



# *North Central Minor Hockey Association*

## **REGULATIONS**

August 2010

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### **1. OPERATING RULES**

- a) The NCMHA shall operate under the rules and regulations of the Hockey Canada (CHA), Hockey Alberta (HA) and the North Central Minor Hockey Association (NCMHA).

### **2. CONDUCT**

- a) Profanity and the use of alcohol, drugs, tobacco and tobacco products are prohibited in all games and practices under the jurisdiction of the NCMHA.
- b) All players, coaches, managers, officials and members shall conduct themselves in a polite and sportsmanlike manner at all times. Obvious or persistent unacceptable conduct and/or blatant disregard of the CHA, HA, or NCMHA rules and regulations can result in the loss of the association's performance bond at anytime.

### **3. REGULATION CHANGES**

- a) Major changes to any of the NCMHA operating procedures, may only be made once per season at the April annual general meeting. When requesting changes, additions or deletions to the regulations, a "Notice of Motion" form must be submitted to the NCMHA executive before March 31st. of the current playing season. Notices of Motion will be voted on at the AGM. The executive reserves the right to accept formal notices after March 31st., but only before, and not at, the AGM. Notices of Motion received will be posted on the website, along with the AGM agenda.
- b) Minor changes to NCMHA regulations may be made at general or executive meetings with a majority vote. Changes or adjustments made by the executive, must be presented at the next general meeting for ratification.

### **4. MEMBER ASSOCIATIONS**

- a) Associations are encouraged to name their NCMHA director and send the same director to each NCMHA general meeting.
- b) Associations must have a director at each general meeting or they will be fined \$200. Payment must be mailed to the NCMHA treasurer immediately, or associations will forfeit their performance bond.
- c) In case of extreme weather and road conditions, the president may, after consulting with the executive, cancel a NCMHA meeting, by putting a notice on the NCMHA website. The secretary will also send individual emails to all League Governors and NCMHA reps. (Each MHA is responsible to keep contact information current, so these messages will go the proper NCMHA rep.) If they are unsure of whether the meeting has been cancelled, it is up to NCMHA REPS. to check THE WEBSITE and THEIR EMAIL on the morning of the meeting.
- d) The entire association shall be suspended if there are any outstanding team fees not paid.

- e) Associations must post a list of governors' names, phone and fax numbers in the referees' room of each of their arenas.
- f) Associations and their teams must be properly registered with Hockey Alberta.
- g) The Hockey Alberta team roster/affiliation registration list will be considered the official list and must be made available upon request.

## **5. REGISTRATION**

- a) The registration fee for the 2009 - 2010 season shall be \$200.00 per team. One Game Book per team is included in the registration fee. Each association will also receive two Referee Game Report books for each of their arenas used. Extra Game Books and Referee Game Report books are available at \$15.00 each.
- b) For each association entering teams in the NCMHA, the association director or representative shall bring to the fall general "kick-off" meeting the following: registration fees, home game ice times for all teams, home tournament dates, complete association contact list including; president, director, ice coordinator, referee in chief, and team contacts (addresses, phone and fax numbers as per NCMHA registration contact form). At this meeting each association is to also supply a name for a volunteer governor for the upcoming season.
- c) Associations are responsible for notifying and paying the treasurer for any teams registered after the fall general meeting. Use the "Team Registration Form" on the NCMHA website.
- d) Requests for refunds for cancelled teams must be made on "Team Cancellation Forms", and sent to the treasurer.
- e) Refunds will not be issued if requests in writing are not received by April 30th of the current season.
- f) New associations requesting entry to the NCMHA, must apply in writing. The application must be signed by the association's president, and include a \$100.00 performance bond cheque. Acceptance will be made by a majority vote at a NCMHA general meeting.
- g) The performance bond is held in trust with the NCMHA. This bond shall be liable for any breach of the NCMHA objects, bylaws, regulations and/or for the failure to fulfill, obligations within the NCMHA.
- h) Any fine, charge against a bond, or debt to the NCMHA, shall be paid in full by the team or their association within 30 days of receiving the assessment.
- i) Associations, who have forfeited their performance bond, must post a new \$500.00 performance bond to be reinstated in the NCMHA.
- j) An association must apply in writing to request a leave of absence or to withdraw from the NCMHA. The bond can either remain in trust with the NCMHA or be refunded, as desired. Failure to submit requests in writing will result in a forfeiture of the bond.

## **6. ICE REQUIREMENTS**

- a) All home ice times or game slots for each team from each association must be handed in at the fall general meeting. There must be a sufficient number of slots for each team for the entire REGULAR SEASON SCHEDULE (*see NCMHA Maximum Game Allotment table*).
- b) Please submit a minimum of 5 more slots than the number of home games. The scheduler will only use what is required for each schedule and hand the unused times back to each association.
- c) Every effort must be made to provide the scheduler with choices. When possible, these ice times should include a variety of weeknight and weekend game slots. Weeknight games can be used to schedule teams close to each other. It also helps to reduce the weekend workload on referees and can reduce the number of postponed games due to weekend tournaments.
- d) Associations should provide home tournament dates for all of their teams. The scheduler will then attempt to schedule around them.
- e) Understanding that some associations may have problems in securing sufficient ice time, the following is the NCMHA recommendations for game ice time lengths. Associations should attempt to

use the following as minimum guidelines when allotting game times. Continuous alterations to these recommendations should be brought to the NCMHA president's attention. Visiting coaches or managers must be forewarned when game times do not meet the following recommendations.

- f) The NCMHA recommends that stop time be used in all periods of all games, unless referee dictates otherwise.
- g) As per Hockey Canada and Hockey Alberta rules, teams are allowed one 30 second time-out per game within NCMHA regular season or playoff games.

### NCMHA RECOMMENDED MINIMUM GAME ICE TIME LENGTHS

<u>ATOM</u>	all tiers	2.0 hour ice slots (three 15 / 20 minute-stop time periods, flood at least once during game)
<u>PEEWEE</u>	all tiers	2.0 hour ice slots (three 15 / 20 minute-stop time periods, flood at least once during game)
<u>BANTAM</u>	all tiers	2.25 - 2.50 hour ice slots (three 20 minute stop-time periods, flood twice during game)
<u>MIDGET</u>	all tiers	2.25 - 2.50 hour ice slots (three 20 minute stop-time periods, flood twice during game)

### NCMHA MAXIMUM GAME ALLOTMENT TABLE (For Regular Season Scheduling Purposes)

#### *Atom*

TIER	REGULAR	Home	Away	Slots required for Scheduling
I	20 games	10	10	10 + EXTRA "5" = 15
II	20 games	10	10	10 + EXTRA "5" = 15
III	18 games	9	9	9 + EXTRA "5" = 14
IV	16 games	8	8	8 + EXTRA "5" = 13
V	16 games	8	8	8 + EXTRA "5" = 13
Female	16 games	8	8	8 + EXTRA "5" = 13

#### *PeeWee*

TIER	REGULAR	Home	Away	Slots required for Scheduling
I	22 games	11	11	11 + EXTRA "5" = 16
II	22 games	11	11	11 + EXTRA "5" = 16
III	20 games	10	10	10 + EXTRA "5" = 15
IV	18 games	9	9	9 + EXTRA "5" = 14
V	18 games	9	9	9 + EXTRA "5" = 14
Female	18 games	9	9	9 + EXTRA "5" = 14

#### *Bantam*

TIER	REGULAR	Home	Away	Slots required for Scheduling
I	24 games	12	12	12 + EXTRA "5" = 17
II	24 games	12	12	12 + EXTRA "5" = 17
III	22 games	11	11	11 + EXTRA "5" = 16
IV	20 games	10	10	10 + EXTRA "5" = 15
V	20 games	10	10	10 + EXTRA "5" = 15
Female	20 games	10	10	10 + EXTRA "5" = 15

*Midget*

TIER	REGULAR	Home	Away	Slots required for Scheduling
I	28 games	14	14	14 + EXTRA "5" = 19
II	26 games	13	13	13 + EXTRA "5" = 18
III	24 games	12	12	12 + EXTRA "5" = 17
IV	22 games	11	11	11 + EXTRA "5" = 16
V	22 games	11	11	11 + EXTRA "5" = 16
Female	22 games	11	11	11 + EXTRA "5" = 16

## 7. TEAM PLACEMENT / TIERING

- a) Associations and the NCMHA will be expected to place teams into tiers where they feel they will be competitive. This will be done at the fall general meeting.
- b) Tiering and/or team placement is not necessarily in accordance with the Hockey Alberta categorization.
- c) Based on registration, numbers and placement of teams at the fall meeting, an attempt will be made to provide and schedule at least 4 tiers in each category of Atom, Pee Wee, Bantam and Midget. Should it be required for any division, a fifth or even sixth tier may be added. Each division of Female might have only 1 tier. Depending on the perceived ability and number of teams in any age category, associations should use the following table as a reference for the initial placement of their teams. The table only considers placement of teams that are tiered internally by the association. When associations place more than one team into a tier, the teams must be of equal caliber. Associations with two or more teams in the same tier, cannot use affiliation with each other in any NCMHA game.

### Initial team placement guidelines

One team	in Tier 1, 2, or 3			
Two teams	1 <sup>st</sup> in Tier 1, 2, or 3	2 <sup>nd</sup> in Tier 4 or 5		
Three teams	1 <sup>st</sup> in Tier 1 or 2	2 <sup>nd</sup> in Tier 3 or 4	3 <sup>rd</sup> in Tier 4 or 5	
Four (or more) teams	1 <sup>st</sup> in Tier 1	2 <sup>nd</sup> in Tier 3	3 <sup>rd</sup> in Tier 4	balance in Tier 5

- d) Associations will be required to notify the NCMHA when they have any of their teams playing in other surrounding leagues or in-house.
- e) **PRE-SEASON GAMES** Pre-Season Games must have all players registered on a team. Shortly after the initial team placement, each team will be issued a list of suggested teams to play prior to the dates noted on the time line. These teams will be selected to provide a good indication of the playing ability of your team as well as the other teams you play. Game sheets/referee reports must be faxed to the applicable Hockey Alberta zone discipline coordinator. The team placement committee only requires information on the outcome and/or score and does not need the game sheet or referee report. All scores should be submitted to the scheduler, governor or other placement committee member as soon after the game as possible, either by phone or fax.
- f) The Team Placement Committee will consist of the NCMHA president, vice-president, the NCMHA scheduler, and applicable governor(s). Representing the best interests of the member associations, the primary role of the group will be to possibly adjust the initial team placement, continually analyze pre-season information and to observe results from pre-season games. The expectation will then be to impartially confirm the proper placement of all teams before the regular season schedule is assembled. Teams that demonstrate that they do not belong in a tier will be moved to a tier more fitting with their ability. The committee in consultation with the involved association(s) and in particular cases with the team(s) will determine the final placement of all teams. The decision of the placement committee shall be final, with no appeal fee imposed.
- g) The team movement deadline is November 15th. Any team requesting to move after this date will be required to follow the appeal process (see reg. 21). A charge of \$200 will be imposed on an appeal that is approved. This charge is for rescheduling, and will be paid to the scheduler.

## **8. SCHEDULING and STATISTICAL SERVICES**

- a) For the 2009 - 2010 season, Nick Taylor will provide scheduling and statistical services as per contract.
- b) During the scheduling period, please allow only the association's ice coordinators to communicate with Nick Taylor. Team managers or coaches should first direct their concerns or questions to their governor. If unavailable, queries can alternately be directed to the appropriate vice president.
- c) All confirmation and changes of schedules must go through Nick Taylor before the final approved version is released. Nick will identify the final version as such. During the proof stages of scheduling, FAXING will be the primary channel of communication between Nick Taylor and the associations' ice coordinators. Associations will be expected to respond quickly for confirmation and/or changes they may have. This will enable the expedient completion and release of the approved schedules.
- d) The president, vice president, and the governors will be responsible for proofing the schedules to confirm the format, number of home/away games played, balance, double bookings etc.
- e) **IMPORTANT.... DO NOT DISTRIBUTE ANY SCHEDULE THAT HAS "PROOF" ON IT!**
- f) All approved regular season and playoff schedules will be uploaded to the NCMHA website. At any time, these schedules are to be regarded as "THE OFFICIAL SCHEDULE" or the latest version. The associations' ice coordinators will also have the schedules faxed to them.
- g) The website will be the primary method of communication of standings and statistics.

## **9. GOVERNORS**

- a) Governors shall abide by the Hockey Canada and Hockey Alberta rules and regulations, and also support, administer, and comply with the NCMHA bylaws and regulations.
- b) Governors shall ensure that all players, coaches, and managers within their tier, follow the Hockey Canada, Hockey Alberta and the NCMHA constitutions, bylaws, rules and regulations.
- c) Governors are responsible for the suspension of any player, team, coach, manager or other team official who does not follow the rules and regulations or displays un-sportsmanlike conduct. Governors rule on or deal with suspensions concerning NCMHA scheduled games ONLY. The Hockey Alberta zone discipline coordinator is responsible for rulings involving exhibition, tournament, or provincial games.
- d) Governors shall not be a coach or manager of a team within their specific tier. It is also recommended that they not be a spouse of a coach or manager within their specific tier.
- e) **Each governor is expected to attend and contribute to the early season manager/coach meeting. It is also essential to attend NCMHA general meetings and any periodic governor's meetings.**
- f) Before or shortly into the season, governors should announce to their teams; their personal communication preferences, and when required, All-Star Game hosting procedures. (*See Play-offs and All-Star Games*) The early season NCMHA manager/coach meeting is a good time to discuss these and other items.
- g) Working with the NCMHA scheduler/statistician, governors are responsible for the management of their tier's regular season and playoff schedule. This involves keeping on top of game changes, cancellations, postponements etc.
- h) Governors are responsible to collect and manage the game sheets.
- i) **ALL SUSPENSION NOTICES MUST BE FAXED TO: 1) the team's manager; 2) the team's association president; 3) the applicable Hockey Alberta zone discipline coordinator.**
- j) Governors must immediately notify the NCMHA president and/or vice-president when dealing with all significant Hockey Alberta suspensions. These primarily include; match, abuse and gross infractions.
- k) Governors should regularly communicate with the Hockey Alberta zone discipline coordinators.
- l) The compiling of individual player stats is entirely at the discretion of the governors.
- m) One of the two vice presidents will oversee functions and provide support to the governors in the Midget, Bantam, Pee Wee, Atom and Female divisions.

## Governor's Award

Introduced in the 2001-2002 season, THE GOVERNOR'S "FAIR PLAY" AWARD will again be awarded to the team or teams this season .....

- *that have displayed exceptional behaviors, discipline and fair play on and off the ice throughout the season.*
- *and also where team officials, players and parents have consistently had friendly, cooperative communications and respect for the referees, the other teams, their association, their governor, the NCMHA and other minor hockey bodies.*

Recipients of the award will be decided solely at the discretion of the governor, and will be presented to one team in each tier or division with possibly 2 teams awarded in larger tiers. The team will receive a personalized banner to proudly display in their arena.

## 10. MANAGERS / COACHES / THE HOME TEAM

- a) Managers and coaches will attend the MANAGERS / COACHES meeting at the beginning of the season. The purpose of this meeting is to meet the league governor and go over key regulations pertaining to the teams; the duties of the coaches and managers of these teams; and to communicate some general operations of the NCMHA.
- b) The designated team manager should be the primary link or contact to the governor. Problems with scheduling, faxing game sheets, suspension queries, etc. must first be brought to the governor's attention.
- c) Through their local association, the manager must ensure that all players are properly registered with Hockey Alberta before their first NCMHA pre-season game.
- d) Managers/coaches are responsible to see that game score sheets and if required, referee incident reports, are completely and correctly filled out.
- e) For all NCMHA REGULAR SEASON AND PLAYOFF scheduled games, the home team is responsible to FAX the game score sheet and referee report to their respective GOVERNOR, WITHIN 24 HOURS after the game.
- f) Managers/coaches are expected to immediately notify the governor of serious incidents and suspendable infractions which require prompt attention.
- g) The home team manager/coach must retain all of the original white copies of the game score sheets and the referee incident reports until the end of the season. The originals are to be made available at any time upon request.
- h) NCMHA suspensions ONLY are determined and distributed by the governor. Upon incident, a suspension form will be completed and forwarded to the offending team member's manager. It is the manager's/coach's responsibility to explain the suspension to the individual and to see that the suspension is served in its entirety.
- i) The NCMHA has no jurisdiction over NON-NCMHA SCHEDULED GAMES. These include exhibition, tournament and provincial games. When involved in games of this variety, it is the responsibility of the manager/coach to send the game sheet/referee report to their Hockey Alberta zone discipline coordinator.
- j) Managers/coaches are strongly encouraged to plan their team's season. NCMHA league obligations must not be neglected at any time. NCMHA league play has priority over exhibition and tournament play. Necessary communication and proper procedure for rescheduling, postponing or forfeiting games must be made. Each team must complete their regular season schedule to be eligible to compete in playoffs. (See POSTPONEMENTS / RESCHEDULING / 4- POINT GAME / FORFEITS)
- k) For all levels, the NCMHA strongly recommends that all coaching and team staff be certified and registered as per Hockey Alberta requirements.
- l) The home team is responsible to change jerseys if colors conflict with the visiting team's jerseys.
- m) Crowd or fan control before, during and after the game, is the responsibility of the home team.

- n) There shall be no admission charge to any NCMHA scheduled game unless prior approval is received from the NCMHA.

## 11. REGULAR SEASON

- a) All players **MUST** be registered on a team before their first NCMHA pre-season game. This is a Hockey Alberta and Hockey Canada requirement.
- b) Failure of a team to show up for any NCMHA scheduled game, can result in penalties of forfeit.
- c) **NO** overtime shall be played in regular season games.
- d) Mid-week and Sunday games shall not start any later than 8:30 pm.
- e) All teams must complete their regular league schedule to be eligible to compete in playoffs.
- f) The format for regular season schedules will be dependent primarily on the number of teams involved. Allowing for team input, the format will be arranged and determined at the discretion of the governor, the president, vice president and the league scheduler. Some format considerations will be: travel, divisional splits; balance; # of games; playoff set-up. The president and/or vice president must be fully aware of the decided format.
- g) **Regular Season Standings TIE-BREAKER** When teams in any tier or division are tied for points in the final (official) standings of the regular season, the following tie-breaker procedure will apply:

- 1st) Team with most wins overall;
- 2nd) Team with the best record between the tied teams;
- 3rd) Team with the highest goal ratio using the following formula:  
Formula = total goals for divided by total goals for plus total goals against;
- $$\frac{GF}{GF + GA} \times 100 = \text{Goal Ratio } \%$$
- 4th) Team with lowest penalty minutes accumulated;
- 5th) Single toss of a coin.

## 12. PLAY-OFFS

- a) Teams **MUST COMPLETE THEIR REGULAR SEASON SCHEDULE** to be eligible to compete in any play-off.
- b) The play-off format proposal will be arranged by the president and/or vice president, the scheduler and the governor, with input from the teams. The formats will be posted on the website as soon as the leagues are established.
- c) The NCMHA encourages tournament style formats, for consolation and even championship play-offs when appropriate.
- d) Any team not wishing to participate in any play-off for whatever reason, **MUST** notify in writing, with permission from their association's president, their respective league governor. This request must be made prior to **February 1st**.
- e) The NCMHA will provide at least one banner to the winner of each tier championship and consolation play-off. This may vary depending on the play-off format, number of teams and splitting tiers.
- f) **Play-off game or series TIE-BREAKER** When teams in any tier or division involved in a playoff series, are tied at the end of regulation time of a game in which the outcome is required to decide the series or tournament winner, the tie breaker procedure will be as follows;
- 1st)** Ice not to be resurfaced and teams will not switch ends. Ten-minute, stop-time, sudden-death overtime period.
- 2nd)** Ice to be resurfaced and teams switch ends. Twenty-minute, stop-time, sudden-death overtime period.
- 3rd)** Continue twenty-minute stop-time period format, until game is decided.

**Note:** This procedure will apply to all games in a best-of 3 or 5-game series. The first game of a two-game, total-goal series and any round-robin-format series games shall remain a tie at the end of regulation time of the game.

- h) **Play-off round-robin-standings TIE-BREAKER** When teams in any tier or division are tied for points in the final (official) standings of a play-off round-robin series, the tie-breaker procedure will be the same as for the regular season.

### **13. GAME SHEETS and REFEREE GAME REPORTS**

- a) In all cases, it is up to the HOME team manager/coach to be sure the **GAME SHEET** is filled out properly. This means dates, team names, referee's name and number, division and tier, game number, AND IT MUST BE LEGIBLE. Improperly filled out game sheets will be returned to the home team and points could be deducted from the standings.
- b) The HOME TEAM is responsible to FAX the GAME SHEET and Referee Report WITHIN 24 HOURS, to their applicable NCMHA Governor for ALL NCMHA SCHEDULED GAMES. When there is question or obvious suspendable infractions from the game, the score sheet and referee report must be faxed and the governor is to be notified immediately.
- c) At the discretion of the governor, points will be deducted from the standings for those teams that do not FAX their game sheets in a timely fashion. The offending team's association could also have their bond forfeited and a resultant suspension, if the non-compliance persists. This applies to all NCMHA scheduled games.
- d) The NCMHA has no jurisdiction over NON-NCMHA scheduled games. These include game sheets from exhibition, tournament and provincial games. Game sheets from these games must be faxed to the appropriate Hockey Alberta zone discipline coordinator.
- e) After faxing to the governor, the home team manager/coach must retain all of the original white (top) copies of the game sheets and referee reports until the end of the season. The originals are to be made available at any time upon request.
- f) The home team must provide a copy of the game sheet to the visiting team immediately following the game.
- g) **REFEREE GAME REPORT** books are supplied to each association. These books are for incident reporting by the referee and must always remain in the referee room of each arena. Each report is a three-copy document. Upon completion, the white (top) copy stays with the home team to be faxed along with the game sheet. The pink copy is to be given to visiting team, while the yellow copy remains in the book for further reference, (*see Officials for description*).
- h) The **HOME TEAM** is responsible to see that the referee game report is completed correctly and must FAX it along with the game (score) sheet directly to the governor. Along with the game sheet, the home team must provide a copy (pink) of the referee report to the visiting team immediately following the game.

### **14. POSTPONEMENTS / RESCHEDULING / 4-POINT GAMES / FORFEITS**

- a) A team requesting to POSTPONE, RESCHEDULE, FORFEIT or play a 4-POINT GAME, must begin the communication process with the other team and the governor by filling out their portion of the **NOTICE OF GAME CHANGE FORM** and forwarding it to both parties.
- b) This process is best achieved by initially phoning to give a "heads-up" and to discuss it. This is followed by FAXING the NOTICE OF GAME CHANGE FORM among the 3 parties involved. Whether approved or not, the governor will close the loop and confirm the communication by faxing the form back to both teams. All 3 parties must sign the form before the approval is complete and the agreement is considered binding.
- c) The **NOTICE OF GAME CHANGE FORM** will be the formal document and is very important in providing a record for confirmation of the communication and the agreements.

- d) Failure to have the Notice of Game Change Form completed before the original scheduled game time and in the hands of the governor, **WILL RESULT IN THE IMMEDIATE FORFEIT OF THAT GAME.**
  - e) Games will be considered for postponement only due to bad weather and/or unforeseen circumstances. Normally these requests will be considered for approval only if they are within 24 hours of game time. The **NOTICE OF GAME CHANGE FORM** is required for these situations also.
  - f) Except for a game postponement situation, a 3-way agreed upon DATE AND TIME for the **RESCHEDULED** game must be indicated on the **NOTICE OF GAME CHANGE FORM**. The notice for **RESCHEDULING** a game should be made well in advance to allow associations to adjust or re-book their ice. Teams in default may be subject to pay for ice time.
  - g) Approval for game changes will not be given to teams who give short notice for rescheduling of game(s) to go to a tournament. They must have the approval and a rescheduled game date and time, well in advance.
  - h) Short notice postponements will require rescheduling ASAP with a deadline to do so, at the discretion of the governor. Brief postponements will be granted for Provincial playoff obligations, but will also require immediate rescheduling. Provincial play does not mean that teams neglect NCMHA league obligations.
  - i) At any time when a 4-POINT GAME is requested or required and before the game is played, **BOTH TEAMS** and the GOVERNOR must show their approval by signing the 4-point game section found on the **NOTICE OF GAME CHANGE FORM**.
  - j) The governor has the final approval or refusal for postponements, rescheduling and/or 4-point games. In uncooperative circumstances, the governor reserves the right to determine who is at fault and may determine that one or both teams are guilty of a FORFEIT.
  - k) When teams want to voluntarily forfeit game(s) at any time and for any reason or when a forfeit is necessary due to unforeseen circumstances, and there is a request to dismiss any forfeit penalty, the case will be evaluated upon notification in writing from the requesting team's ASSOCIATION, to the governor.
- **ANY TIME A GAME IS INVOLUNTARILY FORFEITED DURING THE REGULAR SEASON, THE FOLLOWING PENALTIES WILL BE ASSUMED:**

- 1) Two points (or the win), **WILL** be awarded to the non-offending team.
- 2) The offending team's association **WILL** be fined \$200.00.
- 3) The offending team **could** be disqualified from competing in the playoffs.
- 4) The offending team's association **could** be subject to pay the costs for ice, referees, and travel expenses.
- 5) The offending team's association **could** have its NCMHA bond forfeited.

- **ANY TIME A GAME IS INVOLUNTARILY FORFEITED DURING THE PLAY-OFFS, THE FOLLOWING PENALTIES WILL BE ASSUMED:**

- 1) The offending team **WILL** be disqualified from competing for the balance of the playoffs.
- 2) The offending team's association **WILL** be fined \$200.00.
- 3) Two points (or the win), **could** be awarded to the non-offending team.
- 4) The offending team's association **could** be subject to pay the costs for ice, referees, and travel expenses.
- 5) The offending team's association **could** have its NCMHA bond forfeited.

## **15. SUSPENSIONS (NCMHA)**

- a) Any team, player, coach, assistant coach, trainer or manager who does not follow Hockey Canada, Hockey Alberta or NCMHA rules or displays unsportsmanlike conduct is subject to suspension.
- b) The registered head coach will be deemed responsible for the conduct of the team and will be served with the additional NCMHA suspension when required.

- c) Upon a suspension, the governor shall inform the following by filling out the suspension form and faxing it to:  
**1) the team's manager 2) the team's association president 3) the applicable Hockey Alberta zone discipline coordinator and when required ..... 4) the NCMHA president or vice-president.**
- d) NCMHA suspensions are intended to discipline repeat offenders. If a player or team official is consistently being assessed major infraction penalties or accumulating numerous misconducts, he/she will be subject to NCMHA suspensions.
- e) Governors are responsible to administer NCMHA and Hockey Alberta suspensions. In cases when more serious infractions involve the Hockey Alberta minimum suspensions (i.e.; Match, Gross, etc.), those will precede the NCMHA suspensions. The governor must immediately notify the NCMHA president and/or vice president when dealing with all significant Hockey Alberta suspensions. The governor will track penalties for the players and coaches, and when required issue added suspensions from the NCMHA. These can be in addition to the Hockey Alberta minimum suspension.
- f) Additional NCMHA suspensions will be acknowledged by Hockey Alberta and when required are to be consecutively served in games external to the NCMHA.
- g) Play-offs and/or play-off tournaments will be considered as a continuation of the regular season.
- h) All suspensions from games at the end of the season or playoffs, will carry into the next season.
- i) Suspended parties shall have the right to appeal the decision (*see Appeals*).
- j) The governor along with the president and/or vice president reserves the right to use discretion in determining ALL NCMHA suspensions. Those who persist with further infractions and/or compile "10 minutes" or "game misconducts", are subject to additional NCMHA suspension or discipline, as deemed necessary.

<u>MINOR PENALTY (double)</u> (Spearing & Buttending)	
1st offense	= No Suspension
2nd offense	= 1 Game
3rd offense	= 2 Games
4th offense	= 3 Games (also Coach = 1 Game)

<u>"5" MINUTE PENALTY</u> (Major)	
1st offense	= No Suspension
2nd offense	= 1 Game
3rd offense	= 2 Games
4th offense	= 3 Games (also Coach = 1 Game)

<u>MINOR PENALTY</u> (Checking from behind)	
1st offense	= No Suspension
2nd offense	= No Suspension
3rd offense	= 1 Game
4th offense	= 2 Games
5th offense	= 3 Games (also Coach = 1 Game)

<u>FIGHTING</u>
Automatic minimum 1 (next) game suspension <b>AND</b> suspended indefinitely until the Governor receives a letter from the individual explaining the accountability for his/her actions. Will also be counted as a major penalty offense (above).

## **16. OFFICIALS / REFEREES**

- a) Hockey Canada / Hockey Alberta approved officiating systems must be used for all NCMHA games.
- b) The NCMHA recommends a three (3) man system for Atom tier 1 and higher divisions.
- c) Referees should be at least 2 years older than the category they are officiating.
- d) Referees must be certified at least level 1 before officiating Atom and Pee Wee NCMHA games.
- e) Referees must be certified at least level 2 before officiating Bantam and Midget NCMHA games.
- f) Individuals should not officiate a NCMHA game if they have a member of their immediate family participating in that game as a player, coach, manager, trainer or off-ice official.
- g) The local minor hockey association is responsible for providing qualified officials for all NCMHA games.
- h) The governor reserves the right to ask for neutral referees for play-off games.

- i) If an official or officials are unavailable for a game, follow the Hockey Canada rules. In this case, both teams' coaches or managers must agree on the official(s) to be used by signing the back of the game sheet before the game begins.
- j) All officials must clearly print their name and their registration number on all NCMHA game sheets.
- k) Referees must fill out a **Referee Report** when a significant infraction(s) has occurred in any NCMHA game. This includes infractions for major, match, gross and all further severe penalties. Reports need not be filled out for single 10 minute misconduct penalties.
- l) Each member association is required to have a **Referee-In-Chief** or similar position. The person named will be the contact for referee matters concerning the association. The name, phone and fax numbers are to be supplied as part of the association contact list on the NCMHA contact and information form.

## **17. PLAYER MOVEMENT / OVER-AGE / AFFILIATION**

- a) The NCMHA will not approve or accept lateral tier player movement from association to association. This means if association A has a tier 1 team, players from that association will not be allowed to go to association B that also offers a tier 1 team. An exception to this will be when there is a written agreement between the associations to allow it to happen and upon final approval of the NCMHA. Teams found to be in default of this, will immediately be excluded from participation within the NCMHA.
- b) Following specific Hockey Alberta procedures, over-age players may be approved and/or accepted at the discretion of the NCMHA president and/or executive.
- c) Associations with two or more teams in the same tier, cannot use affiliation with each other in any NCMHA game.

## **18. ALL-STAR GAMES**

- a) ALL-STAR games are limited to any and all tiers of the Bantam and Midget divisions.
- b) Bantam tier 1 would possibly look at a game for 1st year players and one for 2nd year players.
- c) The governor is to make a point of consulting with his/her teams EARLY in the regular season, to look for any interest in hosting the game (*see Governors*).
- d) If a decision to hold an All-Star game is made, the governor would then assume the role of primary coordinator in the player selection process and in the organization of the game or games (*see Governors*).
- e) Requests for hosting a game must be made in writing to the governor before January 1st. Any decisions to hold games after this time **or** without the approval of the governor, will not be endorsed or recognized by the NCMHA.
- f) The NCMHA will not be liable for any costs incurred in holding these events.

## **19. CONCERNS / SUGGESTIONS** (Referee / Team related / Parents etc.)

- a) Concerns and/or suggestions must first be dealt with at the member association level.
- b) Concerns **MUST BE IN WRITING** and they will only be accepted from the member association.
- c) Concerns between associations need to be communicated with each other and all attempts to work out the situation should be made. If local association executives deem it necessary, they can forward it to the NCMHA president. In some instances they may bypass the NCMHA and go directly to Hockey Alberta.
- d) Although the NCMHA has very little authority over the referees, concerns in this regard will be passed on to the appropriate parties that do.

## **20. PROTESTS**

- a) Protests must come only from the member association, NOT FROM THE COACH OR PARENTS.
- b) Protest notification, by phone or fax, must be made to the governor within 24 hours of the incident.
- c) The written protest and a \$50.00 certified cheque / money order **MUST** be mailed to the governor within 48 hours. This money is **NON-REFUNDABLE**.
- d) The defending association or team must file their defense to the governor in writing, within 48 hours of being notified of the protest by the governor.
- e) Protests because of the official's calls made during a game will not be recognized. Use the procedures mentioned in Concerns / Complaints / Suggestions, when dealing with these matters.
- f) An appeal to the NCMHA president is possible only if the governor's ruling is not acceptable to the protesting association. (*See Appeals*)

## **21. APPEALS**

- a) Appeals must come only from the member association, NOT FROM THE COACH OR PARENTS.
- b) An appeal can only be made to the NCMHA president within 15 days of a decision.
- c) The appeal must be accompanied by a \$150.00 certified cheque or money order, which is non-refundable.
- d) The NCMHA president will assemble an appeal committee, which will consist of the NCMHA president, vice president and (3) three impartial NCMHA directors from member associations.
- e) A hearing shall be held within 5 (five) days of receiving the appeal.
- f) The hearing shall follow Hockey Canada and Hockey Alberta rules.
- g) Any decision upheld by the committee may be appealed to Hockey Alberta.

## **22. HONORARIA / EXPENSE CLAIMS**

### **GOVERNORS**

- a) The honoraria are calculated to offset average expense claims for travel, phone/fax, stationary etc.
- b) If governors find that the amount is not enough to cover expenses, they may submit a claim, with receipts, to the executive for review.
- c) The following governor honoraria will be paid for the upcoming season.

Female	(\$200/league)	=	\$600
Atom		=	\$350
Pee Wee		=	\$500
Bantam		=	\$600
Midget		=	\$700

### **EXECUTIVE**

- d) Separate from claimed expenses, the following honoraria will be granted for the following executive positions.

President	=	\$500
Vice president -Bantam/Midget	=	\$400
Vice president -Atom/Pee Wee	=	\$400
Secretary	=	\$300
Treasurer	=	\$300

**EXPENSE CLAIMS**

- a) Executive expense claims should be mailed or faxed directly to the NCMHA treasurer. Final claims must be submitted before April 30th of the current season.
- b) Travel expenses will be paid at .50 cents / kilometer.
- c) Phone and fax expenses will be paid when a copy of a telephone bill is provided.
- d) Postage, stationary etc. will also be paid when receipts are provided.
- e) All expenses must be proved to be NCMHA related. The NCMHA executive reserves the right to determine the validity of any related expenses.

**23. NCMHA FORMS / BOOKS**

- a) The following NCMHA forms, handbooks and handouts will be put on the website prior to the fall Kick-off meeting. The team information will be distributed to the associations upon registration at the meeting.

<b>FORMS &amp; BOOKS</b>	<b>Primarily USED BY</b>
<b>Team Registration</b>	Member Associations /Treasurer
<b>Team Cancellation Notice</b>	Member Associations /Treasurer
<b>Ice Allocation</b>	Member Associations / Scheduler
<b>Team Placement Matrix</b>	Member Assoc / Governors /Scheduler /Exec.
<b>Scheduling/Stats Agreement</b>	Member Associations/Executive
<b>Notice of Motion</b>	Member Associations
<b>Notice of Game Change</b>	Teams / Governors
<b>Information / Contacts</b>	All of the NCMHA
<b>Season Timeline</b>	All of the NCMHA
<b>Notice of Suspension</b>	Governors / Executive
<b>Notice of Forfeit</b>	Governors / Executive
<b>Letter Head / Fax Cover Page</b>	Governors / Executive
<b>NCMHA Handbook</b>	All of the NCMHA (one per team)