



**HNB Elite Hockey Commission
(EHC)**

OPERATIONS MANUAL

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Amended June 2020**

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OPERATIONS MANUAL

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HNB Elite Hockey Commission 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 AAA hockey teams from within the Elite Hockey Commission.

SECTION 2 – STRUCTURE

- 2.1 The Elite Hockey Commission (EHC) is a volunteer and a non-profit organization. EHC is responsible for all AAA Hockey activities within the boundaries established by Hockey New Brunswick (HNB). EHC is responsible to and receives its mandate from the Hockey New Brunswick (HNB Board of Directors which in turn receives its authority from Hockey Canada (HC).
- 2.2 The duties and responsibilities of the Executive and Membership of the EHC are outlined in the EHC CONSTITUTION, REGULATIONS AND BY-LAWS. All Minor Hockey participation is governed by the CHA "Constitution, By-Laws, Regulation" and "OFFICIAL HOCKEY RULES.
- 2.3 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 EHC.
- 3.2 Amendments shall require a simple majority vote (50% plus 1) to carry of the members present.
- 3.3 Amendments shall be submitted by the Elite Hockey Commission (EHC) members prior to October 31st for the Semi-annual meeting and prior to March 31st for the Annual General Meeting.

SECTION 4 – DISCIPLINE

- 4.1 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.
- 4.2 Additional suspensions and discipline may be levied in respect to breach of Rules, Regulations and Policies of EHC, NBMHC, HNB and Hockey Canada.

SECTION 5 – COACHES SELECTION

- 5.1 Each EDZA will choose coaches through an approved Coaches Selection process. A committee will be formed which will include the EDZA President and local HNB Technical Director. Other qualified non-conflicting persons may be brought in as resource personnel to help in the selection process. Divisional Coordinators and/or the Association Executive of the EDZA may aid in final selections.
- 5.2 Coach selection process throughout the Province shall be standardized as much as possible based on criteria established under the HNB Program of Excellence or other information as made available through the Hockey NB staff. The criteria shall include: coaching level attained through formal clinics; background and coaching experience; references; known or referenced reliability and integrity; coaching philosophy compatible with the Association philosophy, such as Fair Play and other Association policies. The Association endeavors to select persons that are the most appropriate, best qualified and the best fit for the age appropriate program.
- 5.3 All coaches and assistant coaches will have certification as per HNB Constitution and guidelines for coaches. All coaches must have completed the Hockey Canada 'Speak Out/Respect in Sport' program.
- 5.4 Parents of active EHC AAA players are not eligible to be Head Coach in U15 Major and above Divisions.
- 5.5 All coaches, managers and team staff will be required to sign the Elite Hockey Coach, Manager and Team Staff, Code of Conduct

SECTION 6 – FAIR PLAY POLICY- 6.13.15

Hockey New Brunswick U13 AAA coaches must comply with the following principles regarding application of the HNB Fair Play Code:

- (a) – It is understood and agreed that all U13 AAA players must regularly practice and play on a fair basis in order to maximize player development.
- (b) – In all U13 AAA games, coaches must ensure that all players participate on ice

for a minimum of 25% of each game, except for:

- (i) Goaltenders, provided that each goaltender plays a minimum of 40% of total game time over the course of the season;
 - (ii) Players who are suspended for disciplinary reasons, provided that the suspension has been approved in writing by the President of the team's governing EDZA;
 - (iii) Players who are injured.
- (c) – No player other than goaltenders shall play more than 50% of the time in any one game, except for games where a team is short staffed due to absences and or injuries.

In the event of non-compliance with b) above, the offending coaching staff will be subject to the following discipline:

1. First offence: a written warning;
2. Second offence: a suspension of a minimum of one game and maximum of 3 games; and
3. Third offence: Dismissal from coaching position and removal from roster.

SECTION 7 – PLAYER MOVEMENT

- 7.1 **There shall be no upward player movement allowed within the EHC. The only exceptions will be through the Upward Player Movement Guidelines as outlined in Appendix 'A' or second year U13 Female and second year U15 Female players as per 7.2. A non-refundable fee payable to Hockey New Brunswick will be required to make application for Upward player movement.**
- 7.2 Second Year U13 Female Players are eligible to move into U15 AAA Female without following the the Exceptional Player Status process provided they are ranked in the Top 9 forwards/Top 6 defence/Top 2 Goalies during team evaluation. Second Year U15 Female Players are eligible to move into U18 AAA Female without following the Exceptional Player Status process provided they are ranked in the Top 9 forwards/Top 6 defence/Top 2 Goalies during team evaluation. The non-refundable fee in 7.1 does not apply to this upward movement.

SECTION 8 – TEAMS

- 8.1 Each member team, all team officials, and players shall be properly registered with Hockey New Brunswick through the Hockey Canada Registry System.
- 8.2 Each member team shall abide by the governing constitution of the Elite Development Zone League, and the Operations Manual governing the League. Failure to do so shall result in disciplinary action.
- 8.3 All coaches in the Development Program shall be qualified at the standard set by Hockey Canada. Bench personnel will require Hockey Canada's Speak Out certification. Each team shall have a Hockey Canada Safety Program certified trainer on their roster.
- 8.4 Each team shall consist of no more than 19 players (20 in U18) 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 Local EDZA Board, and such consideration shall include consultation with the EHC Commissioner. The Female Commissioner shall be consulted in areas that affect Female Hockey. This consideration would be on a case by case basis.
- 8.5 A player may not tryout for more than one team at a time during the current season and must sign an intent to try out form prior to tryouts. The player remains the property of the team until they are released.
- 8.6 The number of tournaments AAA teams may attend will be determined by each individual EDZA on a case by case basis.
- 8.7.1 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.
- 8.7.2 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.

SECTION 9 – LEAGUES

- 9.1 **All EHC teams will participate in their own age appropriate leagues. Alternate consideration may be made through the EHC Commissioner, in consultation with the Chair of NBMHC and/or the Female Hockey Commissioner.**

- 9.2 Teams will abide by the Rules, Regulations, Operations Manuals and Constitutions of their respective leagues along with those of EHC, HNB and Hockey Canada.
- 9.3 Regional play downs, playoffs and team selection for participation in HC Regional events shall be as per the Rules and Regulations of each age division in both genders. These teams shall be approved by the EHC.

SECTION 10 – AFFILIATION

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

AP's from U13 competitive to U13 AAA. Players who play U13 competitive as an under-age player are not eligible to affiliate to a U13 AAA team.

AP's from U13 AAA plus first year U15 competitive players to U15 AAA

AP's from U15 AAA plus last 4 cuts to U15 Major

AP's from U15 Major plus last 4 cuts to U18 Major

Please note: After players are cut, the player list must be filed with the HNB Executive Director

U15 AAA Female:

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

Players from Female U15 Competitive or Female U15 C 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

- 10.2 No affiliate shall be permitted to play more than the amount of games regulated by the rules of Hockey Canada.
- 10.3 Coaches will encourage upward player movement through affiliation at all age levels within the EHC.
- 10.4 Any exceptions on affiliate players must be approved by the Chair of the Elite Hockey Commission.
- 10.5 Minor players affiliating to a higher division or category (including junior) team must have their Association/Club President's, EDZA Chair, or designates written approval. If an affiliated player is needed the Association/Club President or EDZA Chair, or designate must give his consent before asking the affiliated player to participate in a game or practice

SECTION 11 – EQUIPMENT

- 11.1 All jerseys, socks, helmets, gloves, equipment bags and any other items purchased for the use of any EHDM teams shall remain the property of each EDZA.
- 11.2 Team items are not to be transferred, sold or given away or dispersed of without the permission and consent of the EDZA President and EHC Commissioner. Failure to abide by this directive will result in possible sanctions to teams and individuals along with reimbursement or replacement of missing items.

SECTION 12 – DIVISIONAL OPERATIONS

12.1 U13

12.1.1 Will feature play in a Male U13 division. The number of teams per EDZA will be determined by the EHC.

12.1.2 There will be Regular season play, Provincial play downs and tournaments as determined by the EHC.

12.1.3 Exceptions may be approved by the local EDZA President.

12.2 U15

12.2.1 Will feature play in Male U15 Major, Male U15 AAA (to allow 5 second year players on each team) and Female U15 divisions. The number of teams per EDZA will be determined by the EHC.

12.2.2 There will be Provincial play downs and tournaments as determined by the respective U15 'AAA' Leagues.

12.2.3 Only last year eligible U15 aged players shall be permitted to play in the annual Prospects game.

12.3 U18

12.3.1 Will feature play in Male U18 Major, Male U18 'AAA' and/or Female U18 'AAA' divisions. The number of teams per EDZA will be determined by the EHC.

12.3.2 There will be Provincial play downs and tournaments as determined by the respective U18 'AAA' Leagues.

12.4 Late team entries must be approved by the EHC.

SECTION 13 – FINANCES

- 13.1 The Commission's fiscal year shall be May 1 to April 30.
- 13.2 The EDZA Presidents or designates shall present an operating budget for the following fiscal year at the annual general meeting. The budget is to outline revenues and fees assigned to each specific EDZA as well as the forecasted operating expenses.
- 13.3 Each EDZA shall collect fees from teams that are appropriate to the operation of the age and gender specific division. Fees shall cover registration and insurance for all players, coaches, bench staff and administrative personnel and other fees required for the operation of local EDZA's and the EHC.
 - 13.3.1 An administrative fee for each Local EDZA may also be collected. The maximum allowable administration fee that may be collected from each team by the local EDZA is \$ 750.
 - 13.3.2 Fundraising activities should adhere to HNB policies and both EHC and EDZA regulations. Any monies raised by teams on behalf of EHC teams shall remain the property of teams and/or the EDZA's and shall not be returned to individual parents or organizations.
- 13.4 Fees for interlocking games or tournaments which are part of the U13 AAA schedule shall be structured as follows.
 - 13.4.2 A proposed budget including all expenses incurred (Ice, officials, etc.) shall be presented to the local EDZA President for approval.
 - 13.4.3 An additional \$500 may be added to the total fees for the games/tournaments and then will be divided among the teams participating. This shall form the fee for the event. (It shall be rounded to the nearest \$25)
 - 13.4.4 Interlocking games and/or tournaments which are part of the regular season schedule are not intended to be fundraisers for any one team or zone.
- 13.5 **All Elite Hockey teams (U13 AAA, U15 AAA, Major U15 and Major U18 – male and female), are required to pay an annual fee of \$500 to Hockey New Brunswick. All initiatives will be approved by the Elite Hockey Commission at their Annual General Meeting.**

SECTION 14 – TRAVEL

- 14.1 All games must be sanctioned by HNB for insurance purposes. Travel permits must be obtained from the local EDZA President 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 offense will result in an indefinite suspension.

14.2.1 Requests for travel permits must be made to the local EDZA President or their designate at least one (1) week prior to game(s). TRAVEL PERMITS MUST ACCOMPANY A TEAM TO THEIR GAME(S).

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

15.2 Sanctions to be applied against EDZA's or teams operating within an EDZA will be at the discretion of the Commission Executive.

15.3 Without limiting the generality of Regulation 14.2, sanctions are to be applied if EDZA's or teams within the EDZA are considered to be operating outside of the accepted recommendations of the Elite Hockey Commission.

15.4 Sanctions may include but not limited to suspensions or removal of teams or EDZA's from participating within the provincial playoff format. Sanctions shall not be monetary.

SECTION 16 – SPECIAL PLAYING RULES

16.1 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 his 3rd minor penalty shall be warned by the referee or the timekeeper.

16.2 All hockey under HNB at the level of Male U15 AAA, Male U15 Major, Female U18 AAA, and Male U18 Major will be officiated using the Hockey Canada Officiating Program four (4) official system.

SECTION 17 – CERTIFICATION

17.1 Deadline for all requirements is December 15th

All coaches, managers, and volunteers require Respect in Sport (online course) or Speak Out!

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

Required Coaching Courses:

U13 AAA, U15 AAA, U15 AAA Female:

- (Head Coach and Assistant Coaches)
- Development 1

U18 Major/Female U18 AAA/U15 Major:

- 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 out 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.

On ice volunteer

- A person who is on the ice during practice to help set up stations and aid in efficient delivery of practice. This person may help move coaching tools, pucks, or players between stations and drills throughout the practice. The on-ice helper should not be instructing players during a practice and cannot be on the bench for games. A AAA team cannot roster more than one on-ice volunteer, and it is only permitted if the team already has a Head Coach and two Assistant Coaches.

SECTION 18 – TRY-OUT PROCESS

All Elite Hockey programs will follow the below try-out process (applies to U13 & U15 level teams):

- On-ice sessions cannot start prior to September 1
- Must have a minimum of three skates 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 EDZA Chair.
- Recommended for the 2019-20 season and implemented for the 2020-21 season.

APPENDIX A – EXCEPTIONAL PLAYER STATUS