

NORTHERN ALBERTA FEMALE HOCKEY ASSOCIATION OPERATING RULES AND REGULATIONS

Revised October 2011

1. REGISTRATION

- a) It is the responsibility of each team to be registered with the league by the annual Fall Meeting each year. Any team requesting membership following the October 1 deadline must make written application to the League President.
- b) Each team shall be required to pay an annual registration fee of \$550. No team shall be allowed to vote or to participate in league games unless all fees are paid in full.
- c) A Hockey Team shall be defined as a group of hockey players comprised of not less than twelve (12) players, (exclusive of affiliates). Each team must submit a minimum of twelve (12) player cards or names (if team sheeted) to the league prior to their first regular season game.
- d) All teams must have their players registered on HCR (Tiers 1 and 2 and any Provincial teams participating in the Recreational tiers) or on a team roster sheet (Recreational teams in Rec A and B) prior to their first league game. A team will forfeit any game in which non-registered players participate. They will be responsible for the costs associated with the game and a fine as outlined in section 13b.
- e) Players may only be registered on one team that plays in either Tier 1 or Tier 2 of NAFHA.
- f) Players can be added during the season up until the final registration date (as set by Hockey Alberta). Whenever a new player is added, the roster .pdf or .xls (for teams registered on HCR) or team roster sheet (for recreational teams) must be submitted to that tier's Vice President at least 48 hours prior to that player's first game. Player additions must be approved before they are eligible to participate.
- g) Any releases required by a player must be processed in HCR, with the new roster forwarded to the team's tier Vice President prior to that player participating in any games with the new team.
- h) Each team is to post a bond of \$100.00. Once the bond is consumed it must be re-established before the team can resume participation in the league. The bond is to remain with the league until the withdrawal of the team after completion of a full season. Bonds are to be paid to the League Treasurer prior to the start of the year's league schedule.
- i) Regular Membership shall be open to the following:
- Any female team within a radius of 75km from Edmonton's city center that satisfies the requirements of Hockey Alberta and NAFHA.
 - Teams outside the set radius shall apply in writing each and every year according to the procedures provided herein. The address of the arena that will be used as their home ice will constitute the rural part of the measurement.
- j) All requests to not play on certain days ("blackout dates") must be submitted to each team's Vice President no later than August 1st.

2. RESPONSIBILITIES OF TEAMS

- a) All teams are expected to pay league fees, ice bills, and invoices within 30 days of receipt.

- b) Fines levied against a team must be paid prior to that team returning to the ice.
- c) Fines levied against an individual player must be paid prior to that player returning to the ice.
- d) All teams must have at least one delegate at all General and Annual meetings. Failure to do so will result in a \$50.00 fine being levied to the offending teams.
- e) All teams are required to provide a set number of volunteers to work at Provincial tournaments hosted by NAFHA. Failure to do so will result in a \$50.00 fine, per missing volunteer, being levied to all offending teams. In addition, the offending team will not be eligible to work the NAFHA casino.
- f) All teams are required to provide a set number of volunteers to work at NAFHA casinos. Failure to do so will result in a \$50.00 fine, per missing volunteer, being levied to all offending teams. In addition, teams that do not work the casino will not receive any money from that casino.
- g) Teams that consistently do not adhere to their NAFHA responsibilities risk being placed in bad standing. Any team that fails to fulfill three of the above (a-f) responsibilities in the course of one season will be considered in bad standing. Such infractions will be considered cumulative (ie. a team that fails to pay three invoices within 30 days of receipt would be considered in bad standing).
- h) Once a team is pronounced to be in bad standing with the league they must appeal in writing to the league president to be granted status within the league the following year. This must be done no later than August 1st. The governing executive will vote on whether or not to grant the team status in NAFHA. If the team is reinstated, they will be placed on probation for a period of no less than one year. During this time, such teams will not be eligible to work the NAFHA casino, or receive any benefits thereof. Any subsequent violations by a probationary team may result in their permanent expulsion from NAFHA.

3. PROPERTY OWING

- a) A player may not sign with any team in the NAFHA if she still owes money or team property to any team(s) she has previously registered with.
- b) If applicable, at the commencement of each season a list must be submitted by teams to the League President indicating player(s) in default of money or team property. The League will monitor these cases. If the team to which a player owes money/property ceases to exist, the money/property owing will be owed to the league. If the team to which a player owes money/property evolves into a new team, any money/property that has been paid to the league will be forwarded to this new team.

4. COMPETITIVE AND RECREATIONAL DIVISIONS

- a) NAFHA currently has four divisions: two competitive (Tier one and Tier two) and two recreational (Rec A, B). The Masters division, while classified as recreational, runs separately from these four divisions.
- b) Players over the age of 35 may play masters in addition to either competitive or recreational.
- c) To assist players in selecting the appropriate division of play, NAFHA's tiers will be defined as follows:
 - i) Tier 1 = Sr. AA
 - ii) Tier 2 = Sr. A
 - iii) Rec A = highest level of recreational hockey. Without permission from NAFHA, this is the lowest level at which players with previous experience in tiers 1 and 2 and Midget AAA can play.
 - iv) Rec B = recreational players of an intermediate to beginner skill level and players with the lowest caliber of hockey skills.

5. AFFILIATION

a) Affiliation is not to be used to improve the caliber of a team; it is to be used to ensure teams have enough players to play. The term "affiliation" refers to a different set of practices dependant on whether the team in question is provincially ranked or recreational.

Recreational "Affiliation":

b) Recreational teams may affiliate laterally; that is, from within their own division, or from a lower division. (ie. Rec A may affiliate from Rec A or B; Rec B may affiliate from Rec B. Any affiliates utilized must be clearly denoted on the game sheet using the abbreviation "AFF" after the player's name.

c) When a recreational team utilizes affiliate players, they may have a maximum of 11 players (10 skaters and a goalie) listed on the game sheet. Teams that do not adhere to this maximum will forfeit any game in which they have played additional affiliates and will be fined \$50.00.

Competitive Affiliation:

d) Competitive teams may only affiliate players who are carded at a lower level (ie. Sr. AA teams may affiliate from Sr. A or Sr. B. Sr. A can affiliate from Sr. B). Affiliations must first be approved by the Female North Representative before being approved on HCR.

e) Competitive teams may also affiliate Junior and minor aged Midget players. When there are teams within NAFHA carded at the Sr. B level, this is their only option for affiliations.

f) Sr. B teams cannot affiliate from Midget AAA.

g) No affiliates may participate in game play prior to being approved on HCR. If a team plays unapproved affiliates, they have played an ineligible player and will forfeit the game in question. They will also be fined \$50.00.

6. MINOR PLAYERS

a) Players under the age of 18 must register on a minor team if one exists in their local area. The President may consider exceptions in extenuating circumstances. This rule is in place to support and promote minor female hockey in Alberta.

7. REFEREES

a) Referees must be registered and certified by Hockey Alberta to a minimum level of Level 2 to officiate league and playoff games.

b) The NAFHA referee assignor will assign officials to all NAFHA games played within Edmonton city limits (including Enoch). Unless arrangements have been made with the NAFHA assignor, teams playing outside of Edmonton city limits are responsible for coordinating officials with the appropriate Referee in Chief.

c) Referee fees are to be paid in cash (exact change) to the referees by the home team prior to the game. The referees will issue a receipt. Referee rates are as follows:

i) One official: \$60

ii) Two officials: \$100 (\$50-\$50)

iii) Three officials: \$130 (\$58-\$36-\$36)

d) No one other than the referees working the game will be allowed in the game officials' room at any time.

e) No protest shall be considered involving a referee's judgment. Any protest regarding a referee's conduct must be submitted in writing to the League President who will then make a judgment on how to proceed.

8. COACHES

a) In the competitive divisions (Tier one and Tier two), all teams must have a certified coach on the bench during each game.

b) In the recreational divisions (Rec A and B), it is recommended that teams have a responsible adult on the bench during game. Teams that, at the discretion of the referee, are deemed to be out of control and do not have a responsible adult on the bench will have one of their captains retired to the bench to control their team.

9. LEAGUE PLAY

a) League format and number of games shall be discussed on an annual basis. This will be done at the AGM.

b) Playoff format shall also be discussed on an annual basis. This will be done at the Fall Meeting.

c) Teams that utilize their own home ice are required to provide their division Vice President with a minimum of 15 home ice dates no later than August 1st of each season.

d) Teams that are utilizing league ice will be charged \$350 per ice slot for the 2011-2012 season.

e) League Games will be 1 1/2 hours consisting of one fifteen minute first period a second and third period of twenty minutes.

f) Games are to start no later than 10:30pm on Fridays and Saturdays and no later than 10:00pm Sunday through Thursday, unless later time slots are approved by the membership at the annual fall general meeting.

g) A break of no more than 45 seconds will be taken between periods.

h) If necessary, the time remaining in the third period will be reduced to two minutes when there are five minutes remaining in the ice slot.

i) Each team is entitled to one 30 second time out per game. If there are less than two minutes left in the ice permit (not time on the clock) no time outs will be allowed for either team.

j) For divisions in which Provincial playdowns games are applicable, these games may be separate from league games. If a league game is utilized as a Provincial playdown game, it must be played with three 15 minute periods.

10. GAMES AND GAME SHEETS

a) The rules of Hockey Alberta and the Official Rules of Hockey Canada shall govern play within NAFHA. Any additional rules adopted by NAFHA and identified herein will also govern play. Any rules adopted by NAFHA will not contravene either Hockey Alberta or Hockey Canada regulations but in some cases, may be more severe.

a) Game sheets for league and playoff games must be faxed or emailed to the league statistician by the home team **within 72 hours** of every game played. Failure to do so will result in a fine of \$100 for every 72 hour period in which the game sheet is late.

b) In any game where major penalties (any 5 minute penalty), misconducts, game misconducts, gross misconducts or match penalties occur, the home team must fax the game sheet and incident report to the League Governor (or the League

President in the Governor's absence), **within 24 hours**, Major, match and misconduct penalties will be strictly enforced as per the Hockey Canada Rule Book and NAFHA penalty guidelines. In the case of a Match Penalty against an official, the official will retain the white copy of the game sheet. Failure to submit a game sheet requiring discipline review within 24 hours will result in a fine of \$100 for every 24 hour period that the game sheet is late.

c) All game sheets indicating that a player or team official is serving a suspension need to be faxed or emailed to the Governess to demonstrate that their suspension has been served in full.

d) League games and League playoff games scheduled by the NAFHA will take precedence over exhibition or tournament games. This will be strictly enforced by the League Governor

e) Exhibition and Provincial playdown game sheets are to be sent to the Hockey Alberta Sr. Female Representative within 24 hours of the conclusion of each game.

11. RESPONSIBILITIES OF THE HOME TEAM

a) Provide a competent timekeeper/scorekeeper – one person is required; two people are preferred.

b) Provide NAFHA game sheet (duplicate game sheet) and fill out game information section.

c) Provide at least three pucks in good condition.

12. TEAM UNIFORMS

a) Team colours must be submitted to the NAFHA Board at the time of registration. All new teams must try to avoid duplicating the colours of existing teams.

b) For the purposes of league play, the home team is expected to wear white jerseys. They must inform the visiting team prior to the start of the game if they will not be wearing white.

c) Teams are expected to carry two sets of jerseys in order to prevent jersey conflicts. In the case of any colour conflicts, the visiting team will be required to change jerseys/socks.

13. POSTPONED, RE-SCHEDULED AND FORFEITED GAMES

a) Postponement due to severe weather conditions will be permitted. These will be considered as per the RCMP weather advisory the day of the game. The home team is responsible for rescheduling arrangements within 48 hours of the postponed game. The home team is also responsible to pay all ice and officiating costs.

b) A game will be considered forfeited when one team is not present, or cannot play due to neglect or fault. A team cannot play with less than seven players, and will be deemed to have forfeited in such a situation. A forfeit will be recorded as a 1-0 win for the opposing team. The team who forfeits the game is responsible for paying for both the ice and the officials.

- i. If both teams agree to reschedule the game, it will be the responsibility of the team forfeiting the game to do so, and will be responsible for paying for both the ice and the officials for this game.

14. NEW TEAMS

a) New teams interested in joining NAFHA must provide an expression of interest in writing to the NAFHA President by June 1st prior to the season in which they wish to join. They must express the following:

- i. An understanding of and compliance with the Objectives, Bylaws and Operating Rules of NAFHA
- ii. Acknowledgement that they will be required to provide volunteers for Casinos and other league events such as Provincials, league meetings, etc.

- iii. A complete list of the names, mailing addresses, phone numbers and email addresses of the team's officers, which shall consist of at least one manager and one team representative.
- iv. Annual membership fee deposit, as specified in the Operating Rules, which will be refunded in full if the team withdraws prior to August 15th of the season in which they wish to join.

b) Subsequent to the above, the NAFHA President must then receive by August 1st prior to the season in which the team wishes to join:

- i. A copy of an ice rental contract that indicates that the team has a minimum of 15 ice slots per season. All ice times must start no later than 10:00pm on Sunday through Thursday nights and no later than 10:30pm on Friday and Saturday nights.
- ii. If the arena is not within the City of Edmonton's boundaries, it must be within a 75km radius of Edmonton.
- iii. A roster with a minimum of 12 players which includes their names, how long each player has played and at what levels. This information will be used not only to determine the viability of the team, but also to determine the appropriate division in which the team should play.

15. LEAGUE PLAYOFFS

a) League playoff structure will be determined each year at the Fall Meeting.

b) All players (including affiliates) must play in a minimum of five (5) NAFHA league games to be eligible for league playoff participation.

c) If teams are tied in total points for a playoff position, the following procedure will apply:

- (i) head-to-head standings between the tied teams.
- (ii) If teams are still tied after (i), then the team with the most wins overall would qualify for the higher standing position.
- (iii) If the teams are still tied after (i) and (ii) have been applied, then the team with the best goal ratio in games against the tied teams would qualify. The goal ratio of a team is to be determined in the following manner: total number of goals divided by total number of goals for and against.
- (iv) If the teams are still tied after (i), (ii) and (iii) then the team that received the least minutes in penalties over the course of league games would qualify.
- (v) If teams are still tied after all procedures have been applied, the higher rank will be determined by a single toss of a coin.

d) Tied playoff games will be decided by overtime, as per the Hockey Canada rulebook, or as determined at a league meeting prior to commencement of the playoffs.

16. PROFANITY AND ABUSE

a) Profanity by players, team officials or league representatives will not be tolerated and will result in appropriate disciplinary actions. Team coaches, assistant coaches, managers and trainers shall be held strictly accountable to the League Governor for their conduct and that of their players at all times. In particular, they are responsible for preventing disorderly conduct before and after games or practices, on and off the ice, and at any place in or about the rink.

b) The league will not tolerate abuse of any kind of any league or game official by a player, coach, manager or trainer. Such abuse will render that individual liable to suspension at the discretion of the League Governor and/or Disciplinary Committee.

c) The person(s) acting as team official(s) shall sign the official score sheet before the start of the game and shall be deemed the official in charge of the team while that team is in the arena (from arrival to departure).

17. DISCIPLINE/SUSPENSIONS

- a) The League Governor must receive the game sheet within 24 hours of the game in which the infraction occurred, as outlined in 12(b).
- b) Within 48 hours of receiving the game sheet, the League Governor will send email notification to the coach or team contact of the affected team with the suspension and/or fine. Any suspensions imposed must stipulate the length of time or number or type of games or any combination thereof be missed. (Example: league, tournament, playoff or Provincial games). Suspensions of five games or one month will also be filed with Hockey Alberta, as will any disciplinary action which carries over from one season into the next.
- c) In the absence of a League Governor, the League President shall act as the replacement.
- d) Any discipline levied by the League will be honored in Provincial championships. It is the responsibility of the League to notify Hockey Alberta of any such action.
- e) In addition to rules implemented by NAFHA, all Hockey Alberta and Hockey Canada rules and regulations will be strictly adhered to.
- f) As per Hockey Canada's regulations (Rule 4.6(c)) for Minor and Female Hockey, any player or team official who is assessed a Game Misconduct/Gross Misconduct penalty in the last ten (10) minutes of the game shall automatically be suspended for the next Hockey Alberta sanctioned game. This player will also be fined \$50.00. This suspension will include any and all exhibition and/or unsanctioned tournament games played by the team between the time of the suspension and the next sanctioned game. . In the case of a Game Misconduct for Abuse of Officials or unsportsmanlike conduct, please refer to the NAFHA Minimum Suspension Guidelines.
- g) If a player or team official receives a second Game Misconduct/Gross Misconduct penalty at any time throughout the current playing season, that team member will automatically be suspended for one game and fined \$50.00. This is in addition to any other penalties and/or suspensions assessed and will include all exhibition and unsanctioned tournament games played outside of league play. Any additional Misconducts received by a player or team official within the same playing season will result in further fines and/or suspensions to be assessed by the League Governor and/or the disciplinary committee.
- h) Any player incurring a total of three (3) or more stick infractions penalties during the same game shall be ejected from the game. For the purposes of this rule, stick infraction penalties are considered to be: high sticking, cross-checking, slashing, spearing or butt-ending.
- i) If a player receives a second major or match penalty at any time throughout the current playing season, that player is automatically suspended for the next sanctioned league/playoff game, in addition to any exhibition and unsanctioned tournament games played during this time, and fined \$50.00.
- j) Minor players are not eligible for fines. Wherever fines are stipulated, the minor player will receive an additional game suspension in lieu.
- k) If the League Governor is of the opinion that a team is being assessed too many penalties of a serious nature, then the coach, manager and/or player(s) will be put on notice that they are liable receive to suspension and/or fines for failure to control their team or themselves.
- l) Failure by a player or team official to serve an automatic suspension as outlined in NAFHA regulations in section 20 shall result in disciplinary action being taken by the League Governor against the player and team management as outlined in Hockey Alberta's Bylaws and Regulations. The team will also forfeit the game in which the suspended player participated and will be fined \$50.00.
- m) Team players or officials serving a suspension will not be allowed in, on or near the dressing room, players' bench, press box, or to act as an off-ice official before, during or after a game.

n) Any team official who adds an unregistered player's name or an uncarded team official or trainer's name to a game sheet for the purpose of competing in a game:

(i) Will be suspended for two (2) games on a first offence (lifetime). The game will also be forfeited and the team will be responsible for paying the \$50.00 fine associated with a forfeit.

(ii) 2nd Offence (lifetime) will be suspended from NAFHA indefinitely (not less than one (1) year) and will be officially reported to Hockey Alberta for further disciplinary action.

The above is in addition to any disciplinary action levied by Hockey Alberta as per their Bylaws and Regulations.

o) All suspensions being served must be recorded on the game sheet. If a suspended player is not denoted on the game sheet as "suspended (game x/x)", that game will not count towards their suspension.

18. PROTESTS AND APPEALS

a) Protests shall be considered by the Disciplinary Committee and League Governor when based on the violation of a League Rule or the use of an ineligible player only, and taking into consideration BY-LAW V. The coach or manager of the teams involved shall have the sole right to make a protest.

b) Any decision made by the League Governor may be appealed to the League Discipline Committee providing a written Appeal letter, accompanied by a \$150.00 appeal fee is delivered to the League Governor within 24 hours of notification of said decision. The Discipline committee will then call a hearing and notify the parties involved.

c) In the case of an Appeal, the person(s) involved must be given the opportunity to be present at the hearing, by written statement, by conference call, or depending on the severity of the incident, in person at the hearing. The game sheet and referee's report must also be provided.

d) Discipline Committee Hearings will be held within five business days of receipt of an appeal.

e) The appeal fee will be returned if the suspension is overturned and forfeited if the suspension is upheld.

f) Players or members have the right to appeal the decision of the Discipline Committee to Hockey Alberta, whereupon the case will be dealt with by Hockey Alberta Discipline Committee. All appeals must be accompanied by a fee to be determined annually by Hockey Alberta and delivered within the specified time frame to Hockey Alberta.

g) The suspended player, coach, or team official will not participate in any sanctioned (league, exhibition, tournament, playoff or Provincial) games until a final decision is determined.

19. BINGO REGULATIONS

a) Every team participating in Bingos must provide a Bingo Delegate, who will sit on a Bingo Committee, as a Coordinator, with the NAFHA Financial Committee Designate.

b) Worker/Time Schedule for Bingos will be established by the Financial Committee Designate bi-annually.

c) New teams may be eligible for unassigned Bingos after participating in the NAFHA for one season. New teams may be placed on the Emergency Bingo Worker's list.

d) If a team declines from working a Bingo when called from the waiting list, that team will be moved to the bottom of the list.

e) If a team declines two (2) Bingos in a row, that team will be removed from the waiting list for a period of twelve (12) months from the date of their second (2nd) refusal.

- f) If a team provides twenty-one (21) days notice to the Financial Committee Designate that they cannot work at a scheduled Bingo, they must work together with the Financial Committee Designate to find a replacement from the other participating teams.
- g) If a team provides five (5) days to twenty (20) days notice to the Financial Committee Designate that they cannot work at a scheduled Bingo, they will be fined \$50.00, and they must work together with the Financial Committee Designate to find a replacement from the other participating teams.
- h) If a team provides less than five (5) days notice to the Financial Committee Designate or does not show up at their scheduled Bingo date, that team will be fined \$50.00 per worker they were expected to provide, and be suspended from working Bingo's for a period of twelve (12) months from the date of the infraction.
- i) If one of the scheduled teams cannot provide the correct number of workers for a bingo, the other teams may supply extra workers providing both teams agree and the Financial Committee Designate is notified. It is the responsibility of the scheduled teams' Coordinator to call the other teams and to inform the Financial Committee Designate.
- j) If a team gives up a Bingo for any reason other than that they have a league/playoff/provincial playdown game scheduled, the Bingo will not be replaced.
- k) If a team's workers are not there on time, a fine of \$10.00 per person per time slot will be levied.
- l) If you do not have all of your players show up, a fine of \$50.00 per person will be levied. In addition, for the next bingo, you will be required to supply the number of workers as was missing at the previous bingo. Your share of the bingo proceeds will not increase. (ie. If you were 3 workers short, your fine would be \$150 and at the next bingo you would be required to send 3 extra workers. The amount that your team would make would be the same as if you didn't have any extra workers.)
- m) No concession tabs will be run at any Bingo Hall.