

Hockey Newfoundland & Labrador AAA Hockey League



PLAYING RULES

Version 3.1

Caution

Maintaining revision control of this document will be difficult as there can be numerous copies of this document in circulation. As a result, the Branch office will maintain the official (most recent) version of the document on file at all times. Also the official (most recent) version of the document will be posted on the League website and will be available through the League Administrator. The table below will track the various revisions and will be used to identify the actual revision of printed copies.

Rev. No.	Date	Description	Approved by:
1.0	September 11, 2014	Original version adopted at inaugural AGM	Governors
2.0	September 9, 2015	AGM	Governors
3.0	July 25, 2016	AGM	Governors
3.1	August 2016	Clarifications on 3.0	Governors

FORWARD

These Playing Rules have been developed to provide guidance and assistance to League Executive, Team Management and Hockey Newfoundland and Labrador for the successful operation of the Newfoundland and Labrador AAA Hockey League (NLAAAHL). Interested parties must understand that it is impossible to cover every aspect of AAA PeeWee and AAA Bantam hockey within this document. Therefore, readers should be aware that the League Executive will be responsible for dealing with unusual occurrences that are not covered in this manual in a fair and dutiful manner that upholds the principles and objectives of the NLAAAHL. This will be done in consultation with Hockey Newfoundland and Labrador and/or Hockey Canada and the decision of the League will be final. This document should also be read in conjunction with the league's Constitution.

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NOTWITHSTANDING CLAUSE

DUTIES OF THE LEAGUE ADMINISTRATOR

League Rules and Regulations

The following rules and regulations are in place to ensure the orderly day-to-day operation of the league with specific consideration given to the safety and well being of all participants. Failure to comply with any rule or regulation may result in a minimum fine of \$100 unless otherwise noted.

The purpose of the League operating rules and regulations is to clearly define the expectations of the League when it comes to the operation of the teams. Players, parents, team management and coaches should be familiar with the League's operating rules and regulations.

Unless otherwise specified, these playing rules will be in effect for both "AAA" PeeWee and "AAA" Bantam.

Rule 1: AMENDMENTS TO THE RULES AND REGULATIONS

All proposed amendments to the Rules and Regulations will require a majority vote by members of the Board of Directors who are in attendance at the AGM. Any proposed amendment must be provided to the President at least 21 days in advance of the AGM, and copies of the amendment circulated to all Board Members within 14 days of the meeting.

If it is confirmed that an amendment to this constitution is in conflict with a higher authority, the ruling of the higher authority will be deemed correct and will be adopted by this League.

Rule 2: COACHING CERTIFICATION

To maintain a high level of competition conforming to elite athletes competing at a high standard of play, the League requires the following certification:

- **Head Coach** – Development 1 (D1), Speak-out Program or Respect in Sport Program, Vulnerable Persons Check/Certificate of Conduct
- **Assistant Coaches** – Coaching Level, Speak-out Program or Respect in Sport Program, Vulnerable Persons Check/Certificate of Conduct
- **Trainers** - Speak-out Program or Respect in Sport Program, Vulnerable Persons Check/Certificate of Conduct and Hockey Canada Safety Program. Trainers must follow the Hockey Canada Safety Program (HCSP) recommendations when dealing with player injuries and must follow the HCSP Protocol for Removing Players from Action and Co-ordinating Return to Play.
- **Team Managers and Equipment Managers** - Speak-out Program or Respect in Sport Program, Vulnerable Persons Check/Certificate of Conduct

Coaches and Assistant Coaches and any other team member required to participate in on-ice activities **MUST** wear a CSA certified hockey helmet with

chin strap fastened. Failure to do so will result in a one game suspension in addition to the \$100.00 fine.

Rule 3: LEAGUE GAMES

Teams will play a minimum 33 game schedule; 4 regular season games will be played in the Kick-Off Tournament; 24 regular season games will be played in a balanced Home and Away Schedule whereby each team plays the other four teams 6 times; 3 at home and 3 away; and 5 games will be played in the Provincial Play-Down Tournament.

Tournaments:

The first tournament will be the Kick-Off Tournament. It will be a 5 team (4 games) round robin tournament without a championship game and all games will be considered regular season play. Placements for the Kick-Off Tournament will be decided by a draw of Zone Names. First zone drawn will be #1, second zone drawn will be #2 and so on.

The second tournament will be the Provincial Play-Down Tournament which will include the Northern representative. This tournament will take place approximately 2 weeks after the conclusion of the League Play-offs. This will be a 6 team (5 games) round robin tournament with the top two teams playing a championship game to declare a provincial champion to represent the Branch at the Atlantic Championships. The host association for the Provincial Play-Down Tournament will allocate their own numbers for the teams. The format for this tournament will follow the format used for the Atlantic Championships.

All league tournaments will follow the template as adopted by HNL Minor Council as outlined in the Minor Hockey Directory for the Provincial Championships. The schedule and the budget for each tournament will be presented to the teams two weeks prior to the commencement of the tournament. All teams will pay a Tournament Registration Fee based on a break-even budget.

All League games will be comprised of 3 stop-time periods; periods 1 and 2 will be 15 minutes each, period 3 will be 20 minutes. There will be a flood after the second period. The maximum warm-up time for all regular season and playoff games shall be 5 minutes. Teams are permitted one 30 second time-out per game.

In the event that there is a tie at the end of regulation time, there will be a 5 minute 4 on 4 Sudden Victory Overtime Period. 2 points will be awarded for a Regulation Win (RW) or an Overtime Win (OTW). 1 point will be awarded for a Tie or an Overtime Loss (OTL). If the score remains tied after the Overtime Period, the game will conclude and be recorded as a tie.

In the event that extraordinary circumstances do not allow for the completion of a game, the following rules will apply:

- 1) If 2 periods have been played but the third cannot be played, the game will be rescheduled for that weekend.
- 2) If the game is halted in the third period, the score at that time will be considered the final score.

Play-offs:

The top four teams will advance to the play-off round. In the Semi-Finals, Series A will have 1st Place vs 4th Place. Series B will have 2nd Place vs 3rd Place. Both series will be a Best of 3 format and will take place in the home rinks of the higher seeded teams from the regular season. The winner of Series A will play the Winner of Series B in the League Finals. This will be a Best of 3 format and will be played in the home rink of the higher seeded team from the regular season. If the score is tied at the conclusion of the game in regulation time, there will be a 2 minute rest period followed by a 10 minute Sudden Victory Overtime Period. If the score is still tied after the first Overtime Period, there will be a flood followed by a 20 minute Sudden Victory Overtime Period and teams will change ends. This will continue until there is a winner declared.

The loser of Series A will play the loser of Series B along with the fifth place team in a Consolidation Round tournament to determine third place. The Consolidation Round tournament will take place in the home rink of the highest seeded team in the regular season. The team will have 24 hours to secure ice; if that team cannot secure ice for the Consolidation Round, the next highest seeded team will be given the opportunity to host and will be given 24 hours to secure ice time. The round robin games will follow the regular season format with respect to a tie at the end of regulation time. The second place team will play the third place team in a semi-final. The winner of the semi-final game will play the first place team for Bronze. If teams are tied at the end of regulation time in the semi-final game or the final game, there will be a 2 minute rest period followed by a 10 minute Sudden Victory Overtime Period. If the score is still tied after the first Overtime Period, there will be a flood followed by a 20 minute Sudden Victory Overtime Period and teams will change ends. This will continue until there is a winner declared. The host team will submit a budget to the League based on a break-even budget with all 3 teams sharing equally in the cost. Any fundraising will be the responsibility of the host team and all monies fundraised will be the property of the host team.

Rule 4a: HOCKEY CANADA TIE-BREAKING SYSTEM

This sequence is to be used for the Championship game at the Provincial Tournament in the event that teams are tied for rankings. If two or more teams are tied at the conclusion of the round robin tournament, then the following procedure will be used to determine the final rankings before the Championship game.

Tie Breaking Sequence When 2 Teams are Tied

In the event that 2 teams are tied for a play-off position, the following procedure will apply:

- 1.0 The winner of the round robin game between the 2 tied teams gains the higher ranking.
- 2.0 The team with the most wins in the round robin gains the higher ranking.
- 3.0 If the 2 teams are still tied after 1.0 and 2.0 have been applied, then the team with the best goal average gains the higher ranking. The goal average of a team is to be determined in the following manner:
Total Number of Goals For Divided by the Total Number of Goals For PLUS Total Number of Goals Against

EXAMPLE: 10 Goals For and 4 Goals Against

PERCENTAGE: $10/(10 + 4) = .714$

NOTE: The higher percentage gains the higher ranking

- 4.0 If the 2 teams are still tied after 1.0, 2.0 and 3.0 have been applied, then the team with the least number of penalty minutes throughout all of the round robin games, will gain the higher ranking.
- 5.0 If the 2 teams are still tied after 1.0, 2.0, 3.0 and 4.0 have been applied, then the team which scored the first goal in the game between the 2 tied teams gains the higher ranking.
- 6.0 If the 2 teams are still tied after 1.0, 2.0, 3.0, 4.0 and 5.0 have been applied, then a single coin toss will determine which team gains the higher ranking.

Tie Breaking Sequence When 3 or More Teams are Tied

The 3 team tie breaker sequence is to be used to determine the rankings of the first, second and third seeds. If any step in the tie breaker only seeds 1 team, then that team assumes that ranking. The 3 team tie breaker will continue to determine the rankings of the 2 remaining teams. At no time will teams using this formula revert back to the 2 team tie breaker.

- 1.0 If 3 or more teams are tied, the point record established in the game among the tied teams **only** will be used as the first tie breaking formula in deciding which team(s) will advance.
- 2.0 The team with the most wins would gain the higher ranking.
- 3.0 If the teams are still tied after 1.0 and 2.0 have been applied, then the team with the best goal average gains the higher ranking. The goal average of a team is to be determined in the following manner:
Total Number of Goals For Divided by the Total Number of Goals For PLUS Total Number of Goals Against. ALL round robin games are included.

EXAMPLE: 10 Goals For and 4 Goals Against

PERCENTAGE: $10/(10 + 4) = .714$

NOTE: The higher percentage gains the higher ranking

The exercise of 3.0 establishes the team or teams with highest rankings by percentage. These teams will advance. If there are still teams tied, they go to the next step, they do not go back to the 2 Team Tie Breaker.

EXAMPLE A:

Team A - .714 = First Ranking – ADVANCES

Team B - .500 = Third Ranking – DOES NOT ADVANCE

Team C - .650 = Second Ranking – ADVANCES

EXAMPLE B:

Team A - .714 = First Ranking – ADVANCES

Team B - .500 = Still tied with Team C – Go to Step 4

Team C - .500 = Still tied with Team B – Go to Step 4

EXAMPLE C:

Team A - .650 = Still tied with team B – Go to Step 4

Team B - .650 = Still tied with Team A – Go to Step 4

Team C - .500 – Does not Advance

- 4.0 If teams are still tied after 1.0, 2.0 and 3.0, then the team(s) with the fewest goals against (all round robin games are included) will gain the higher ranking.
- 5.0 If teams are still tied after 1.0, 2.0, 3.0 and 4.0, then the team(s) with the most goals for (all round robin games are included) will gain the higher ranking.
- 6.0 if teams are still tied after 1.0, 2.0, 3.0, 4.0 and 5.0, the team(s) to qualify would be the team(s) that received the fewest number of penalty minutes in all the round robin games.
- 7.0 If teams are still tied after 1.0, 2.0, 3.0, 4.0, 5.0 and 6.0, a single coin toss shall determine the winner. In a 3 team coin toss, the odd team gains the higher ranking.

Rule 4b: LEAGUE TIE BREAKING PROCEDURE

In the event of a tie in points between 2 or more teams at the end of the regular season, the following tie-breaking procedure will be endorsed to determine placements for the play-offs.

1. The team with the most wins gains the higher position.
2. If teams are tied in wins, the team with the best record between the tied teams gains the higher position.
3. If teams are still tied after Procedure 2, the team with the highest goal differential in all games during the regular season gains the higher position. Goals For divided by Goals For plus Goals Against. 5 G For and 10 G Against would be $5/15 = .333$. The higher percentage gains the higher position.

4. If teams are still tied after Procedure 3, the team with the least number of penalty minutes in all games during the regular season gains the higher position.
5. If teams are still tied after Procedure 4, the team that scored the first goal in the first game between the tied teams gains the higher position.
6. If teams are still tied after Procedure 5, a single game will be played to determine which team gains the higher position.

Rule 5: (A) PLAYER ELIGIBILITY - PeeWee

Players must be PeeWee age (11 and 12 years old prior to December 31st) who are residentially eligible to register and play minor hockey in Newfoundland and Labrador and who are in good standing with their minor hockey association.

(B) PLAYER ELIGIBILITY – Bantam

Players must be Bantam age (13 and 14 years old prior to December 31st) who are residentially eligible to register and play minor hockey in Newfoundland and Labrador and who are in good standing with their minor hockey association

Rule 6 (a): RESIDENCY RULE

No player shall be registered as a member of, or compete for, a team if his parents have not been bona fide residents of the city, town, or rural area or zone which has been established by the Branch to which the team belongs. However, a player may be permitted to register as a member of, or compete for, a team from outside his parent's place of residence if the player is granted permission from the team in the region in which his parents reside, to try-out for another team. Proof of residency will be determined by the League Executive in consultation with Hockey Newfoundland and Labrador.

Rule 6 (b): SOUTHLANDS and SOUTH BROOK

Any player from the residential sub-divisions known as Southlands and South Brook, who were registered with the St. John's Minor Hockey Association prior to the 2010-2011 season, may remain a member of that association if they so choose and this would include any siblings of the respective player who may become potential members of Hockey Newfoundland and Labrador. (In 2010-2011, players made a one-time decision to either stay with the St. John's Minor Hockey Association or move to the Mount Pearl Minor Hockey Association; and this decision was final.)

Rule 7: TRYOUTS

Players must try out for the team in the zone in which they reside.

The **St. John's Region** consists of players from the following minor hockey associations; Avalon Celtics MHA, Goulds MHA, Northeast MHA, St. John's MHA. It also includes players living in Southlands and South Brook who made the decision in 2010-2011 to stay with St. John's Minor Hockey Association even though they moved to Southlands or South Brook.

The **TriCom Region** consists of players from the following minor hockey associations: Bell Island MHA, Conception Bay Regional MHA, Mount Pearl MHA, Paradise MHA and the Southern Shore MHA. It also includes players living in Southland and South Brook notwithstanding Rule 6 (b).

The **TriPen Region** consists of players from the following minor hockey associations; Bay Arena MHA, Bonavista Trinity MHA, Cee Bees MHA, Clarenville MHA, Marystown MHA, Placentia MHA, Trinity Placentia MHA, United Towns MHA

The **Central Region** consists of players from the following minor hockey associations; Baie Verte MHA, Bay D'Espoir MHA, Beothic MHA, Bishop's Falls MHA, Botwood MHA, Exploits Valley MHA, Fogo Island/Change Islands MHA, Gander MHA, Glovertown MHA, Green Bay South MHA, Harbour Breton MHA, La Scie MHA, Lewisporte MHA, Springdale MHA, Twillingate/New World Island MHA,

The **Western Region** consists of players from the following minor hockey associations; Corner Brook MHA, Deer Lake MHA, Gros Morne MHA, Port aux Basques MHA, St. Anthony MHA, Stephenville MHA, Straits MHA, Twin Town MHA,

Teams will call open tryouts for all players from the minor hockey associations in their region. Try-outs for all teams shall not commence prior to August 1st. Each team must advertise their try-outs through the NLAAHL website, as well as local media, including newspapers, radio, social media and other association and league websites. Each team must notify the League Administrator as to the number of players attending their tryout camp. All training camp rosters, including the remaining players in camp as cuts are made, and final team selection, MUST be announced on the League website prior to posting on other association and/or league websites. Coaches have the discretion to name players to a position that they did not try out for and have the flexibility to name the number of forwards and defense up to the maximum of 15 skaters.

A player may be permitted to register as a member of, or compete for, a team from outside his parent's place of residence. In order to do so the following rules apply:

- (i) the player must first register with their regional team in the zone in which they reside;
- (ii) a written request must be provided to the regional team requesting to compete for another regional team. Should both teams agree, a letter confirming the same must be obtained;
- (iii) both letters must be forwarded to the respective Minor Council Director, who will make recommendation to the respective Chair, who will determine whether a circumstance exists to authorize the request under such terms and/or conditions that may be provided. HNL 200 (b)

In this scenario, no outside player can displace a local player who is trying out. This option is only available when the regional team doesn't have enough players interested in trying out.

Any player deemed eligible under Hockey Canada Rules and Regulations shall be eligible to compete during regular season and playoff competition. A player, registered at a private educational institution (prep school) outside the province, is ineligible to register for or compete for a team within the NLAAHL.

Teams must submit their starting team roster to the Administrator prior to the start of the kick-off tournament. The FINAL roster must be confirmed with the Administrator prior to the January 10th deadline.

First time rostered players in the League are required to complete a Hockey Newfoundland and Labrador Letter of Consent form signed by the President or Vice President of their minor hockey association to ensure that they are in good standing with their minor hockey association which allows them to participate in the NLAAHL. This is only required for entry into the League and isn't necessary on a yearly basis.

Affiliated players in the League are required to complete a Hockey Newfoundland and Labrador Special Affiliate Letter of Consent form signed by the President or Vice President of their minor hockey association to ensure that they are in good standing with their minor hockey association which allows them to participate in the NLAAHL. This is required yearly for affiliated players. Teams can sign up to the maximum of 19 Affiliated Players at any one time.

If a team does not have sufficient numbers at try-outs to ice the maximum number of players (15 skaters and 2 goaltenders), consideration will be given to allow players cut from another team to try-out for that team.

Any player refused a release from their minor hockey association may appeal to the League Executive Committee. If no resolution can be found, the player can appeal to the Registration Committee of HNL to be granted such release. When a ruling in this case is not accepted, the next step is to submit an appeal directly to the Appeals Committee as described in HNL Regulation C-05-08.

If there is no team in a zone, players wishing to play AAA hockey in another zone must apply to the League for consideration to play elsewhere.

In the event that a player cannot try-out or has to leave try-outs due to extenuating circumstances such as an injury or compassionate leave, the following steps MUST be taken by the Head Coach to ensure due diligence is followed when determining the skill level of the player.

1. The player must present a doctor's note in the case of an injury or a written request explaining the extenuating circumstances to the team's

Director of Operations. Copies of correspondence must be submitted to the League Administrator.

2. The Head Coach **MUST** contact the player's coach from the previous season as well as the High Performance coach if the player participated on a provincial HPP team the previous season. Current year HPP status must also be used (if applicable). Copies of correspondence must be submitted to the League Administrator.
3. The player **CANNOT** be cut during the try-out process.
4. At the end of try-outs, the Head Coach can then make a decision on the status of the player based on information provided. The DOP will submit a report to the League explaining the rationale for the player making the team or being cut from the team which will include the player's ranking within that position.

While due diligence will be followed to ensure that the player is treated fairly, parents must realize that an exemption from try-outs will make it difficult for a player to become a rostered player.

Until a Director of Operations is named to a team, area Governors and the League Administrator will be available to assist in the try-out process as needed.

Rule 8: GAMESHEETS

Each team will identify a representative who will be responsible for submitting gamesheets to the League Administrator. Within 24 hours of the completion of the game, the home team is responsible for sending a copy of the official game sheet to the League Administrator. The official game sheet can be sent by facsimile transmission or scanned and sent electronically as a PDF file (preferred format).

- Any affiliated player listed on the gamesheet **MUST** have (AP) noted by their name.
- If an affiliated goalie is listed on the gamesheet, but does not play, it must be noted on the gamesheet so that it doesn't count towards the AP 10 game rule. Insert DNP (Did Not Play) next to the goalie's name.
- The starting goaltender must be noted and any change to the goaltenders' playing time must be noted.
- Shots on Goal must be noted.
- Players must be listed numerically.
- If stickers are used, they must be placed on all 3 copies and any change to the roster must be changed on all 3 copies.

Teams will use the standard NLA AHL Gamesheet. The gamesheet will have 3 copies; one copy for each team and one copy for the officials. All teams will be required to participate in a pre-season conference call to ensure that the gamesheets are completed in accordance with the data entry functions of the web page. Once a gamesheet has been entered into the website, changes will

not be made to player statistics. Team DOPs will be given the option of entering their home games into the Goalline website.

Team management will be required to indicate any affiliated players on the gamesheet by noting (AP) next to their name and will be responsible for ensuring that the affiliated player(s) do not exceed their 10 game maximum.

Rule 9: GAME PROTOCOL

Each team is responsible for their conduct during warm-ups and after game completion. The following rules must be adhered to in preparation for games:

- Teams will ensure that the dressing rooms are left in a clean condition such that there will be no delay imposed on the next incoming team.
- There will be a 5 minute warm-up period prior to the commencement of the game.
- It is not necessary to re-surface the ice prior to the warm-up. At the conclusion of the warm-up, teams will return to their dressing rooms to allow for ice re-surfacing prior to the start of the game.
- The ice surface must be flooded after the second period with a maximum of 15 minutes allotted for the intermission.
- Running of the clock or stopping a game to comply with ice time allocation ***is not*** permitted.

The Home Team is responsible for:

- Supplying a minimum of 25 pucks to the visiting team for warm-up. The visiting team will collect the pucks and return to the home team after warm-up.
- Ensuring that there are sufficient game pucks provided for game play.
- Providing dressing rooms that ensure there is adequate separation between teams before, during and after the game.
- Providing separate shower facilities for each team.
- The playing of the National Anthem.
- Providing on-ice and off-ice officials
- Changing jerseys in the event of similar colours

There will be an admission fee of \$5 per game for spectators over the age of 10.

Rule 10: TEAM ROSTERS

Participating member teams must dress the maximum of seventeen (17) players including two goaltenders during League games. If a visiting team's goaltender gets injured or suspended while travelling, the home team is responsible for providing a backup goaltender. Teams are encouraged to take APs while travelling to ensure that the full roster of seventeen players is dressed for each game. However, no AP should participate in a AAA game when their lower division team is playing.

Teams can affiliate players according to the Hockey Canada regulations up to a maximum of 19 at any one time, but all teams should try and sign 2 goaltenders as Affiliated Players. Copies of the approved affiliated players list shall be forwarded to the League Administrator no later than January 10th of each season.

Affiliated players can only play a maximum of 10 games with their AAA team while their lower division, permanent team is still playing. Once their permanent team is finished playing for the season, the affiliated players can resume playing with their AAA team for an unlimited number of games. Exhibition games and tournament games (outside the regular League Kick-Off tournament) do not count towards the 10 game maximum. When the League play-offs are completed, the 10 game AP rule does not apply to the provincial play-down tournament.

Any team who plays an ineligible player shall automatically be deemed to have lost the game or games in which any ineligible player(s) has participated. Team points will be awarded to the other team and players on the forfeited team will lose their individual points. Any coach who plays an ineligible player will be suspended 1 game for each game the illegible player(s) participates and will be fined \$200 per game. A request for a ruling on the eligibility of a player is not considered a protest.

All team rosters including players' registration lists, transfer information and releases will be approved by Hockey Newfoundland & Labrador. The Administrator shall forward copies of the approved team rosters to the teams by no later than each Thursday at noon for weekend games.

Each team is permitted 20 registrations under the Hockey Canada Regulations for AAA teams. Any player, who becomes a full-time rostered player, is registered with Hockey Canada, and then decides to leave the team, MUST provide written documentation, supported by the head coach explaining the reasons for asking to be released. Any player who asks for and is granted a release after November 1 forfeits their eligibility to participate in the AAA League for the remainder of the current season AND the following season. Only under extreme extenuating circumstances such as a season ending injury, will the player be permitted to try-out the following year if the release is requested after November 1. The League Executive will review the circumstances on an individual basis to determine the validity of the reasons.

It is the expectation of the League, that once a player is signed with a team, that player will remain with the team for the balance of the year. Only under exceptional circumstances would a player be released after being signed and would require approval of the League President.

Rule 11: SCHEDULE

The role of the League Scheduler will be the duty of the League Administrator. Each participating member team shall adhere to all requirements of the League

Scheduling Policy. The League Schedule shall, in all cases, be subject to ratification by the Board of Directors at the League AGM by a simple majority vote. Games will be scheduled as to minimize absences from school and to minimize travel and accommodations costs.

All postponed games in the regular season league schedule must be rescheduled. Teams should try and re-schedule the postponed game the next weekend the teams are playing each other. If this is not possible, the game will have to be played during the Make-Up Weekend.

- a) Member Teams must declare an arena as their "Home Rink". Other rinks may be named as alternate rinks. However, playing at alternate rinks must not cause a financial burden to the visiting team. If there is an added cost for the visiting team to play at an alternate rink, the cost will be borne by the home team.
- b) Member Teams must play the majority of their home games against each team in their home rink. Agreement from the visiting team is required before a game is moved from the home rink. If the visiting team refuses to give permission to relocate a game at the request of the home team, the President will have the final decision on the relocation of the game. Teams must be reasonable when requesting and accepting a request to relocate a League game as there may be times that the relocation of a League game is unavoidable.
- c) Member Teams must provide a list of home dates, venues and starting times to the Administrator.
- d) The Administrator shall submit any changes to the league schedule to the League President for approval prior to August 15th.
- e) Minor changes to the start time of a game agreed upon by the affected teams must be communicated to the Administrator and/or President for approval.
- f) A schedule date change agreed upon between two teams must be approved by the President. The President shall determine whether the request is appropriate as well as responsibility for any extraordinary expenses that may be charged as a result of the change.
- g) Member teams should make the greatest effort to submit "Schedule Change Requests" as soon as possible.
- h) Member teams are responsible to notify all interested parties of any approved schedule change including game officials.

- i) All League games must be scheduled for Saturday AM, Saturday PM and Sunday AM.

Rule 12: OFFICIALS

All League regular season games shall be handled using a 3-Man system with the referee and two linesmen in good standing with the governing body or affiliated branches of Hockey Canada. Linesman should have a minimum Level 2 Certification and Referees should have a minimum Level 3 Certification.

Rule 13: FINANCES

The management of League finances is the responsibility of the Secretary Treasurer who will present a Budget and Financial Update to the Board of Directors for approval at the AGM. The League's fiscal year shall be June 1 – May 31.

All Team managers are required to submit a budget to the Secretary/ Treasurer no later than two weeks after the START of regular season. Year-end Financial reports are due to the Secretary/Treasurer 30 days after the END of the season. Team budgets must be presented to parents and it is recommended that a mid-season financial update be submitted to parents.

Signing Authority for League accounts will be the Secretary Treasurer and Administrator. The Secretary/Treasurer will approve all expenditures by virtue of first signature; the Administrator will co-sign as second signature. Two signatures are required on all cheques.

Reimbursement of expenses incurred while conducting official League business will be covered using the NLAAHL Expense Claim Form. Cash expenses will be reimbursed upon submission of receipts; per diem expenses for meals and mileage will be reimbursed based on HNL rates. These rates will be reviewed annually by the Secretary/Treasurer.

Rule 14: ANNUAL FEES

The League will establish an annual fee to be paid by the teams to be included in the annual budget set out in Rule 13. Teams will pay 1/10th of the operational costs to ensure the effective management of the League and teams will be provided with an itemized invoice outlining various expenses. The annual fee will be used to establish and maintain approved league administrative costs and will be due in full by October 15. Teams withholding payment of their annual fees will be prohibited from participating in League games.

When Directors of Operations are preparing their team budgets with respect to coaching staff travel, the following rates can be used as maximum amounts.

Coach Per Diem In Province:	\$50 maximum per day
Coach Per Diem Out of Province:	\$75 maximum per day
Coaching Staff Honorarium:	\$5,000 per staff

Hotel Rooms (Coaches): 2 coaches must share a room; however, allowances must be made in the event there are gender sensitivities. But it should not be more than 3 rooms per team per night for coaching staff.

Hotel Rooms (Players): It is recommended that 4 players share a room when travelling.

Airfare: Airfare for all coaches would be part of the team's travel expense and overall budget.

Out of Province Tournaments: Teams are permitted to attend a maximum of two out of province tournaments and MUST register for these tournaments no later than October 31.

Rule 15: TEAM MANAGEMENT

Team management will consist of a Head Coach, 2 Assistant Coaches, Trainer and a Team Manager. All teams must have a certified Hockey Canada Safety Person ("HCSP") on the bench for all games. All team management must have completed Speak-Out or Respect in Sport programs and must meet minimum coaching levels for AAA Hockey as per HNL and Hockey Canada requirements. The Administrator will register the team management using the Hockey Canada on-line database. Changes to team management will be communicated to the Administrator immediately.

Rule 16: SUSPENSIONS

The League employs the HNL Minimum Suspension Guidelines as a basis for suspensions. The Board of Directors reserves the right to increase the duration of HNL suspensions where the situation warrants this action. A copy of the Minimum Suspensions Guidelines can be found on the league website.

All suspensions received in the League MUST be served in League play. Players receiving a Gross Misconduct, a Match Penalty or a Fighting Suspension while playing elsewhere, cannot resume play in the AAA League until the Gross Misconduct, Match Penalty or a Fighting Suspension is served in the League/Association where it was received. Confirmation of the completion of the suspension must be communicated to the League Administrator by the HNL Area Director before a suspended player is eligible to resume play in the League. Players are permitted to practice with their team while serving their game suspensions.

The Administrator will keep a log of Player Suspensions and will forward the Suspension Tracker to teams prior to weekend play. However, it is ultimately up to team management to ensure that players serve their full and rightful suspension regardless of the information contained in the Suspension Tracker. Exhibition games cannot be used towards the number of games a player has to miss.

Rule 17: PROTESTS

Protests of games may be made only in regard to the interpretation of the rules of competition, and not in regard to the judgment of a referee or other official. Protests must be in writing and submitted to the President within 24 hours of the initial interpretation of the rule and must be accompanied by a non-refundable \$100 fee.

The President will refer all protests to the Protest Committee who will make recommendation on the disposition of the protest to the Board of Directors. Protests will be dealt with as expeditiously as possible. A maximum of 7 days should be allowed to respond to a protest.

Rule 18: APPEALS

Appeals of a decision made by the Protest Committee or the Discipline Committee may be made to the HNL Appeals Committee as per the HNL Constitution Regulation 6. All appeals to the HNL Appeals Committee must be made in writing within 14 days of the protest ruling and this appeal must be accompanied with a \$200.00 appeal fee made payable to Hockey Newfoundland and Labrador; \$100.00 will be refundable if the appeal is successful. The decision of the HNL Appeals Committee is the final step in the Branch appeals procedure and any further appeal where applicable, must be made to Hockey Canada within seven (7) days.

Rule 19: SANCTIONING EXHIBITION GAMES AND TOURNAMENTS

Teams planning to host exhibition games or tournaments with teams from outside of the League must request permission from the Area Director.

Rule 20: YEAR-END BANQUET AND AWARDS PRESENTATION

The League will recognize players and coaches with annual awards to be presented at the Year-End Play-Off Tournament. The cost to players and team management for the banquet and awards presentation will be included in the League fees and capped at 30 tickets per team. Additional tickets will be made available to teams, parents and others wishing to attend the banquet at a reasonable price, covering the incremental cost associated with additional meals and other amenities.

Each team will be asked for nominations for the various voting awards prior to the year-end awards ceremony. The teams will then be asked to rank the nominations as First, Second, Third and so on in each category. A numerical value will be assigned to each ranking and totaled for a winner. A First Place vote will receive 5 points, a Second Place vote will receive 4 points, a Third Place vote will receive 3 points and so on. The votes are then totaled declaring a winner. In the event of a tie in points between the nominees, the nominee with the most First Place votes will be declared the winner. If still tied, the nominee with the most Second Place votes will be declared the winner. If still tied, the nominees will be declared co-winners. The list of annual awards is included in the Awards section of this document.

The championship teams will retain possession of the championship trophy and will be responsible for engraving the players and coaches on the trophy. All other trophies will be engraved by the League and the League will retain possession of these trophies.

Rule 21: STATISTICS

It is the responsibility of each team to ensure that gamesheets are submitted to the league Administrator within 24 hours after the completion of each game. This will allow for the timely updates of the league website.

Rule 22: GAME FORFEIT

In the event that a Visiting team has to forfeit a game, there will be a \$750 penalty imposed on the Visiting team which will be payable to the Home team to cover game expenses. In the event that a Home team forfeits a game, the team will be required to cover the expenses incurred by the Visiting team.

If a team forfeits a second game, the team will be considered not in good standing with the League and will be suspended for the rest of the season.

Rule 23: ICE TIME ALLOCATION

Coaches must use the Discretion 2 Rule when allocating ice time for skaters. This is defined as “the ability for a coach to use players anytime during the game as they decide: however, each player must receive a minimum of three shifts per period.”

For goaltenders, coaches must use the Equal Rule. This is defined as “goaltenders must have no greater than a one game differential throughout the regular season or provincial tournament. In the championship game of a provincial tournament, coaches can use either goaltender.”

RULE 24: FUNDRAISING

When applying for a lottery license from the Lottery Licensing Board, the following procedure must be followed. Each team will submit their completed lottery license application to the League Administrator. The Administrator will record all pertinent information on a Lottery License Tracker and forward the application to Service NL. Upon receipt of the lottery license from Service NL, the date of the financial report will be recorded on the tracker for follow-up with the team and the license will be forwarded to the team. It will be mandatory for teams to submit their financial report to Service NL on or before the date indicated.

NOTWITHSTANDING CLAUSE

In the event a situation arises that is not covered within this document, the League will defer its decision on any matter until it is confirmed that such decision does not contravene the Constitution of Hockey Newfoundland and Labrador or the Articles, By-Laws, and Regulations of Hockey Canada. Otherwise the League Executive is empowered to make any decision in a fair and dutiful manner that upholds the principles and objectives of the NLAAHL. This will be done in consultation with Hockey Newfoundland and Labrador and/or Hockey Canada and the decision of the League Executive will be final.

DUTIES OF THE LEAGUE ADMINISTRATOR

GENERAL

The Administrator will be responsible for the day to day operation of the League. The Administrator will answer to the President and will work closely with the Executive Committee. The Administrator will act as the liaison between the Executive Committee and team management.

APPOINTMENT

The administrator will be hired on an annual basis. The Executive Committee may use any method it wishes to identify candidates for the position of Administrator.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Administrator include:

- Calling meetings on behalf of the President or Executive Committee as required
- Managing the web site
- Creating the League Schedule
- Conduct the day to day business of the League (pay bills, purchasing, etc.)
- Establish process for selecting award winners
- Organize banquet and awards
- Support the President
- Register players and coaching staff with Hockey Canada using the on-line registration system
- Keep an accurate record of penalties that carry suspensions using the Suspension Tracker.
- Register the NLAAHL as a member with HNL on an annual basis.
- Keep an accurate record of team fundraising to ensure compliance with Service NL.
- Other duties as assigned

AUTHORITY

The Administrator has the authority to act on behalf of the Executive Committee in the following matters;

- Payment of bills
- Purchasing of items in the approved budget
- Notify players of suspensions
- Negotiate changes to the League schedule