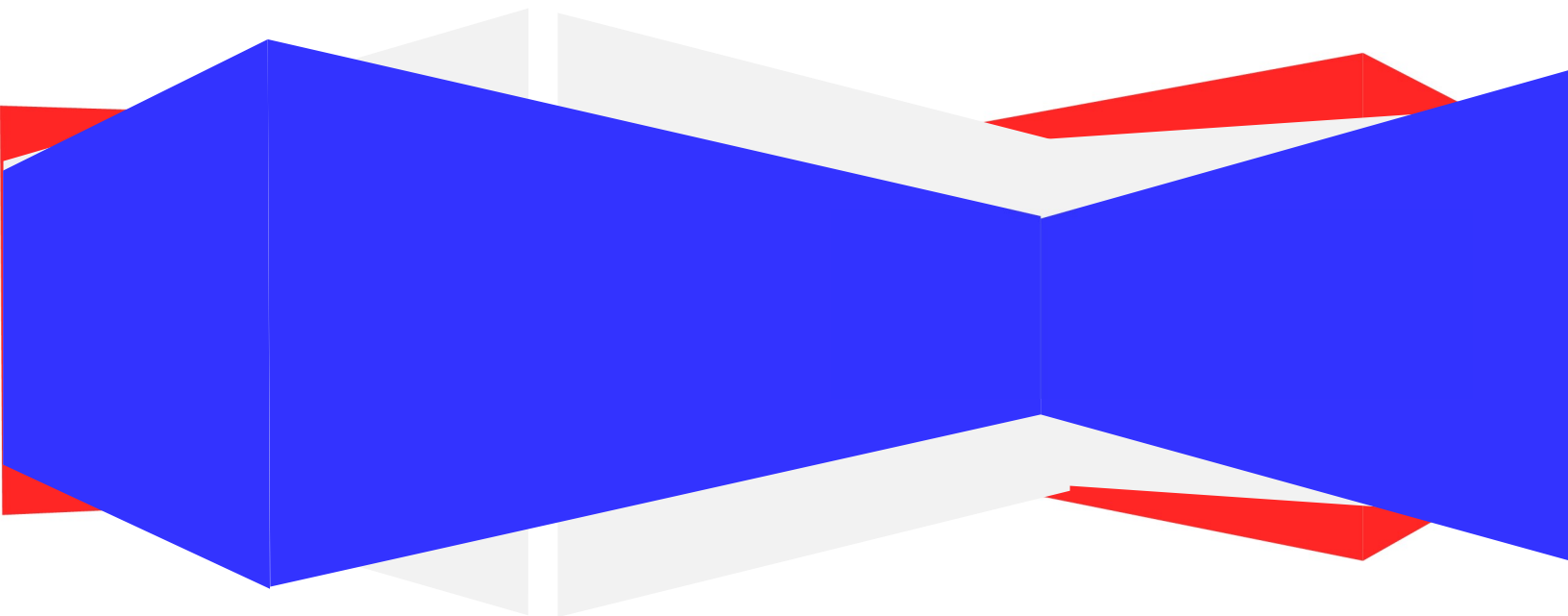


AAA / AA Female Policy Manual

Updated October 2024



Latest Revisions

Revision number	Date	Description	Approved by
1	Aug 17, 2023	Rule 1.4 updated for U18AAA	T. Hatcher
2	October 23, 2024	Rule 1.4 updated Rule 8.5.1 updated	T. Hatcher

FORWARD

These Playing Rules have been developed to provide guidance and assistance to Team Management and Hockey Newfoundland and Labrador for the successful operation of the Newfoundland and Labrador AAA Female Hockey League. Interested parties must understand that it is impossible to cover every aspect of AAA Female Hockey League within this document. Therefore, readers should be aware that the Female Council 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 AAA Female Hockey League. This will be done in consultation with Hockey Newfoundland and Labrador and/or Hockey Canada and the decision of the Female Council will be final.

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Newfoundland and Labrador AAA Female Hockey 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 **\$250** unless otherwise noted.

1.0 Player Eligibility

- 1.1. U13 Female ages 11-12 as of Dec. 31 of the current hockey season.
- 1.2. U15 Female ages 13-14 as of Dec. 31 of the current hockey season.
- 1.3. U18 Female ages 15-17 as of Dec. 31 of the current hockey season.

Exceptional player status may be granted by the Female Council Executive Committee per policy guidelines.

- 1.4. In order to be eligible to participate in U13/U15 AAA/AA, players must register in the female program in their minor hockey association.

In order to be eligible to participate in U18 AA, players must register in the female program in their minor hockey association or with a HockeyNL registered girls High School Hockey team.

Players rostered in the U18 NL Major Female AAA Hockey League may choose to register in a female program, if they wish. There is no requirement for them to do so.

If there is no female team available in the players minor hockey association, the player must register with the nearest association's female program and be rostered on their female team. Discretion on eligibility may be approved by the Female Council Executive Committee.

- 1.5. Players are to register and try out in their appropriate zones.
- 1.6. All players must register and be in good standing with their Minor Association to attend try outs. Players must continue to be in good standing with their association to remain on a regional team.
- 1.7. Players must attend their designated Provincial AAA Tournament to be eligible to attend the Atlantic AAA Championship or out of province tournaments. Should a player not attend their Provincial AAA Tournament without just cause then said player would not be eligible for a regional team the following season.
- 1.8. All rostered players are to attend Atlantics unless just cause (illness/injury or death in the family). Failure of a Player to attend Atlantics without just cause will result in the player being ineligible to participate in HPP or in AAA the following season.

- 1.9. Players who fail to attend Regional AAA team play without just cause shall not be eligible for Regional team play the following season. Player or team DOP must notify the AAA Administrator in writing for approval of absences.
- 1.10. If no AAA team exists in a zone, a player that resides in that zone may make a written request to her zone coordinator to participate and/or try out for another team in the AAA league. If both zone coordinators approve, the player may attend the selection camp or be placed on a AAA team that is in need of players for league play. This player must be committed to attend all AAA league games.
- 1.11. Any player named to a AAA team, who voluntarily quits, shall not be eligible to play AAA in the next season.

2.0 AAA Coach Selection:

- 2.1 Coaching staff must consist of at least a Head Coach, Assistant Coach (1-2) Trainer and Director of Operations (DOP). All coaching staff must have the required certifications per Hockey NL guidelines. Also, the U18 coaching staff must have the qualifications to attend the Esso Nationals – U18s.
- 2.2 Applications for coaching positions will be reviewed by the Female Council Chair, AAA League Chair and the Area Director. If there is a conflict of interest another person will be selected to replace the person in question.

4.0 Tryout Process:

- 4.1. Tryouts must be held over at least 2 different dates (weekends) to allow for players who can't make all dates. At least one tryout date must be after the school year begins in September to allow players that travel during the summer months a fair chance to attend.
- 4.2. A player must attend a minimum of 50% of the tryouts (injury exemptions may be considered).

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 and Minor Council Area Member.
2. The Head Coach may 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 and Minor Council Area Member.
3. The player CANNOT be cut during the try-out process.
4. At the end of try-outs, a decision on the status of the player will be made based on information provided.

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

- 4.3. Tryouts should be a minimum of 5 hours and a maximum of 8 hours with a maximum tryout fee of \$20 per hour of tryout per player. Cost for tryouts is the responsibility of the team.
- 4.4. There must be a minimum of two independent evaluators. Coaches will receive the evaluations and will have input in the final decisions.
- 4.5. Evaluators must keep a record of player evaluations and rationale.
- 4.6. The names of evaluators being used must be submitted to the AAA Chair for approval prior to the start of tryouts for approval

- 4.7. Final team rosters forms must be completed by 7 days following the warm-up tournament start date and submitted to Hockey NL.
- 4.8. If a team does not have sufficient players in their zone to fill the roster (15 skaters plus 2 goalies) they may request to pick up surplus players from a neighbouring zone. The head coach must notify the AAA chair of the number of vacancies by position (forward, defence, goalie). If a neighbouring zone has available players after all roster and AP spots have been filled these players may be offered the opportunity to be picked up. This will be done in order of the player's ranking in their home zone evaluations. (Updated October 2021)
- 4.9. Teams must carry a minimum of 15 skaters and two goalies. If a full complement of players does not tryout for the team every effort must be made to complete a full roster.
- 4.10. The AAA League administrator/chair must receive a list of players (including date of birth and home association) attendees prior to the first try-out session.

5.0 Affiliate Players: (Note: in a division and zone where there is a 'AA' team these rules do not apply. In this situation a coach can use any AA player as an AP at his/her discretion).

- 5.1. Teams are expected to name a **minimum of 5** AP players from the age appropriate girls that attended tryouts but were not selected for the team roster (if available).
 - 5.1.2 If there are sufficient numbers for an AA program in a zone, AAA coaches must choose AP's from the AA roster.
 - 5.1.2 If no age appropriate players are available, teams can name AP's from a younger age group (i.e., AAA U18 teams can name U15 AAA's as AP's.). Priority is to the player's rostered team.
 - 5.1.3 AP's are to be utilized as much as possible in exhibition games and league games when rostered players are absent to ensure minimum of 15 players.
 - 5.1.4 AP fees can be charged based on a portion of the events that they attend.
 - 5.1.5 Teams are required to complete the Hockey NL Special Affiliation Form for AP players prior to **January 15th**.

UNCLASSIFIED

6.0 Schedule Format – League Schedule will be as follows: (Note: for the 2022-2023 and 2023-2024 seasons the U18 division is under a league format : pilot)

6.2 U13 AAA - 5 weekends of play including a kick-off weekend and the provincial championships. Provincial championship will be a round robin format.

6.3 U15 AAA - 6 weekends of play including a kick-off weekend and the Provincial championships.

The kick-off weekend results will not be included in the league statistics but can be used as an opportunity to make final roster selection.

The league champions will represent NL at the AAA Atlantics. The four zones will compete in a two game total goal semi-final on day one based on regular season standing, followed by a best of three medal round on day two and three.

The four zones will compete in two best of three series on league championship weekend.

6.4 U18 AAA - 6 weekends of play including a kick-off weekend and the provincial championships.

The kick-off weekend results will not be included in the league statistics but can be used as an opportunity to make final roster selection.

The league champions will represent NL at the AAA Atlantics. The four zones will compete in a two game total goal semi-final on day one based on regular season standing, followed by a best of three medal round on day two and three.

The four zones will compete in two best of three series on league championship weekend.

6.5 Should a team from the Northern zone wish to participate in the provincial championship a round robin format will be used for U13, U15 and/or U18 to determine who represents Hockey NL at the Atlantics.

6.6 Hosting:

Teams are required to host at least one weekend in their zone (where number of weekends permit). Teams should determine ice time availability and submit their requested dates and host sites to the AAA Committee Chair and Ice scheduler by August 31. The host team must provide confirmation of suitable accommodations available for all teams. The host team must be able to provide the ice allotment to the following sample schedule template:

U13 / U15

Day	# Hours	Schedule
Friday 6:00-7:30	1.5	A vs B
Friday 7:30-9:00	1.5	C vs D
Saturday 9:00-10:30	1.5	A vs C
Saturday 10:30-12:00	1.5	B vs D
Saturday 3:00-4:30	1.5	A vs D
Saturday 4:30-6:00	1.5	B vs C
Sunday 9:00-10:30	1.5	TBD
Sunday 10:30-12:00	1.5	TBD

U18

Day	# Hours	Schedule
Friday 5:00-7:30	2.5	A vs B
Friday 7:30-10:00	2.5	C vs D
Saturday 9:00-11:30	2.5	A vs C
Saturday 11:30-2:00	2.5	B vs D
Saturday 4:30-7:00	2.5	A vs D
Saturday 7:00-9:30	2.5	B vs C
Sunday 8:00-10:30	2.5	TBD
Sunday 10:30-12:00	2.5	TBD

There will be a five minutes warm-up prior to the commencement of the game.

There must be 2 hours rest scheduled for a team between games, where time permits.

For U13/U15 the ice surface must be flooded after every two periods.

For U18 the ice surface must be flooded after every period.

6.7 Ice Time Allocation Policy. The ice time allocation policy will be followed as per the Hockey NL Ice Time Allocation Policy. The following discretion rules will be applied:

6.7.1 U13 AAA/AA – Discretion 1

6.7.2 U15 AAA – Discretion 2

6.7.3 U18 AAA – Discretion 2

Goaltenders: Must have equal time throughout a season or provincial championship.

- **Except for the Female U18 AAA hockey league.** The championship and bronze medal game in a provincial tournament is excluded from the definition of equal ice time every game for goaltenders only. Coaches may play either goaltender.

“Equal: Is defined as equal ice time every game. There has to be a variable allowed due to the infrequency in stoppages of play. Goaltenders have the option of changing

during the mid-way point of each game or playing full games as long as they have equal game time throughout the season and/or provincial championship weekend. Game 3 in the gold series and/or the gold medal game is excluded from this definition for goaltenders only. Coaches may play either goaltender”

6.8 Tie Breaking procedures:

6.8.1 Tie breaker- Round Robin. If two or more teams are tied after the round robin the Hockey Canada tie breaking system will be used.

6.8.2 Tie Breaker – League Standings. In the event of a tie between 2 or more teams at the end of the regular season the following tie-breaking procedure will be endorsed to determine the play-off position:

1. The team with the most total wins in the league 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 the team with the highest goal differential in all games during the regular season gains the highest position (Goals for /Goals for + Goals Against)
4. If teams are still tied 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 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 a single game will be played to determine which team gains the higher position

6.8.3 Game tie breaker/provincials or league finals only – Gold Medal game, bronze medal game, or Game 3 in a Gold or Bronze series. If teams are tied after the end of regulation, there will be a two minute rest period followed by a 10 minute sudden death overtime period. If teams are still tied following the first overtime period, there will be a flood followed by a 15 (20 for U18) minute sudden death overtime period. Overtime will be played 4 on 4.

6.8.4 Game tie breaker for U13 regular season weekends – Gold medal game/bronze medal game. If teams are tied after the end of regulation winner will be decided by shootout.

7.0 Operational Policy

7.1 League Fees – The AAA Committee shall communicate the league fee to the teams in September of each year based on the season budget. League fees are to be paid to the AAA Committee 7 days before the league start date. Teams may be given the option of paying half up front and the remaining half by post-dated cheque.

7.2 Coach Certification – The AAA Committee Registrar will communicate all deficiencies to the Director of Operations. It is the responsibility of the Director of

Operations to ensure all coaches have the proper certification and screening in place before the start of the season.

- 7.3 Player and Coach Fees- the Hockey NL insurance fee for any players and/or coaches that have not paid their Hockey NL insurance fee to an association will be billed to the AAA team. The amount must be paid directly to the Hockey NL office.

6.0 Championship Play:

- 6.1** Teams confirm their intention to attend Atlantic AAA Championship and the Esso Nationals (if winning Atlantic Championship) by attending the Provincial AAA Tournament. If a team wins the right to attend the AAA Atlantics and then decides not to attend a \$2,000 fine will be levied on the team. This fee will be used to assist the substitute team to attend.
- 6.2** Teams travelling to Atlantic AAA Championships must pay all expenses related to the travel. This includes a branch representative at their own requested mode of travel and accommodations. Hockey NL will pay the branch representatives meals. U18 AAA teams representing Hockey NL are expected to stay in the Player Hotel if provided at U18 AAA Atlantics.
- 6.3** Should the team representing Hockey NL win the Atlantic AAA Championship they automatically advance to the Female U18 Nationals. Travel, accommodations and meals for the team and coaches will be paid for by Hockey Canada. A Branch Rep is included with the team.

Financial Policy

8.1 Purpose/Introduction

The purpose of this policy is to outline the AAA committee procedures and guidelines with respect to the financial management for all AA and AAA female teams within Newfoundland and Labrador. As a not-for-profit organization and having a responsibility to all members of the AA and AAA programs, it is imperative that accurate records are maintained as it relates to all aspects of financial management.

The policy will provide clear guidance on money management, fundraising guidelines, and budget allowances and will clearly outline the responsibilities of any persons involved with the financial operations of any AA or AAA team. In addition, this policy will provide a level of security for parents and staff that all monies are being efficiently and effectively managed and controls are in place for financial management.

Changes in this policy and procedures may be made from time to time and will be communicated via email. The AAA committee will review any proposed amendments to this policy, and they will need to be approved by the Female Council prior to the policy being modified.

8.2 Roles and Responsibilities

Below is a list of responsibilities for AA and AAA team staff members and the AAA Committee.

Role	Responsibilities	Frequency
AAA Committee	Review, provide feedback and approve the yearly budget prior to start of season for each team	Annually
	Review and audit final financial statements with actuals provided by each team at the end of the season	Annually
	Provide financial information for teams when inquire	As required
Director of Operations AA and AAA teams	Open a bank account in the team's name and have two signing authorities on the account and cheques	Annually
	Prepare Budget	Annually
	Prepare all deposits of cash and cheques received	As required
	Pay all outstanding expenses	As required
	Prepare year-end financial statements	Annually
	Complete bank reconciliations	Monthly
	Provide financial report to AAA committee and parents	January 1 and end of season
	Endorse cheques	As required
Submit all fundraising requests to AAA committee for approval prior to commencement of activity	As required	

	Calculate all alternate and affiliate fees and communicate with players/parents	As required
	Calculate and obtain approval of AAA committee for all refunds	As required
	Organize and book all team travel including but not limited to hotels, rental vehicles, charter buses, etc...	As required
	Apply for lottery license and complete financial reports as per licence agreements	As required
Head Coach	Is required to be signing authority on team account	Annually
	Endorse cheques	As required
	Review Budget prior to submission	Annually
	Review all financial statements prior to submission to AAA committee	Annually

8.3 Budget

Each AA and AAA team is required to complete a budget prior to the start of the season.

Team Budgets:

Each AA and AAA team must

- ✓ Establish and submit to the AAA committee a proposed budget by 30 days prior to the season start
- ✓ Submit any changes to budget for consideration after an approved budget has been established by the AAA committee
- ✓ Provide an interim financial report to AAA committee and parents the first week of January of the calendar year
- ✓ Provide a final financial report within three (3) weeks of the conclusion of their season. Teams that do not meet this requirement without just cause will be subject to discipline, suspension or fine.
- ✓ Shall only include expenses that have been approved as allowable expenses outlined in this policy

8.4 Revenues

Each AA and AAA Team will be required to raise enough revenue to cover all identified expenses in the budget. Below are a list of all sources of revenue allowable to cover expenses:

8.4.1 Parent/Player Fees:

- ✓ Player fees shall be prorated equally based on AAA team expenses
- ✓ Player fees can be paid by cash, cheque or e-transfer. The Director of Operations will be required to issue receipts for all monies collected.
- ✓ All player fees are to be paid by the February 1 each year to be eligible to play in both the Provincial and/or Atlantic tournaments.
- ✓ At the conclusion of the season ensuring no other expenses are to be incurred, if there are funds remaining in the account (excluding the \$500 require to remain in account for next season), they will be refunded to parents **equally up to the amount that players/parents have (personally) paid.**

8.4.2 Fundraising:

- ✓ All fundraising activities must be approved through AAA committee prior to commencement
- ✓ All fundraising activities that meet the guidelines of the Service NL's lottery license rules must be adhered to and a lottery license must be applied for and approved prior to the fundraising activity taking place.
- ✓ The Director of Operations will be responsible for applying for and completing the financial reports for all lottery licenses associated with their respective teams.

8.4.3 Donations/Corporate revenue:

- ✓ Corporate donations must be used for team expenses. They cannot be credited directly for the benefit of one player. They cannot be refunded to parents or used for any purpose other than team expenses.

8.5 Expenses

Team budgets may include the following expenses:

8.5.1 Coach Expenses

	Parent Coach	Non-Parent Coach
Meals	Breakfast \$7.50 Lunch \$10.00 Dinner \$15.00 Incidentals \$5.00	Breakfast \$15.00 Lunch \$20.00 Dinner \$30.00 Incidentals \$10.00
Gas / Travel	\$0.25 per km <i>Must share a vehicle where possible.</i>	\$0.50 per km. <i>Must share a vehicle where possible.</i>
Hotels	Hotel rooms for travel will be reimbursed at ½ of the actual cost and must be supported by receipts. The maximum room rate to be reimbursed for accommodations will be up to and including \$137.50 including taxes.	Hotel rooms for travel will be reimbursed actual cost and must be supported by receipts. The maximum room rate to be reimbursed for accommodations will be up to and including \$275 including taxes. <i>Must share a hotel where possible.</i>

8.5.2 Team Travel Expenses

- ✓ Team meals may be budgeted as an expense. Team meals are capped at \$600 and must be supported with receipts.
- ✓ Alcohol will not be paid for using team funds.
- ✓ If the team travels and stays at a hotel together the team will pay for all hotel rooms and transportation for the players.

8.5.3 Team Apparel

- ✓ Team apparel agreed upon by the team will be required to be purchased by all players. The normal expectation would be a team jacket and team warm up clothing.

8.6 Team Bank Accounts

Each AA and AAA Team will be required to open a bank account prior to the start of each season, with the following parameters:

- 8.6.1 The Director of Operations and Head Coach of each team will be required to be signing officers on the account
- 8.6.2 If one of these people are not able to sign, only team officials will be eligible to be signing officers on the account
- 8.6.3 The Director of Operations will be required to complete a financial report and monthly bank reconciliations for the account. This report and reconciliations are to be submitted to the AAA committee at the conclusion of the season
- 8.6.4 The team shall maintain \$500 in bank account at the end of season as start-up money for the team in the following year.

8.7 Refunds

- 8.8.1 Players Released Due to Health: In the case where a player has encountered a health issue that was unforeseen and out of the control of the player and is restricted participation, the player may apply for a refund, either in full or in part, of fees paid.
- 8.8.2 Player's voluntary release: Should a player choose to be released from the team on their own accord or upon their own choice, the AAA league fees, and any fees incurred by the team at the time of release will not be reimbursed.
- 8.8.3 Player Releases: There shall be no refunds for any player who has been released for disciplinary reasons.
- 8.8.4 Player Suspension: Should a player be suspended; fees will not be refunded.