games.

If the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of games.

Exhibition and/or tournament games, which are not part of regular league games or playoff games, are not counted in the number of games in which an affiliate player participates.

- 11.3 Coaches of lower age category teams shall allow Affiliated Players to play for the higher age category team when requested unless extenuating circumstances prevent it. Associations shall encourage use of Affiliation Players whenever possible.
- 11.4 Players affiliating to a higher division or category team must have their Association/Club President's or designates written approval. If an affiliated player is needed the Association/Club President or designate must give their consent before asking the affiliated player to participate in a game or practice.

## **SECTION 12 – EQUIPMENT**

- 12.1 All jerseys, socks, helmets, gloves, equipment bags and any other items purchased for the use of any AAA teams shall remain the property of the respective Female Association / Franchise.

## **SECTION 13 – DIVISIONAL OPERATIONS**

### **13.1 U13**

13.1.1 Will feature play in a Female U13 AAA division. The number of teams will be determined for the Female Elite Hockey Committee and approved by the Female Commission.

13.1.2 There will be Regular season play, Provincial play downs and tournaments as determined by Committee.

### **13.2 U15**

13.2.1 Will feature play in a Female U15 AAA division. The number of teams will be determined for the Female Elite Hockey Committee and approved by the Female Commission.

13.2.2 There will be Regular season play, Provincial play downs and tournaments as determined by Committee.

### 13.3 U18

13.3.1 Will feature play in a Female U18 AAA division. The number of teams will be determined by the Franchise Committee.

Female U18 AAA teams will be operated as franchises.

- Hockey New Brunswick will appoint a Committee to approve franchises for 3-year terms.
- During the third year of operation, an assessment will be completed by Hockey New Brunswick.
- An Independent Committee will be appointed to complete the assessment. Based on the results of the assessment the Committee will have the discretion to extend the Franchise's term for an additional 3 years; or, have the Franchise within that zone go through an open bid process.
- Franchise operators will be required to sign off on an agreement with Hockey New Brunswick at the beginning of their term.

13.3.2 Regular season play will be in the Maritime Major Female Hockey League (MMFHL). Tournament participation will be at the discretion of the Franchise. Provincial play downs will be as per Appendix B.

13.3.3 Franchise Presidents will meet no later than the date of the first league game to determine issues impacting the season and play-off structures. This may include but is not limited to, the start of play-off games, possible black out dates, and start date.

13.3.4 Concerns that cannot be resolved between the Presidents will be referred to the Franchise Committee for mediation.

## SECTION 14 – TRAVEL

14.1 All games must be sanctioned by HNB for insurance purposes. Travel permits must be obtained from the Association President (U13AAA/U15AAA) or HNB Branch Office (U18) to ensure insurance coverage. Team Officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team traveling without a permit will result in a suspension to the responsible team official. Second offence will result in an indefinite suspension.

14.2.2 Travel Permits are required for:

- a) All games and exhibition games not included in regular league schedules
- b) All Tournaments outside our Province



- c) All Tournaments not in HNB Tournament Guide

## **SECTION 15 – REGULATIONS**

- 15.1 Any matter not dealt with in the HNB Constitution, By-Laws and Regulations and the EHC Operations Manual shall be dealt with at any Committee meeting by a majority vote of the participating members, provided such matter is not in conflict with the Hockey Canada or HNB Constitution, By-Laws and Regulations.

## **SECTION 16 – SPECIAL PLAYING RULES**

- 16.1 At all times during a game, warm-up or practice, all players including goalkeepers must wear the following protective equipment: A CSA approved hockey helmet, CSA approved full face mask and a BNQ Throat Protector must be worn by all players and goalkeepers. All goalkeepers must wear a throat protector that is attached to the face mask.
- 16.2 It is mandatory that all NBMHC coaches and on ice personnel wear a CSA approved helmet while on the ice during practice.
- 16.3 A Game Ejection will be assessed against a player receiving 4 penalties. The time of the 4th penalty is to be served by the penalized team. No additional Minor Penalty for the game ejection will be assessed. The game ejection penalty assessed shall not make player ineligible for the next game. If at all possible, the player who has just received their 3rd minor penalty shall be warned by the referee or the timekeeper.
- 16.4 Female U13 AAA teams will follow the Hockey New Brunswick Fair Play Policy.

## **SECTION 17 – CERTIFICATION**

- 17.1 Deadline for all requirements is December 15<sup>th</sup>

All coaches, managers, and volunteers require Respect in Sport Activity Leader course.

All coaches, managers, and volunteers over the age of 18 require a criminal record check and vulnerable sector check.

Each team must have a Hockey Canada Safety Person. The link to the online HCSP course can be accessed through the Hockey University tab at [www.hnb.ca](http://www.hnb.ca)

Required Coaching Courses:

U13 AAA / U15 AAA

- (Head Coach and Assistant Coaches)
- Development 1

#### Female U18 AAA

- Head Coach must be High Performance 1 Certified
- Assistant Coaches require a minimum of Development 1

#### Goalie Coach (All AAA divisions):

- Must have Goalie Coach 1 or Development 1

#### Definitions:

##### Head Coach or Assistant Coach

- A person who is both on the bench during games and is on the ice during practices.

##### Goalie coach

- A person who is on the ice during practices working specifically with the goalies. This person does not go on the bench during games.

##### Trainer

- A person who is on the bench during the games to attend to any injuries. This person is on the bench or in the rink during practices as well - but does not go on the ice at all to help with any practices.

##### Manager

- A person who volunteers to help a team with booking ice time, submitting tournament applications and making travel plans, coordinates team budgets and fundraising events. This person does not go on the bench during games and does not go on the ice during practice.

## **SECTION 18 – TRY-OUT PROCESS**

U13 / U15 teams will follow the below process for try-outs:

- On-ice try-outs cannot start prior to September 1 (Note: Teams can have spring / summer development sessions).
- Must have a minimum of one skate prior to formal evaluations starting
- Must be a minimum of four formal try-out/evaluation sessions (minimum of 2 skills sessions, 1 small area games practice & 1 inter-squad game/exhibition game)
- Minimum of 2 impartial evaluators for the duration of the try-out process. Independent Evaluators need to be approved by the Association President

## **SECTION 19 – PLAYER RELEASES**

- 19.1 A player may obtain her release by requesting it in writing from the Association/ Club President. The release is given by the President or their designate that holds office at the time of the request.
- 19.2 Players not selected to the team in their home association may try-out for a team in another association with the approval of the Chair of the Female Elite Hockey Committee.
- 19.3 U13AAA & U15AAA players who play outside of their home association must return to their home association the following season.

All U18AAA players having played outside of their home residency zone will have to declare whether they intend to remain in the zone in which they played the past season or return to their home residence draw zone. Such declaration shall be made to both teams prior to June 1st of the current season.

## **Appendix A**

### **Tryout Form**



Team Name –  
Head Coach -

By signing the below form, I understand that I am committed to this team, and unable to try-out for any other team under the jurisdiction of Hockey New Brunswick, unless released from this team. Teams under the jurisdiction of Hockey New Brunswick include Minor Hockey teams, High School teams and Sport Schools which are registered through HNB.

Player's Name	Player's Signature	Parent's Name	Parent's Signature	Date

**Appendix B**  
**U18AAA Provincial Championship Guidelines**

## **U18AAA Female Provincial Championship Playoff Guidelines**

### **Standings**

For the purpose of determining standings for the Female Provincial Championship, the regular season standings of the Maritime Major Female Hockey League (MMFHL) shall be used.

MMFHL standings shall be determined by an accumulation of points: two points shall be awarded for a win, one point for a tie, and zero points for a loss.

If two teams are tied in points after the regular season's schedule is completed, then the standings will be determined as follows.

- a) Overall regular season wins. Most wins.
- b) Season record of the two teams involved, playing against each other.
- c) Goal differential - number of goals against is subtracted from the number of goals for. The difference is the goal differential.

### **Format**

League regular season standings will seed the Round 1 berths as well as home ice advantage. The provincial play-off structure for U18 AAA be a best 3 out of 5 game series and will play down as follows:

Four (4) teams

Round 1 – 1<sup>st</sup> Place vs 4<sup>th</sup> Place  
2<sup>nd</sup> Place vs 3<sup>rd</sup> Place

Round 2 - Winner (1v4) vs Winner (2v3)

Three (3) teams

Round 1 - 1<sup>st</sup> Place – Bye  
2<sup>nd</sup> Place vs 3<sup>rd</sup> Place

Round 2 - 1<sup>st</sup> Place vs Winner (2v3)

### **Officiating**

All U18AAA games shall be handled by 2 level four (4) referees, who are registered and in good standing with the governing body, or affiliated branches of the CHA, together with 2 level three (3) linesmen as per the Hockey Canada Officiating Program four (4) official system.

**Postponed Games**

Teams can only postpone games due to weather or loss of ice by the arena/association, or governing body of such ice time and arena management. Proof of such cancellation should be presented to the opponent's team manager. Weather related cancellations will be at the discretion of the travelling team.

It is the responsibility of the respective teams to secure an acceptable alternative game date and time, should a game need to be rescheduled.

Conflicts regarding scheduling between teams during Provincial playoff games will be resolved by the Committee.

**Ties**

All playoff games must be decided. The following overtime procedure shall be used:

- No flood; therefore, no end changes
- 5-minute sudden victory overtime period with 4 on 4 play
- No flood; therefore, no end changes
- 5-minute sudden victory overtime period with 3 on 3 play
- No flood; therefore, no end changes

Should a game remain tied after overtime, there will be a five-player shootout with the home team shooting first, if they choose. Each team selects their own five shooters.

If still tied after the first three rounds, there will be a sudden death shootout with the home team shooting first, if they choose; players can repeat as shooters.

The Home team will notify the officials of the overtime format prior to the games.

The Home team will ensure enough ice time is secured in order to accommodate the overtime format, should it be required.

**Uniforms**

Home team will wear dark jerseys, visiting team will wear white jerseys.