

POLICIES & PROCEDURES HANDBOOK



ALBERTA ELITE HOCKEY LEAGUE / ALBERTA FEMALE HOCKEY LEAGUE

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ALBERTA ELITE HOCKEY MODEL

PROGRAM PHILOSOPHY AND PRINCIPLES

INTRODUCTION

The Alberta Elite Hockey Model focuses on providing Alberta's top players with an environment to develop their hockey skills while competing at the highest level they are capable of in a fair and equitable manner. Using operating standards, the model ensures that players have opportunities to experience 'elite' hockey, while simultaneously establishing competitive balance across the province. The model recognizes and supports that each athlete has the right to consider all options for their participation in elite hockey and strives to provide a positive experience that attracts and retains athletes.

The Alberta Elite Hockey Model provides a defined structure for the top levels of U18, U15 and U13 to establish a progression for players through a development pyramid. Bridging the gap between grassroots programs and AAA, the Elite Hockey Model also provides opportunities for players to experience the higher levels of hockey through a regional affiliation process.

LEAGUES

Hockey Alberta has identified the Alberta Elite Hockey League (AEHL) and the Alberta Female Hockey League (AFHL) to conduct the day-to-day operations and game play for all AA and AAA hockey at the U13, U15, and U18 Divisions. These are the only leagues identified to operate Elite levels of Hockey Alberta sanctioned play.

PRINCIPLES

The Alberta Elite Hockey Model is based on two guiding principles that establish a system of hockey that helps athletes reach their potential and progress through the elite hockey system.

Development

- I. The AEHL, AFHL, MHAs and coaches will always act in the best interest of the athlete, working to help them develop their skills so they have the ability to move up and play at the highest level they can attain;
- II. The AEHL, AFHL and MHAs will provide development opportunities and focus on moving players through the system to the next level;
- III. Players will have the ability to register as an affiliate to a higher-level team, providing the opportunity to practice and play as an affiliate, to further develop their skills and gain experience at the next level;
- IV. The AEHL, AFHL and MHAs will work with Junior, Collegiate and University programs to inform Alberta athletes about opportunities after they graduate from U18 hockey.

Consistency

- I. A Provincial system of elite hockey that starts at U13 AA and progresses through the youth hockey years to U18 AAA;
- II. A system that is deliberately designed to ensure players receive consistent development opportunities, regardless of where they reside in the province;

- III. Pre-determined numbers of Teams are set within each Division and Category to ensure competitive balance and a proper developmental feeder system are in place for players;
- IV. Operating Standards have been established to ensure consistent operations of Teams that provide athletes with consistent elite level development opportunities and experiences;
- V. The location of Teams is set to ensure athletes can access Elite Teams (or opportunities) within a reasonable distance from their home.

LEAGUE NAME

Hockey Alberta identifies the Elite Hockey Committee (hereinafter referred to as “Committee”) as the operator of the AAA/AA categories of hockey. Scheduled play will be implemented under the banner of the Alberta Elite Hockey League and the Alberta Female Hockey League (hereinafter referred to as “League,” “AEHL,” or “AFHL”, unless otherwise specified) in accordance with the Elite Hockey Model.

- a. The AEHL and AFHL are sanctioned leagues of Hockey Alberta.
- b. The AEHL and AFHL are the sole governing bodies for AA and AAA hockey for all teams identified under the Elite Hockey Model.
- c. The League will be comprised of twelve (12) Divisions of hockey being U18 AAA, U18 AAA Girls, U18 AA, U18 AA Girls, U17 AAA, U16 AA, U15 AAA, U15 AA, U15 AA Girls, U13 AAA, U13 AA, U13 AA Girls. These twelve Divisions may be further subdivided into “Conferences” for the purposes of regional play and the reduction of travel.
- d. Only the member teams of the League shall be eligible for Provincial Playoffs for the twelve (12) Divisions as provided in the Hockey Alberta Regulations, unless otherwise directed by Hockey Alberta.
- e. The League will play under the Rules of Hockey Canada, Hockey Alberta, and each team will be responsible for complying with all rules and regulations of those Governing Bodies as well as the regulations of the League.

OBJECTIVES

The objectives of the League are to provide a framework in which players may participate in an elite level of organized hockey within the Province of Alberta, with a view to:

- a. Operationalize the principles of the Elite Hockey model as outlined in the Hockey Alberta Regulations and the Operating Model utilizing all the available resources at its disposal to operate effectively and efficiently, including the resources available from Hockey Alberta.
- b. Enhance the development of all participants in the game (athletes, volunteers, officials and administrators) helping them achieve the highest level of performance possible.
- c. Collaborate with the Team Alberta programs to provide high performance development opportunities for players, coaches and managers.
- d. Ensure that all persons who reside in the province of Alberta and wish to participate in Elite Hockey have an opportunity to compete for a position on a team operating within the League.
- e. Prepare athletes and develop their hockey skills for the next level of elite competition as they progress.
- f. Ensure keen competition within all the categories of play while considering financial and travel concerns.
- g. Play an integral role in the development of youth as future leaders, through exemplary leadership, development of character, work ethic, respect for others, unselfishness and sportsmanship while teaching what is right and wrong, fair and unfair, and a sense of duty.
- h. Grow the interest in the game of hockey and foster a general community spirit at the elite level through to the grassroots level in each of the communities that it resides.
- i. Adhere to the values set out by the Hockey Alberta Board of Directors.

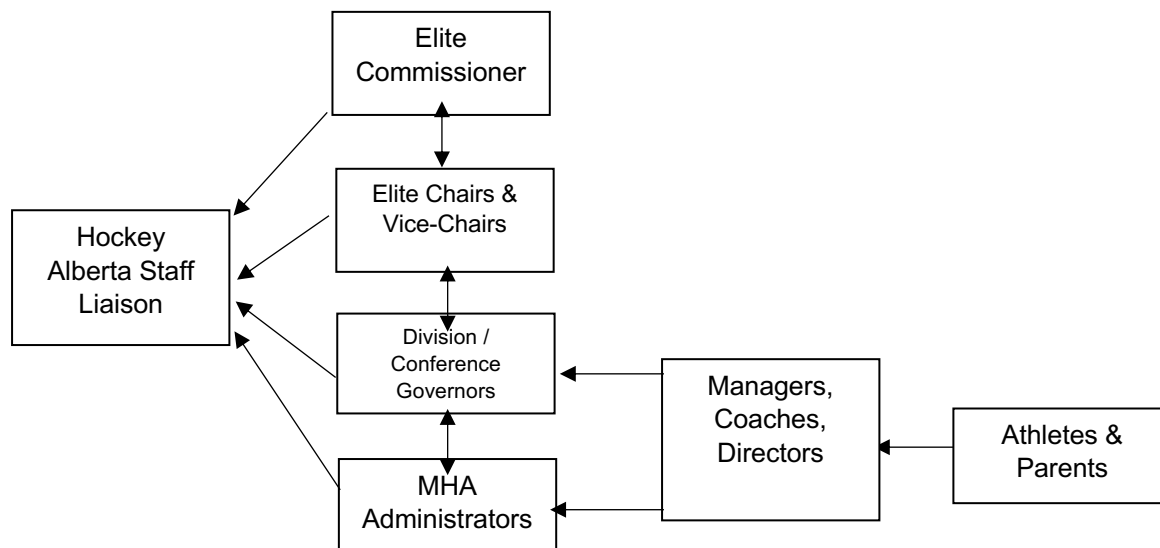
LEAGUE MEMBERSHIP

General terms of League members include:

- a. A member of the League shall be a properly organized Minor Hockey Association wherein all its Elite Hockey teams participating in the League shall be registered with Hockey Alberta as required by Hockey Alberta. It will be the responsibility of each Host Association to ensure that its teams are properly registered with Hockey Alberta.
 - a. Host Associations may outsource team operations to Athletic Clubs. These clubs will operate as a subcommittee of the Host MHA, with the Host MHA bearing ultimate accountability for program operations.
- b. New members shall be admitted to the League only after applying in writing, in accordance with the Hockey Alberta regulations and being approved under that model. Any such new member applicants must declare the Division and Category of hockey they are applying to enter and, if accepted, cannot later enter another Division or Category without applying in writing to do such.
- c. Team(s) from outside the Branch may be permitted to participate in league play, if approved by the Branches and Hockey Canada, but will not be Members of the League. They will not be eligible to represent the League or Branch at a Provincial, Regional or National Championship. The Minor Hockey Associations these teams belong to shall be known as a Participating Team in the League.
- d. Members found to have violated League operating directives or regulations may face discipline including suspension or removal from the League, following a thorough investigation/hearing into the circumstances of the potential violation.

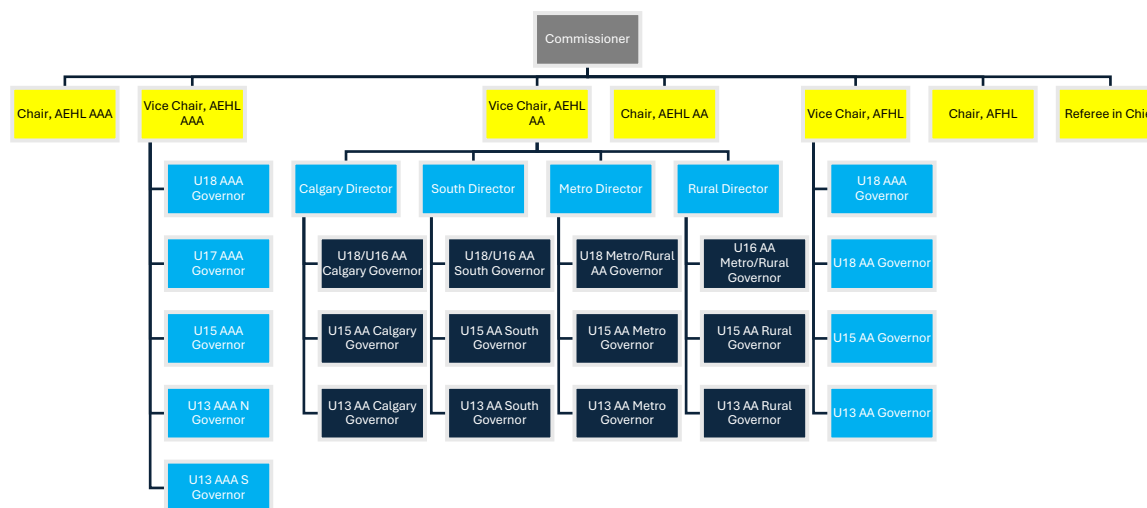
LEAGUE GOVERNANCE

COMMUNICATION PROTOCOL



The League will be governed by a single oversight body, the Elite Hockey Committee, that will be responsible for all league activities.

COMMITTEE STRUCTURE



DUTIES OF THE ELITE HOCKEY COMMITTEE

Hockey Alberta has established the Elite Hockey Committee to operate League play, under the banner of the AEHL and AFHL for the “AAA/AA” levels of hockey in Alberta. The Committee will conduct the day-to-day operations of League play in accordance with Policies and Procedures outlined in this document. The AEHL and AFHL are the only sanctioned league to operate “AAA” and “AA” Hockey in Alberta.

Committee members and their roles are as follows:

1. Commissioner
 - a. Chair and provide leadership to the Elite Hockey Committee and its executive, ensuring consistency across the operations of the AEHL and AFHL
 - b. Collaborate with Elite Hockey Committee and Hockey Alberta Staff to set seasonal and strategic priorities for Elite Hockey
 - c. Call and chair meetings of the Elite Hockey Executive and Elite Hockey Committee, approve meeting minutes to ensure an accurate record of the proceedings of the Committee.
 - d. Establish ad-hoc committees to address priorities of Elite Hockey and disband committees once their purpose has been fulfilled.
 - e. Represent the AEHL and AFHL brands positively in interactions with members, the media and the public as a spokesperson for Hockey Alberta, AEHL and AFHL matters
2. Chairs (AEHL AAA, AEHL AA and AFHL)
 - a. Attend Elite Hockey Committee and Executive meetings
 - b. Call and preside over league-specific meetings, providing leadership to fellow committee members, approve meeting minutes to ensure an accurate record of the proceedings of the league
 - c. Establish ad-hoc committees to address priorities of Elite Hockey and disband committees once their purpose has been fulfilled.
 - d. Participate in assigned ad-hoc committee, either as the committee chair or as a regular participant

- e. Establish regular communication with Committee members to understand happenings of the league and ensure the league perspective is provided at Elite Executive meetings.
 - f. Provide recommendations for improvements to the league and the Commissioner in the creation of a long-term strategic growth plan for the league.
3. Vice Chairs (AEHL AAA, AEHL AA and AFHL)
- a. Preside over the league committee meetings in the absence of the Chair
 - b. Keep informed of the League activities and be prepared to assist and work with other members of the Committee at any time;
 - c. Work with the Referee in Chief to oversee and track complaints about Officiating and act as a liaison between the League and the Officials Committee;
 - d. Work with assigned Governors on determining suspensions for major incidents to ensure consistency;
 - e. Liaise with Staff to report financial statements at each Committee and/or League meeting.
 - f. Assist the chair in hosting Model meetings to discuss the growth of the league, Elite hockey and make recommendations for change.
 - g. Assist the chair in the creation of a long-term strategic growth plan for the league including seeking partnership opportunities.
4. Conference Directors (AEHL AA Only):
- a. Preside over the three division directors and division meetings throughout the season
 - b. Keep informed of the League and division activities and be prepared to assist and work with other members of the Committee at any time;
 - c. Work with the Referee in Chief to oversee and track complaints about Officiating in the division and act as a liaison between the League and the Officials Committee;
 - d. Oversee and approve the schedule of game play for their conference of hockey.
 - e. Oversee and approve all necessary game changes recommended by the “committee” or member Minor Hockey Associations
 - f. Work with assigned Division Governors on determining suspensions for major incidents to ensure consistency;
 - g. Participate as a voting member of the AA Hockey Committee, representing the concerns and perspective of the Division Governors and MHAs within the division at all AA Hockey Committee Meetings and at Elite Hockey Committee meetings as required.
5. Division Governors (AEHL, AFHL AAA & AA)
- a. The respective Division of Play Governor will be responsible to preside over the Division of Play and all day to day league operations of the respective Division
 - b. Be the first contact for teams within their jurisdiction and first contact for all League discipline matters.
 - c. Oversee and approve the schedule of game play for their division of hockey (handled by Scheduler in Calgary AEHL AA Conference).
 - d. Oversee and approve all necessary game changes recommended by the “committee” or member Minor Hockey Associations (AEHL AA Division Governors shall assist the Conference Governor with game changes, AEHL AA Calgary Conference game changes will be handled by Scheduler)
 - e. Administer discipline. The Governor shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this League and under its jurisdiction for any infringement of the rules or regulations of either this League, Hockey Alberta or Hockey Canada. To obtain consistency within this League each Governor shall contact the Vice-Chair for advice and direction before implementing any disciplinary action outside minimum suspensions
 - f. Accept protests filed by the members and immediately advise the Chair
 - g. Verify the accuracy of game stats directly following the weekend of games played

- h. Work with the Staff Lead to build a process for the gathering of League and team news on a weekly basis for publishing on the website;
 - i. Keep records of all suspensions and provide to Hockey Alberta if necessary
 - j. Attend meetings of the committee as required.
 - k. Chair a meeting with all Coaches and Managers before the start of League play.
 - l. Chair or support disciplinary review committees struck from time to time as necessary.
 - m. Serve as league liaison to team management and coaching staffs to ensure objectives/rules are known and adhered to;
 - n. Be responsible for the nomination of Player of the Month candidates and presentation of all monthly award winners.
 - o. Be responsible for the nomination of recipients of individual division of hockey awards;
 - p. Attend playoffs/provincials as a representative of the League
 - q. Summarize at the Annual General Meeting, all suspensions, gross misconducts and match penalties for League information and trending purposes from the previous season.
6. Referee in Chief
- a. Recruit volunteers to ensure that League games at all levels have competent officials assigned;
 - b. Develop and manage a program of supervising, evaluating and coaching on ice officials for the League;
 - c. Build and manage a process to track complaints about Officials;
 - d. Work with Division Governors on discipline matters as required;
 - e. Working with the Manager, Officiating, advise on the development program for on ice officials working the League.

DUTIES OF THE STAFF LEAD

1. Record and distribute minutes of all league and Elite Hockey meetings within 7 days following any meeting.
2. Ensure communication of all league meetings are sent to proper League and team personnel
3. Publish and update annually a members list of all Coaches, team officials, Association Officers and League Officers
4. Support Commissioner, Chair and Vice-Chair with any other league or Elite Hockey requests
5. Manage bank account(s) of the league, including signatories as required
6. Keep books and records
7. Collect revenue and pay disbursements
8. Establish financial controls to help ensure that Budgeted amounts are not exceeded without proper authorization
9. Prepare budget for each hockey season; prepare multi-year financial forecasts as and when required
10. Prepare financial statements for the league and present at the Annual General Meeting
11. Have the financial statements independently reviewed by at least four (4) members of the league or, if chosen by the League, an independent auditor
12. Answer questions on financial matters to the League, Hockey Alberta or league members
13. Advise and provide recommendations on League "branding" matters to the Committee
14. Determine a marketing plan for the promotion of the League
15. Establish a sponsorship program for the League
16. Work with member teams to secure content that can be shared on a weekly basis on the League Website, to improve the overall image of the league.

POLICIES AND PROCEDURES

The remainder of this document refers to the league policies and procedures put in place for the Alberta Elite Hockey League and Alberta Female Hockey League, which may be changed from time to time at the discretion of the Elite Hockey Committee. The policies and procedures referring to player movement, acceleration, registration and the structure of the League are set forth in the Elite Hockey Model and this document is supplementary to it. The policies enclosed in this document deal directly with the day to day operations of the league and how teams are to govern themselves and report occurrences to the League and the Committee.

RULES & REGULATIONS

The League shall follow all the Bylaws and Regulations of Hockey Canada, and the Bylaws and Regulations of Hockey Alberta in the spirit and intent of Hockey Alberta's Elite Hockey Model.

PLAYING RULES

The League's playing rules shall be those provided in the Hockey Canada Official Playing Rules Book.

LEAGUE MEETINGS

- a. An Annual General Meeting (AGM) of the league (separate meetings shall be held for the AEHL AAA, AEHL AA and AFHL) shall be held at a date, time and location to be determined by the league. Notice of the AGM will be sent to member teams at least 30 days in advance of the meeting
- b. The AGM will be planned as an in person or video call to communicate information, vote on motions, and ensure proper operation of the league.
- c. No MHA will be entitled to be either represented at or have voting privileges at the Annual General Meeting or any meeting of this League unless its financial commitments to the League are fully paid and they are deemed to be in good standing by the League.
- d. A quorum shall be at least 2/3 of the membership rounded up to the next whole number.
- e. Each member association will have one vote.
 - o Members of the League are member minor hockey associations of Hockey Alberta that host teams in the AEHL or AFHL
 - o Only member Associations present can cast a vote.
- f. The Officers of the League shall not have voting powers on motions except the 'CHAIR' who shall cast a deciding vote in tied motion votes.
- g. A simple majority of votes shall carry all questions.
- h. Only voting members may attend meetings unless otherwise invited by the Commissioner/Chair/Governor.
- i. Special meetings may be requested by the members and must be called by the Chair or Commissioner within 30 days upon receipt of a request for the Special Meeting. The request must be signed by at least two thirds (2/3) of the members for the level of play the meeting relates to (AEHL AAA, AEHL AA and AFHL) and must include the reasons for the request. Fourteen days notice of the Special Meeting must be given to each team.

AMENDMENTS

- a. A notice for intended amendments to League Policies and Procedures must be submitted in writing to the Staff Lead or a Committee Member at least 20 days prior to the date of the Annual General Meeting.
- b. The Commissioner or Staff Lead must provide a notice of intended amendments to each team at least 14 days prior to the League Annual General Meeting.

- c. Amendments to Policies and Procedures require a simple majority vote at the Annual General Meeting for adoption, but must be in line with the rules governing Hockey Canada, and Hockey Alberta

LEAGUE DUES

- a. Each season during the budgeting process, the Annual Dues for Members shall be determined by the Committee and approved by the members at the AGM.
 - a. Team fees will be dependent on what is provided to each Division for the corresponding season (Showcase, dedicated volunteers, etc). The budget will be reviewed annually and adjustments made accordingly.
- b. All Annual Dues for Members, as determined by the Committee, shall be due and payable with the Membership registration prior to the season commencing.
- c. A Member shall not be in good standing unless it has paid the annual dues.
- d. Upon payment of the required Annual Dues, a Member shall not be entitled to a refund.

EXPECTATIONS OF MEMBER CLUBS

The Elite Hockey model and Host Agreements outline the expectations for each member club. It is the expectation that each Association adhere to these guidelines while creating the best development program for their athletes.

ELITE HOCKEY MODEL REGULATIONS CAN BE FOUND [HERE](#)

Expectations of Host MHAs

The Host MHA shall have the liberty to structure their staff and volunteer resources dedicated to Elite Hockey at their discretion. At a minimum, each Host MHA must have one position on their association board of directors that bears responsibility for Elite Hockey. This individual shall ultimately be responsible for all aspects of Elite Hockey in the area. Under this individual shall sit a sub committee of the Host MHA chaired by the Board of Directors member responsible for Elite Hockey, where the following responsibilities are assigned accordingly:

- Hockey Operations – day to day operations of the hockey program
- Hockey Development – talent development within the zone (coach and player) including the development hierarchy in the draw zone as well as the feeder system into the elite stream
- MHA Coordination – community (MHA) relations across the zone including the Elite meetings
- Other areas as defined by the Committee from time to time
- The Elite Committee understands that a common practice in the Elite Model is to utilize a separate entity from the Host MHA to operate elite hockey, usually called a 'Club', replacing the aforementioned sub committee. Such a practice may continue, however that does not change the Board of Directors member of the Host MHA assigned responsibility for Elite Hockey matters remains accountable for the operations of this club and must ensure the below duties of the Host MHA are met.

Duties of the Host MHA

- Be responsible for the operations of the Elite Program.
- At least three times per season, host an Elite Meeting that comprises all MHAs within the Elite Draw Zone/Recruitment Area they are located. The content of the meetings should entail:
 - Provide to MHAs in the area an update on and an opportunity to provide feedback relating to the Elite Stream Program in the Zone and provincially. MHAs must have the ability to be involved in discussions on:
 - The state of the hockey program within the zone and what changes may need to be considered
 - How to engage all the MHAs in the zone regarding zone operating matters

- How to involve the Elite stream development principles at all levels across the zone to create a development funnel for players and coaches entering the Elite stream
- Following the meetings, reports to the Hockey Alberta Elite Committee should be shared highlighting:
 - Date of the meeting and its attendees
 - Summary of discussion held
 - Summary of actions taken
 - Summary of actions not taken or deferred.
- Representatives of the Hockey Alberta Elite Committee should be provided with notice of the meeting and will attend as time permits.
- Conduct annual surveys collecting feedback gathered from Draw Zone/Recruitment Area MHAs, players and families on program operations and share the results with the Elite Male Committee annually as part of the Elite Committee's ongoing program assessments. The surveys should be conducted annually after the midseason point, with reports or key findings submitted to the Elite Committee by the beginning of March.
- Be responsible for ensuring that Elite hockey at all levels in the draw zone work effectively together in building a program that promotes the development of the participants of the game, operating cohesively in a development hierarchy and enhance the development of the players across the entire draw zone.
- Ensure that the Elite Program is represented at Elite Committee Meetings.
- Oversee the establishment of Coach development and mentorship programs and criteria for all coaching staffs in line with expectations set by Hockey Alberta.
- Ensure that each Elite Team establishes qualifications and development criteria for team staff in line with expectations set by Hockey Alberta.
- Ensure that each Elite Team selects Team staff (Manager, Coaches and support staff) that are qualified and appropriately certified.
- Set policies and procedures for the Draw Zone/Recruitment Area using the infrastructure available from Hockey Alberta

LEAGUE PATCHES

Each member club must have the AEHL/AFHL patch present on the right chest of all jerseys of teams competing in the AEHL & AFHL Divisions. Patches may be purchased from United Sport and Cycle or sublimated onto the jersey. For access to the design file please contact the Staff Lead at Hockey Alberta.

HANDSHAKES

Teams shall meet at centre ice following each AEHL and AFHL game to shake hands with the opposing team and referees. Handshakes may be waived at Showcase events at the discretion of Elite Committee members if time becomes a concern.

LEGAL ACTION

- a. Any Association, team, team official, parent or player who threatens the League or its League Officers with any legal implications or actions, the team(s) involved may be suspended from the League until the legal action or implication has been properly dealt with.

ROSTER SIZE

Hockey Canada and the Elite Hockey Model allows all teams to carry a roster of 20 players, 18 skaters and 2 goaltenders. These regulations permit a team to be able to dress all 20 players for each game. Teams may not be comprised of fewer than 15 skaters and 2 goaltenders (Individual associations may strengthen this further to require a higher minimum number of players per team).

Exception: U13 AA teams in the AFHL are encouraged to take only one goaltender in order to help ensure grassroots female teams also have access to goaltenders. U15 AA teams in the AFHL may also roster only one goaltender if necessary to support grassroots female hockey in the area.

SOCIAL MEDIA

All players, coaches, administrators and parents are encouraged to display positive behavior on social media. Hockey Alberta and the 'League' have zero-tolerance towards negative behavior on the internet. If there are true concerns, please bring them through the proper channels to be handled accordingly.

HOCKEY ALBERTA SOCIAL MEDIA POLICY CAN BE FOUND HERE

RISK MANAGEMENT

- a. Any injury resulting in a player injured seriously enough to require emergency medical attention must be reported to the Division Governor & Conference Director (if applicable) for information and perhaps insurance purposes.
- b. All players while playing any games in the League are encouraged to wear mouth guards.

EDUCATION AFFILIATED PROGRAMMING (CO-ED DIVISIONS)

Programs may partner with schools to offer ice times during the school day to players attending a specific school or nearby schools if attendance is not compulsory or directly impactful on a player's role with the team in the Elite Hockey Model.

Due to lack of boundaries in the AFHL U18 AAA division, programs in this division may have compulsory education elements (ie: school players must attend to play for the team) associated with their program.

TRYOUT PROCEDURE

Host AA and AAA Associations must collect the names of players who register for AA/AAA tryouts from outside the Host MHA. Hockey Alberta has created a form that includes all the information to be collected. The form can be found on the Hockey Alberta Centre Ice Portal. Associations must input the following information for each player trying out from a Primary MHA different than the Host of the team they are trying out for, into the spreadsheet

- First Name
- Last Name
- Year of Birth
- Resident MHA
- Position

If a resident MHA determines that a player is not in good standing (i.e. player has outstanding fees) and is registered for a tryout, the resident MHA will inform the MHA hosting the tryout and contact the player to resolve the issue. The resident MHA will also notify the tryout-hosting association when the player is in good standing. For players who successfully make Elite teams, a permanent transfer must be requested and approved by the resident MHA. A comment stating the purpose of the transfer is all that is required (Calgary teams may have different processes – please contact Hockey Calgary if clarity is required).

Players will not be afforded the opportunity to access more than two (2) try outs within a specific category of hockey. See the Hockey Alberta's Bylaws and Regulations, and the below appendix for each division for more information.

SCHEDULING

- a. Scheduled League games have priority over exhibition and tournament games as provided by the Hockey Alberta Regulations.
- b. 3 game weekends will be avoided, and only scheduled if necessary (ie. Showcase Events).
- c. Each team, by July 1st each year, will declare one weekend where they do not wish to have games scheduled for the purposes of traveling to a tournament.
- d. Each Host Association is required to bring to the Annual General Meeting a minimum of 30 game slots per U18 AAA team for scheduling.
 - a. As the schedule for each division is nearing completion, associations will be asked to 'top up' their ice to 30 available slots for each subsequent AAA/AA team.
- e. Initial drafts of the schedule will be first reviewed by each division governor, followed by associations, before becoming final. The full AEHL/AFHL schedule will be released by the beginning of September.
- f. No games will be scheduled to begin prior to 11:00am. and after 8:45pm (Exceptions could be made for Showcase Events or with approval from the division governor).

GAME CHANGES

The League websites will host the official schedule. Game changes are only to be used in the event of extenuating circumstances such as:

- a. facility malfunctions
- b. adverse weather conditions creating unsafe travel
 - i. The League will defer to the professional opinion of transit professionals (bus companies) on roadway conditions.
 - ii. In the case that parents are driving to games, it is recommended that the team adheres to the professional opinion of their local bus company.

In the event of a game needing to be changed or rescheduled, the team requiring the change must contact the Division Governor (& Conference Governor if AEHL AA), FloSports (if game was to be livestreamed), as well as the opposing member club with potential alternatives or options. The Division Governor (or conference Governor if AEHL AA) will approve the change and make any necessary adjustments on the Website. Teams shall use the online game change form to request any changes.

All game changes will be at the discretion of the Division Governor and permission must be obtained in writing prior to changes being made.

If discrepancies in the schedule are noted on the League website, they are to be brought forward to the appropriate Division Governor for correction.

Game changes in the AEHL AA division for Calgary teams will be handled by the Hockey Calgary Scheduler in partnership with the respective Division Governor.

TEAM FAILING TO PRESENT ITSELF

- a. If a team fails to present itself at the time and place appointed to play a game, the game or series will be awarded to the opposing team with a score of 1-0 for statistical purposes unless the failure was caused by an unavoidable accident or an unforeseen situation.
- b. A team failing to present itself will be fined \$500 and will be suspended until the \$500 is paid.
- c. The Manager, Coach or official and/or players of the team that is responsible for a failure to attend may be suspended for one year or more.
- d. Any team failing to present itself twice in one season will have its Coach and Manager suspended from all League activities indefinitely, until reviewed by the league in greater detail.

TOURNAMENT/EXHIBITION & PRE-SEASON GAMES

- a. The AEHL & AFHL is ultimately responsible for granting permission for pre-season, tournament and exhibition games and for the administration of discipline that is necessary arising out of those games.
- b. The Division Governors will correspond with Hockey Alberta as appropriate regarding League suspensions and carryovers.
- c. Teams must obtain League approval for any exhibition games with teams from outside the League.
- d. The home team shall notify the Divisional Governor at least 72 hours prior to the start of the game with all details, including the date, venue, time of game, and teams playing.
- e. The home team will be responsible to load both rosters and score the game through the Hockey Tech system.
- f. The home team will be responsible to arrange officials.
- g. To Notify a Division Governor of an Exhibition/Travel Request, teams must submit the [Elite Hockey Exhibition and Travel Form](#). The Elite Hockey Exhibition & Travel Form is intended to ensure the appropriate Governor is aware of any exhibition or travel request. It does not replace any existing processes individual MHAs have in place related to their own sanctioning, ice booking or official booking processes for exhibition, travel or tournament requests.
- h. Once a team submits a request, they can consider it approved unless the governor reaches out with any issues.

DROP CLOCK

Should an unusual delay occur for any unforeseen circumstances, and there is no flexibility to extend the time, the drop clock rule will be in effect. This means at the first stoppage of play after 5 minutes of allowable time is remaining the game clock shall be dropped to 2 minutes stop time. The respective Governor shall have sole discretion to determine the main cause of the delay, and if it was avoidable.

RESPONSIBILITIES OF THE HOME TEAM

- a. The home team for League games is responsible to coordinate off-ice officials.
- b. The home team must provide a scorekeeper, a timekeeper and two penalty box workers for all games.
- c. The home team must provide an individual to enter game data into the website portal as events occur during the game.
- d. The home team must provide a camera person and any other individuals necessary for livestreaming of the game (not applicable to AEHL AA divisions).
- e. The home team must input the game score and information from the game sheet into the league website during the game, as close to live time as possible.
- f. The home team must provide a program or line up sheet for each home game.
- g. The home team must provide pucks for both teams for warm up, and pucks for 'Game Play'

JERSEY COLOURS

The home team will be required to wear dark, while the visiting team will be required to wear light. In the event of a conflict or a third jersey, the team requesting the change must bring it forward to the opposing team and corresponding Division Governor for approval.

SCORESHEET SUBMISSION & STATISTICS

When filling out the game sheet, please ensure the following occurs:

- a. Time on the score clock is what is recorded for all occurrences
- b. Goaltender shots against and goals against are accurately recorded
- c. Type of goal is denoted; even strength (ES), powerplay (PP), shorthanded (SH), empty net (EN).

- d. All goals and assists are properly noted at the conclusion of the game

ALL 'LEAGUE' GAMES

ELECTRONIC GAMESHEET PROTOCOL

Device: A tablet is the preferred and recommended device for ease of use. Computers or phones are options; however, phones are not recommended as they are not user friendly.

Of Note: The Hockey Tech stats platform can retain data for up to 20 minutes without an internet connection. If your internet signal is spotty, you will not lose your data but need to ensure you are finding a connection within that 20-minute window. Options for connecting if Wi-Fi is problematic is through hot spotting of your phone or purchasing of a data plan for your tablet.

LEAGUE WEBSITE ([AEHL](#)) & ([AFHL](#))

EXHIBITION AND TOURNAMENT GAMES

All exhibitions/tournaments not setup using the AEHL/AFHL website for scoring must have the game sheet submitted to your Division Governor within 24 hours of completion of your game (as per a condition of all sanction and tournament approvals) Please ensure your sanction number printed legibly on the scoresheet.

SUSPENSION PROCEDURES

In the event of any 5 minute majors, misconducts or game misconducts being assessed during a game involving a 'League' team, a legible version of the scoresheet and write up report must be submitted to the League, through the appropriate Division Governor, immediately following the game completion using the online incident form associated with the game sheet.

- a. Each Division Governor has the power to issue suspensions in accordance with the Hockey Alberta Minimum Suspensions.
- b. For indefinite and accumulation suspensions, the Vice-Chair (conference Director for AEHL AA) will issue the final suspension, in consultation with the Division Governor and Hockey Alberta.

The 'LEAGUE' will follow the Hockey Alberta Minimum Suspensions for all suspensions and those suspensions cannot be appealed when only the Minimums are enforced. Please note that there are also cumulative suspensions that are in effect in all divisions of play and are enforced during league, exhibition, tournament and Provincial Play. Suspensions incurred at the end of the season are subject to carry over suspensions.

When a suspension occurs, it must be served in the next consecutive games (league play, sanctioned tournaments, Provincial Play or Hockey Alberta sanctioned events). Exhibition games do not count as suspended games. Players cannot play in exhibition games while serving a suspension.

For more clarification, please refer to the Hockey Alberta Regulations; Minor Hockey.

[HOCKEY ALBERTA MINIMUM SUSPENSIONS CAN BE FOUND HERE](#)

DISCIPLINE POLICY

- a. For all discipline, the Governor will rule within 48 hours of being notified of an infraction. For the purposes of assistance, the Governor will consult the Vice Chair (AEHL AAA/AFHL) or Division Director (AEHL AA) as necessary.
- b. All automatic suspensions per the Hockey Alberta regulation Minimum Suspension shall apply to all league games, including playoffs.
- c. In addition to the Hockey Alberta Minimum Suspensions, the League has the option of increasing the Hockey Alberta Minimum Suspension.
- d. All suspensions will be carried forward for any Playoff/Provincial games.
- e. Players are not to cross the center ice red line during the pre-game warm-up or before the start of any period. That is, they must stay on their side of center ice. Suspensions may be levied.

The League expects Coaches and Team Management to be responsible for the discipline of their team and actions of their fans. Where problems exist, appropriate action will be taken against the Coach in question if deemed necessary. Additionally, Coaches are expected to exhibit model behavior at all times.

NOTE: Hockey Alberta Minimum Suspensions are not appealable.

Additional Rules and Regulations for Coaches

- a. All Coaches suspended for any reason will not be allowed in the participant (classified as players, referees & coaches) areas for one hour before each suspended game and until after the game's conclusion.
- b. If a Coach gives or makes any offensive or obscene gesture to the fans, Referee or opposition, that Coach will be automatically suspended for a minimum of two games.
- c. Coach will have no communication with the team, including electronic communication, from one hour prior to each suspended game until after conclusion of the game.

PROTESTS

- a. Protests and all supporting evidence must be submitted to the Division Governor and Conference Governor (AEHL AA) or Vice Chair (AEHL AAA, AFHL) in duplicate signed by the Coach, Manager and an Official of the MHA within 48 hours of the game protested. All documentation must be accompanied by a payment in the amount of \$300 submitted to the Hockey Alberta Office within the same 48-hour time frame. A copy of the protest must also be forwarded by email within 48 hours of the protested game to the Manager and the Association of the team protested against.
- b. Upon receipt of the protest, the Conference Governor or Vice Chair will appoint a three-person neutral committee in addition to the Division Governor.
- c. All protests require that the Division Governor contact the individual submitting the protest and the Manager of the team being protested against.
- d. Whether the committee (whose decision shall be final) dismisses or enforces the protest, the sum deposited with the protest will be forfeited to the League.

APPEALS

Appeals to Hockey Alberta must follow the Hockey Alberta appeal procedure after it has followed "LEAGUE" protocol.