TEAM GUIDE
MINOR / FEMALE HOCKEY
2026-2027 SEASON

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1.0 OVERVIEW AND GOVERNING DOCUMENTS

This Team Guide is a practical resource for team staff participating in Hockey New Brunswick Minor and Female Hockey. Teams governed by the Minor Council must follow the HNB Minor Operations Manual, while teams governed by the Female Commission must follow the HNB Female Commission Operations Manual. Where requirements differ, this Guide identifies the applicable Minor and Female requirements separately. In the event of a discrepancy, the applicable Operations Manual, HNB policies and Hockey Canada regulations take precedence.

HNB Constitution

Minor Operations Manual

Female Commission Operations Manual

Hockey Canada Constitution

Hockey Canada Rule Book

2.0 CONTACTS

A team's primary contact should be its Minor Hockey Association or Female Hockey Association. Minor teams should escalate operational questions through their District Director. Female teams should escalate operational questions through their ROC Female Representative. HNB staff can assist after the appropriate governance contact has been consulted.

MINOR COUNCIL		
Chair	Luc Martin	minor-mineur@hnb.ca
District 1	Mark Wright	District1.hnb@gmail.com
District 2	Lisa Law	districtdirector2@gmail.com
District 3	Hazel Wells	hazelwells@xplornet.ca

District 5	Kristine McLaughlin	district5director2026@gmail.com
District 6	Lee MacWilliams	lmacwilliams@rogers.com
District 7	Alexandre Mallet	district7westkent@gmail.com
District 8	Ian Donald	districtdirect8@gmail.com
District 9	Francine Albert	francine.albert6805@gmail.com
District 10	Lee Benoit	lbenoit018@hotmail.com
District 11	Eric Pelletier	epelletier@outlook.com
Elite Hockey	Denis Sheehan	dhsheehan55@gmail.com
FEMALE COMMISSION		
Female Commission Chair	Lori Williams	lorinwilliams@hotmail.com
Female Commission Vice Chair	Jodie Driscoll	hnbfemaleminorhockey@gmail.com
Female Commission Vice Chair	Tina Sewell	atsewell@rogers.com

Female Commission Elite Chair	Laura Barr	laurarbarr16@gmail.com
ROC 1 Coordinator	André Castonguay	andrecastonguay@hotmail.com
ROC 2 Coordinator	Keith Shirley	Keith.Shirley@negotkuk.ca
ROC 3 Coordinator	Craig Moore	omhachaircraigmoore@gmail.com
ROC 4 Coordinator	Jen Estey	jennmestey@gmail.com
ROC 5 Coordinator	Justin Belliveau	jjbelliveau01@gmail.com
ROC 5 (District 7) Coordinator	Vacant	
ROC 6 Coordinator	Jamey Sherwood	Jamey.sherwood@gmail.com
ROC 7 Coordinator	Marco Plourde	info@lecolibri.ca
ROC 8 Coordinator	Serge Fontaine	Fontaine.serge57@gmail.com

HNB Staff		
Executive Director	Nic Jansen	njansen@hnb.ca

Finance Coordinator	Heather Strickland	hstrickland@hnb.ca
Membership Services	Michelle Currie	mcurrie@hnb.ca
Director, High Performance & Events	Brogan Bailey	bbailey@hnb.ca
Technical Director	Matt Vautour	mvautour@hnb.ca
Director, Female Hockey	Katie Peddle	kpeddle@hnb.ca
Director, Officials	Meghan MacTavish	mmactavish@hnb.ca

3.0 IMPORTANT DATES

November 1	U9 half-ice games may begin
December 1	Hockey Canada Shift Forward Parent Program deadline
First Friday in December	U7 cross-ice / half-ice games may begin
December 15	Coach and bench staff certification deadline
December 26	U9 full-ice games may begin
January 10	Last day to roster a development or competitive player; deadline to add bench staff and obtain roster approval
January 15	Last day to roster an Affiliate Player in HCR
February 10	Last day to roster a recreational player

4.0 SAFE SPORT POLICY MANUAL

Hockey New Brunswick takes any situation involving misconduct or maltreatment very seriously. For this reason, we are committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

The HNB Safe Sport Policy Manual includes policies that are specific to Safe Sport, including: Code of Conduct Policy, Maltreatment, Bullying and Harassment Policy, Athlete Protection Policy, Screening Policy, Electronic Devices in Dressing Room Policy, Discipline and Complaints Policy.

The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate, and meaningful action should any issues arise, but also to prevent issues from arising in the first place by communicating expected standards of behaviour.

Safe Sport Policy Manual

5.0 TEAM COMPOSITION AND PLAYER MOVEMENT

MINOR TEAMS

Competitive teams require at least 12 rostered players, excluding affiliates, including one full-time goaltender except at U13 and below. C teams require at least 8 rostered players, excluding affiliates, with the same goaltender exception. Refer to Minor Operations Manual Section 13.

FEMALE TEAMS

Female teams require at least 8 rostered players, excluding affiliates, and may roster a maximum of 20 players. Refer to Female Commission Operations Manual Section 13.

COMMON ROSTER REQUIREMENTS

Players must appear on an HCR team roster before participating in a league game. U7 and U9 players must appear on an HCR team roster or team list. Player rosters must be entered in HCR no later than November 15. Teams may dress a maximum of 20 players for a game: 18 skaters and one or two goaltenders.

MINOR PLAYER MOVEMENT

U9 to U11 movement requires the player to rank within the top third of players selected to the U11 B, A or AA team through the Association's approved evaluation process. For movement from U11 to U13, U13 to U15, or U15 to U18, the player must rank in the top third of the highest-category team in the next division. U7 to U9 movement is at the Association's discretion with District Director approval. Refer to Minor Operations Manual Sections 15.3 and 15.4.

FEMALE PLAYER MOVEMENT

Second-year players beginning in U9 may be considered for movement to A or above with approval of the Female Commission Vice Chair. Players must rank in the top third of their position on the upper-level team; at U11, skaters must rank in the top third of all skaters, and a goaltender must rank as the top goaltender.

6.0 CERTIFICATION REQUIREMENTS

The chart below outlines the minimum certification requirements for team staff. Required coaching and volunteer certifications must be completed by December 15.

	Coach 1	**Coach 2**	**Respect in Sport Activity Leader 'or' The Shift Forward**	**Safety**	**CRC/VSC**
U7 / U9	All Coaches		All Team Officials	1 Team Official	All Team Officials
U11/U18		All Coaches	All Team Officials	1 Team Official	All Team Officials

Criminal Record Check and Vulnerable Sector Check: All volunteers age 18 and older must complete and submit a cleared CRC/VSC to their Association or club before being rostered or

participating in any team activity, including on-ice and off-ice activities. Checks are valid for the season submitted and the following two seasons.

The Shift Forward Parent Course: One parent, guardian or HNB volunteer of each registered player must complete the program by December 1. The player is ineligible for practices and games until the requirement is complete.

Clinic Schedule

7.0 AFFILIATION

Important: A player is not eligible to participate as an Affiliate Player until the affiliation is approved and the player appears as an affiliate in HCR.

COMMON REQUIREMENTS

Skaters may affiliate with one team; goaltenders may affiliate with an unlimited number of teams. A team may roster up to 19 affiliates. The HCR deadline is January 15. Affiliate players must remain active with their rostered team and may play up to 15 affiliation games (Note: At the AAA level and High School the max number of games is 10). Once the rostered team's season is complete, affiliation games are unlimited. Exhibition and tournament games are not included in the ame limit, and a goaltender's game counts only when the goaltender plays.

MINOR AFFILIATION

Players affiliating up an age division must be second-year players. Same-age affiliation to a higher classification is permitted only when the teams are not in the same league. Approval follows this sequence: higher-level coach, lower-level coach, parent, Community Club President/HCR entry, then District Director approval in HCR. Refer to Minor Operations Manual Section 17 for the affiliation requirements.

Division	Affiliation options
U11 C	U9 Tier 1
U11 B	U11 C, U9 Tier 2
U11 A	U11 B, U11 C, U9 Tier 2
U11 AA	U11 A, U11 B, U11 C, U9 Tier 2

U13 C	U11 C
U13 B	U13 C, U11 B, U11 A. U11 AA
U13 A	U13 B, U13 C, U11 B, U11 A, U11 AA
U13 AA	U13 A, U13 B, U13 C, U11 B, U11 A, U11 AA
U15 C	U13 C
U15 B	U15 C, U13 B, U13 A, U13 AA
U15 A	U15 B, U15 C, U13 B, U13 A, U13 AA
U15 AA	U15 A, U15 B, U15 C, U13 B, U13 A, U13 AA
U18 C	U15 C
U18 B	U18 C, U15 B, U15 A, U15 AA
U18 A	U18 B, U18 C, U15 B, U15 A, U15 AA
U18 AA	U18 A, U18 B, U18 C, U15 B, U15 A, U15 AA

FEMALE AFFILIATION

Approval follows this sequence: higher-level coach, lower-level coach, parent, Community Club President/HCR entry, then ROC Female Representative approval in HCR. Refer to Female Commission Operations Manual Section 16.

Division	Affiliation options
U11 A	U9
U11 AA	U9, U11 A
U13 A	U11 A

U13 AA	U11 AA, U13 A
U15 A	U13 A
U15 AA	U13 AA, U15 A
U18 A	U15 A
U18 AA	U15 AA, U18 A

Female Association players may not affiliate to Minor teams unless an exception is approved by the District Director and ROC Female Representative. SSNB and Elite affiliation is governed by the applicable agreement or Elite Operations Manual.

8.0 SEASON PLANNING

Every volunteer has a role to fulfill, and it is important to involve parents to help out with the various roles. Examples of parent-based roles include:

- Equipment Manager
- Events / Fundraiser
- Safety Person
- Timekeeper

Please see the Hockey Canada Volunteer Handbook for more resources.

CREATING A TEAM BINDER

The team manager should keep a Team Binder with all important information and have this with them at all practices, game and events.

The binder should include:

- Approved HCR roster
- Team Contact List
- Player Medical Forms
- Injury Report Forms
- Game & Practice Schedules

HOSTING A TEAM MEETING

At the start of the season, the Manager and Coach should host an in-person or virtual meeting to review the codes of conduct, schedules, rules and regulations and team budget. This is also a good time to delegate tasks to parents, plan tournaments, and run through a complaint-intake process.

During this meeting the number of tournaments as well as which tournaments the team will attend should be discussed.

SUSPENSIONS and GAME SHEETS

When a player obtains a suspension, it is the Team's responsibility to keep track of games served. This is also to be noted on the gamesheets when a player is serving.
If you are unsure what suspension a player has received, please reference the

HNB Minimum Standards of Discipline.

FUNDRAISING and EVENTS

Fundraising is a great way to help pay for equipment, team apparel, tournaments, and team events. When organizing events, always check to ensure it is covered by Hockey Canada Insurance as non-hockey or high-risk events may not be covered. You can find the Hockey Canada Sanctioning Guidelines here.

Insurance certificates can requested online. Access the insurance portal here.

9.0 SPORDLE PLAY

Spordle Play is the competition management platform used by Hockey New Brunswick for Minor and Female leagues. The platform supports game and schedule management, electronic game sheets, results and statistics, and the assignment of officials.

Depending on their role, Team and Association volunteers may use Spordle Play to access schedules, manage games, complete electronic game sheets, enter results, or perform other game-day responsibilities.

ROLE-SPECIFIC TRAINING

Spordle has developed training guides and resources based on the role a participant has within the system. Training is available for:

- League administrators
- Association administrators
- Assigners
- Officials
- Timekeepers

Spordle – Guides and Training by Role

GAME DAY – SPORDLE PLAY

For games managed through Spordle Play, team staff, timekeepers and officials each have responsibilities to ensure game information is accurate and completed properly.

1. **Before the game – Team Staff:** Review the game in Spordle Play and ensure the team roster and game information are accurate. Confirm any required changes before the game begins.
2. **Before the game – Officials:** Assigned officials should review and accept their assignments in accordance with the procedures established by their assigner or league.
3. **During the game – Timekeeper:** Use Spordle Play to complete the electronic game sheet, including goals, penalties and other required game information.
4. **After the game – Officials:** Review the completed electronic game sheet and ensure the information recorded during the game is accurate before completing the required post-game process.
5. **After the game – Team Staff:** Review the final game information and report any errors or issues through the appropriate league or Association process.

Important: Participants should complete the applicable role-specific Spordle Play training before using the platform.

Spordle Play – Guides and Training by Role

10.0 TRAVEL PERMITS

Travel permits are required for out-of-province tournaments and exhibition games and must be requested through HCR.

Minor teams: Travel within Canada requires District Director approval. U11 to U18 teams travelling outside Canada apply through the District Director to HNB Membership Services. Submit most USA requests at least four weeks in advance and Europe requests at least six months in advance. Refer to Minor Operations Manual Section 19.

Female teams: The ROC Female Representative approves out-of-province travel permits. Refer to Female Commission Operations Manual Section 18.

Travel Permit Link

11.0 TOURNAMENTS

A list of HNB sanctioned tournaments is available online:

U7

U9

U11

U13

U15

U18

Female

12.0 INSURANCE

Each Hockey New Brunswick Participant pays into the Hockey Canada Insurance Program or has a fee paid on his/her behalf. This fee covers the following:

- liability insurance
- accidental death and dismemberment insurance
- major medical/dental secondary compensation
- risk management, safety, and administration fees
- directors and officers' liability insurance

The Team Safety Person is responsible for filling out and sending in Injury Report Forms whenever an incident occurs. Even if the injury does not require immediate care, it is important to log and track the injury in case it is continual. Injury Report Forms should be kept in the Team Binder and brought with players if they need to attend a clinic or emergency room.

Hockey Canada Insurance Brochure

Safety Requires Teamwork *(Insurance information starts on Page 36)*

13.0 SUSPENSIONS

The HNB Minimum Standards of Discipline outlines a disciplinary protocol that clearly establishes the role and responsibilities of all participants in the application of a disciplinary policy for infractions committed as per the Hockey Canada Official Playing Rules.

It's the responsibility of the Head Coach to be knowledgeable of the disciplinary suspension standards and the ensure that players are not allowed to play until a formal decision on the suspension has been rendered.

HNB Minimum Standards of Discipline

14.0 FAIR PLAY POLICY

All players, regardless of skill level, deserve the opportunity to play in all situations in order to maximize their development.

All players should receive equal ice-time, unless otherwise defined within this policy. Equal is defined as equal ice-time in every game. There has to be a variable due to the uncertainty in the frequency in stoppages of play.

It is not acceptable for a coach or assistant coach to remove a player from a regular rotation on the bench in order to gain an advantage over their opponent. We ask that all coaches embrace the spirit of the Fair Play Policy and encourage the development of all players to succeed in all game situations. Designated power play and penalty kill lines will not generally be accepted and Goaltenders will start and play every second game or 50% of each game.

Fair Play Policy

15.0 VIDEO REVIEW POLICY

The use of video in hockey has become increasingly prevalent, along with the quality of available technology. Many teams involve the use of video technology as a teaching or player/team development tool, in addition to parents or family members recording games for personal use.

Hockey New Brunswick acknowledges that video evidence may possibly support the decision makers, and as such, may consider it in the decision-making process, where approved and at its discretion.

Video Review Policy

16.0 HOCKEY CANADA GENDER IDENTITY / GENDER EXPRESSION POLICY

All individuals deserve respectful and inclusive environments for participation that value the individual's Gender Expression and Gender Identity. Hockey Canada recognizes all forms of Gender Identity and Gender Expression and supports Registered Participants with a Gender beyond the binary of girls/women and boys/men. Hockey Canada will use the eligibility guidelines set forth in this Policy to ensure access to the sport for all participants.

Hockey Canada does not require a Transgender or Gender diverse Registered Participant to engage in any medical or surgical transition-related care to participate in any hockey program under Hockey Canada in an expressed Gender congruent with their Gender Identity.

Hockey Canada Gender Identity / Gender Expression Policy

17.0 HOCKEY CANADA DRESSING ROOM POLICY

Hockey Canada firmly believes all participants (athletes, officials, coaches, team staff, etc.) have a right to access safe, inclusive, and equitable dressing spaces. In this regard, all participants have the right to utilize the dressing room or appropriate and equivalent dressing environment based on their gender identity, religious beliefs, body image concerns and/or other reasons related to their individual needs.

Hockey Canada believes in balancing the safety, privacy, modesty and wishes of our participants without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This Policy attempts to meet these goals while providing a safe and respectful environment for participants.

Hockey Canada Dressing Room Policy

18.0 U9 STRUCTURE AND RULES

The U9 program gives young players the best on-ice experience, which leads to more skills, more ice time and more fun!

U9 teams are permitted to start playing half ice games on November 1st and full-ice games on December 26th.

Hockey New Brunswick has created U9 rules for half ice and full ice games to keep the game-play consistent throughout New Brunswick.

U9 Playing Rules

Minor and Female Associations may tier their U9 programs at their discretion and must follow the current HNB U9 Tiering Model. The required number of Tier 2 teams is based on the Association's total number of U9 teams. Players age seven and eight may participate at either tier. Associations implementing tiering at the U9 level are required to follow the model below:

Number of U9 teams in Association	Required number of Tier 2 teams
1	0
2	1
3	1
4	1
5	2
6	2
7	2
8	3
9	3
10	3
11	4
12	4
13	4
14	5
15	5

19.0 SPORT SCHOOL NEW BRUNSWICK AGREEMENT (FORMERLY NBIAA)

Sport School New Brunswick are associate members of Hockey New Brunswick.

A Memorandum of Understanding outlines the agreement between HNB and SSNB which includes: Insurance for SSNB members, Coach / Volunteer Certification Requirements, Suspensions, the divisions players can Affiliate to, the process for rostering Affiliate Players as well as other general information.

Affiliate Player" ("AP") - refers to those players from HNB club teams or NBIAA school teams, when such player(s) are participating with a team other than with which they are registered in the Hockey Canada Registration (HCR) system.

HNB / SSNB – Memorandum of Understanding

20.0 COACH RESOURCES

Hockey Canada's coaching downloads are for all levels, from rookie coaches to seasoned veterans.

Hockey Canada Network

From drills, practice plans, video and expert information, Hockey Canada's massive collection of player development resources is now available to all coaches on its app for Android and iOS devices.

Drill Hub

Hockey Canada Drill Hub is a resource for players and coaches of all levels. It has a growing library of drill videos, diagrams and descriptions categorized by skills, age group and other criteria. Coaches can, review video as well as create practice plans and share them with their staff, player and parents.

Hockey Canada Player Evaluation / Selection

Practice Plan Template

Coaching Game Card

Game Roster

Player Stats

Scouting Report

21.0 FEMALE DUAL REGISTRATION

Female players may dual register with a Minor co-ed team and a Female team only with approval from the ROC Female Hockey Representative and the Female Commission Vice Chair. The player must declare a primary team to both Associations and coaches upon registration. Female AAA and SSNB players are not eligible for dual registration, and dual-registered players may not affiliate. A player may dual register to a Female A team only when the Minor team on

which the player is rostered is at the C level. Requests are considered based on residence, proximity to available Female hockey programs and the number of eligible Female players in the home Association or geographic area. Refer to Minor Operations Manual Section 15.2 and Female Commission Operations Manual Section 14.2.

Female Dual Registration

22.0 HOCKEY CANADA PLAYER PATHWAYS

The Hockey Canada Player Pathways sets out a vision for hockey in Canada that takes advantage of the history and culture of the game to increase participation and to lay the foundations of international success long into the future.

The LTPD model for hockey has been developed based on the following principles:

- ✅ doing the right thing for the player at the right stage in their development
- ✅ adopting a player-centered approach and not treating the development of all players the same way the broader the foundation of players the more successful the game of hockey will be in Canada viewing player development as a long-term process
- ✅ aligning player development resources with coach development and education resources so that coaches are doing the right things at the right time
- ✅ a need to better educate parents on the hockey development of their child – it is okay for parents to want their kids to get to the highest levels, but they need to know the best way to go about it.

Parents, coaches, and administrators are encouraged to utilize this document to work at the local minor hockey association level to develop the best program possible for the players involved.