



Northern Alberta Interlock

REGULATIONS

DATE: October 4, 2021



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1. OPERATING RULES

- a) The Northern Alberta Interlock shall operate under the rules and regulations of Hockey Canada (CHA), Hockey Alberta (HA), and The Northern Alberta Interlock Minor Hockey League (NAI).

2. EXECUTIVE COMMITTEE TERMS AND DUTIES

- b) The Executive Committee shall consist of the President, Vice-President, a Secretary/Treasurer, two Discipline Co-ordinators, and the Executive Advisor (non-voting advisor).
- c) Elections shall take place at the AGM.
- c) All terms of office shall be two years.
- d) The President and 1st Discipline Co-ordinator shall be elected in hockey seasons ending in even-numbered years, while the Vice-President, 2nd Discipline Co-ordinator, and Secretary/Treasurer shall be elected in hockey seasons ending in odd-numbered years.
- e) Since the integrity of the NAI and its Executive members are of the utmost importance, Executive Committee members shall be discouraged from being a member of any LMHA executive or board, and shall not be coaches at any level.
- f) The Executive Committee shall appoint a Senior Governor for each Division of the NAI.
- g) The Executive Committee shall appoint a league Governor for each tier of each division.
- h) The Executive Committee may appoint members to fill any vacancies until the next annual general meeting (AGM).

PRESIDENT

- preside at all meetings and perform the duties usual of a President.
- act for the Executive Committee when it is impossible to obtain a committee or board vote. Such decisions must then be presented at the next general meeting for ratification.
- be responsible for assembling the agenda for all general and special meetings.
- be responsible for the proper and efficient operation of the NAI.
- have co-signing authority on NAI cheques.
- be chairman of any appeals and/or discipline committee.
- be a member of all committees.
- assist in the registration of all teams with the NAI.
- oversee the hiring of the league Administrator and Schedulers
- be an active member of the Hockey Alberta Minor Leagues Committee
- maintain confidentiality on pertinent information from the HA committee except to share with the league Executive when appropriate
- has full voting rights

PAST PRESIDENT

- most recent President (up to the last AGM)
- non-voting position
- responsible for the newly elected President's transition into their new role
- may still take responsibility for some of the daily affairs of the league
- may still be a liaison between the league and Hockey Alberta
- may be called upon to act as President in the event that the President and Vice-Presidents are unavailable
- be an active member of the Hockey Alberta Minor Leagues Committee until such time as the new President is ready to be fully engaged



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- maintain confidentiality on pertinent information from the HA committee. Sharing of information is to be done in consultation with the President

VICE-PRESIDENT

- has the authority and performs the duties of the President in his/her absence.
- perform such duties as requested by the President.
- has co-signing authority on NAI cheques.
- be a member of appeals and discipline committee.
- assist in the registration of all teams with the NAI.
 - has a good working knowledge of the NAI Bylaws and Regulations
 - acts as an assistant to the league Administrator
 - works closely with the President to ensure common understanding on decisions
 - does not have the authority to grant playoff series extensions, 4-point games, or forfeits without consultation with the President
 - is the “go to” person for Senior and Tier Governors when they need clarification on Regulations or other league matters

SECRETARY/TREASURER

- attend all NAI meetings and keep accurate minutes of the same.
- send minutes and meeting notices to all involved.
- helps manage NAI correspondence.
- prepare contact lists of association directors, coaches, managers, league Governors, and Executive members for posting on the website.
- assist in the registration of all teams with the NAI.
- be a member of appeals and discipline committee.
- record all receipts and expenditures.
- prepare financial statements for general meetings.
- prepare a year-end financial statement which shall be reviewed before the Fall meeting.
- prepare and present a budget for the next season, at the AGM.
- have co-signing authority on NAI cheques (two signatures are needed) and look after the bank account(s).
- assist in the registration of all teams with the NAI.
- has full voting rights and as such, is discouraged from being a member of any LMHA executive or board, and shall not be a coach or manager at any level

DISCIPLINE CO-ORDINATORS

- oversee all disciplinary issues that deal with players, coaches, and teams
- issue suspensions to offenders and track cumulative suspensions
- are members of any appeals and discipline committee.
- track suspensions and any that may carry over from one season to the next
- maintain contact with Hockey Alberta’s Minor Discipline Committee
- will also perform the role of Coach/Manager Liaison
 - has previous experience as a Governor or other mentorship role
 - has a good working knowledge of the NAI Bylaws and Regulations
 - is not a member of any NAI LMHA board
 - is not a coach or manager of any NAI team



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- acts as a buffer between coaches and managers and the President
- is able to have positive interaction with members of the NAI teams
- offers creative solutions to ensure win/win situations
- transfers any unsolved issues to the President or a Vice-President
- have full voting rights

LEAGUE ADMINISTRATOR

This is a year-round position. It requires late nights and full days during the week and weekends, however there are certain times that are busier than others. This person is in a key position and must be very familiar with all of the league's day to day operations and Bylaws and Regulations

- sets up e-mail addresses, website security, and passwords for teams, associations, Governors, and the league Executive
- works with the league Executive, including discipline and scheduling committee, ensures that the information on the website is accurate and posted in a timely manner.
- uploads league tiering, regular season, and playoff games to the website and ensures they are up to date with changes and results, which also means notifying those that have not posted things in a timely or proper manner (via communication with Vice President and Senior Governor/Tier Governors)
- works with RAMP to ensure that the website is working properly.
- maintains website and helps if problems arise.
- works closely with the league Secretary in order to post meeting minutes and maintain database of our membership, updating contact information..
- helps with registration process recording team numbers initial tier placements, and adjustments that happen after registration day
- post meeting notices, minutes, and advertising of events, season timeline and calendar
- maintaining guidelines for Governors, managers, Presidents and associations changing things as they need (especially due to changes in RAMP system) and making sure that the guidelines are aligned with our current regulations
- monitor and help update playoff game changes and formats
- works with the league President to make PowerPoint presentations or Zoom Conference calls for meetings (AGM, Fall Registration, Executive, and Governors meetings)
- assists the league President with wording and updating of the Bylaws and Regulations and posting to the website
- orders Game Sheet books and Referee Incident Report books before the season begins
- orders playoff banners before the playoffs begin
- is a paid position, does not have voting rights



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ADMINISTRATIVE ASSISTANT

- not an advertised position on the NAI board
- non-voting position
- at the beginning of the year, helps with background checks of team matchups to original registration requests, that games are not duplicated, travel consideration and blackouts are met as much as possible, game numbers make sense, tiers have the correct teams, the correct number of teams for each association are booked, assists with scheduling and tiering
- at the end of the year, helps to update playoff formats as games are played, double check the input of games, helps to keep track of changes in series, helps with reconciliations as needed
- position is subject to an honorarium of up to \$500/season as approved by the Executive

3. MEETINGS

- a) The NAI shall hold an annual general meeting (AGM) in the Spring and a general meeting in the Fall. Other meetings may be held if necessary as determined by the Executive committee.
- b) The time and place shall be determined by the Executive committee, and e-mailed to the members 21 days in advance of the meeting. Meeting notifications shall also be posted on the NAI website.
- c) A special meeting shall be called any time two-thirds of the Executive committee or one-third of the members request one in writing.
- d) Notice of a special meeting will be e-mailed to the members a minimum of 7 days in advance of the meeting.
- e) The Executive committee shall meet as necessary to operate the NAI according to the Bylaws and Regulations.
- f) The order of business for meetings shall be:
 - (1) Call to order
 - (2) Additions to the agenda
 - (3) Reading of last minutes
 - (4) Business arising from the minutes
 - (5) Administrator's report
 - (6) Treasurer's report
 - (7) President's report
 - (8) Vice-President's report
 - (9) Discipline Co-ordinators' Report
 - (10) Governors' reports
 - (11) Correspondence
 - (12) New business
 - (13) Elections (AGM)
 - (14) Adjournment

4. CODE OF CONDUCT, ZERO TOLERANCE POLICY

- a) The Canadian Hockey Association has adopted a zero tolerance policy on abuse. The Northern Alberta Interlock supports this policy.
- b) The NAI has adopted a Zero Tolerance policy on abuse of any kind (see APPENDIX B).
- c) Participation in the NAI is a privilege not a right. Coaches, players, parents, team officials,



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referees, and all participants are required to abide by the Bylaws and Regulations of the League, and their behaviour is expected to mirror the spirit of the Bylaws, Regulations, and this Code.

- d) Profanity and the use of alcohol, drugs, tobacco, and tobacco products are prohibited in all games under the jurisdiction of the NAI.
- e) 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 NAI Regulations can result in the loss of the association's performance bond at any time.
- f) All members and participants of the league shall respect other members, officials, parents, players, spectators, team officials, volunteers, Executive Committee members, employees and property of the league. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards anyone, including game or team officials, members, parents, players, fans, spectators, volunteers, Executive Committee members, employees, or damage to the property of another association will not be tolerated.
- g) The NAI will not tolerate loud, obscene, obnoxious coaches, managers, assistants, players, parents, or spectators. Such individuals will be subject to disciplinary action. Disciplinary action will be forwarded to the member association where the individual belongs for investigation and subsequent disciplinary action as required. The association may be asked to report back to the NAI President on its findings and any discipline levied.
- h) Parents and spectators are not permitted in the dressing rooms except as expressly permitted by the coach to assist their child in changing before or after a game.
- i) Under no circumstances is a parent or spectator to enter the opposing team's dressing room.
- j) Coaches and other team officials, players, parents, and spectators are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game. The home team is responsible for ensuring that nobody enters the officials' room or attempts to confront them. The home team manager or delegate is the only person that is allowed to remain by the officials' room to retrieve the game sheets and Game Incident Reports if necessary. Any report that may be received by the NAI will be forwarded to the home association. Should officials, players, parents, and/or spectators have questions about the officiating they are asked to either file a formal complaint through their association (either through their President or Referee-in-Chief), or submit an informal "Referee Compliment or Complaint Form" to the NAI Discipline Co-ordinator.
- k) Violation by any member, spectator, or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the NAI against the association that the individual is associated with, or the individual in question, and may include the removal of the offending team from regular season play or the playoffs.
- l) Conduct of fans, spectators, and team followers; parents, hockey fans, or spectators who are abusive toward referees, game officials, players, team officials, or other spectators may be dealt with in the following manner:
 1. Any member of the NAI Executive, Senior Governor, Governor, Discipline Co-ordinator, upon properly identifying themselves, will instruct the referee to stop the hockey game.
 2. This person will then identify himself to the offending person or persons and inform them that the hockey game will not continue until the offending person or persons have left the arena.
 3. In the event that the offending person or persons do not leave the arena within 10 minutes of the game being stopped, the team to which the offender(s) belongs will be declared the loser of the hockey game, regardless of the score at the time the game was stopped. The incident shall be reported to the association President with the name of the ejected person who was involved.
 4. The league will only review comments about off-ice incidents that are presented in a signed letter received from the association's President. Then the league will request



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a statement from the accused association's President. Should the league receive both statements and there is still a conflict, the league may provide representation (minimum 2) at the next game, with reimbursement for travel and time for these representatives being split by both associations. League representatives will not intervene, but sanctions could result from further issues.

The NAI encourages member associations to have a similar procedure as above within their Regulations in dealing with their teams only by their Executive or Board of their association.

3. REGULATION CHANGES

- a) Major changes to any of the NAI Regulations may only be made once per season at the Annual General Meeting (AGM). When requesting changes, additions, or deletions to the regulations, a Notice of Motion form must be submitted to the NAI Executive no later than 21 days prior to the league's AGM. Notices of Motion will be voted on at the AGM. Notices of Motion received will be posted on the website, along with the AGM agenda
- b) Minor changes to NAI Regulations may be made at general or Executive meetings with a majority vote. Changes or adjustments made by the NAI Executive must be presented at the next general meeting for ratification.

4. MEMBER ASSOCIATIONS

- a) Associations are encouraged to name their NAI representative and send the same representative to each NAI general meeting.
- b) Associations must have a representative at each general meeting, including the AGM, or they will be fined \$300.00, unless given permission by the NAI President. Payment must be mailed or e-transferred to the NAI Treasurer at treasurer@nainterlock.com within 14 days or risk forfeiture of the association's performance bond.
- c) In case of extreme weather and road conditions, the President may, after consulting with the Executive, cancel a NAI meeting by putting a notice on the NAI website. The league's Secretary or Administrator will also send individual e-mails to all league Governors and NAI representatives (each MHA is responsible for keeping contact information current, so these messages will go to the proper NAI rep). If they are unsure of whether or not the meeting has been cancelled, it is up to NAI representatives to check the website and their e-mail the morning of the meeting.
- d) The entire association shall be suspended if there are any outstanding team fees or association fines not paid, including outstanding ice/referee invoices payable to other associations due to either a forfeit or late re-schedule of a game or games.
- e) Associations and their teams must be properly registered with Hockey Alberta.
- f) The Hockey Canada Registry roster will be considered the official team/player list and must be provided to the Tier Governor for each team and uploaded on the NAI website.
- g) Any association that resides outside of the boundaries would be able to apply as a full member for their teams if they secure home ice within the NAI boundaries. Any association applying for acceptance as a member from outside the league boundaries must provide their home ice from a location well inside the boundaries of the league so as to not force teams to travel to the outer edges of the boundaries to play these new teams. Home ice location must meet the Executive's approval before the AGM.
- h) Each season, the NAI Executive will define an appropriate "Tiering Committee" at the discretion of the Executive.



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5. REGISTRATION

- a) The registration fee for the 2021/2022 season shall be \$200.00 per team when registering prior to, or at the registration meeting. Teams added after the registration meeting shall be charged an additional \$200.00 (total \$400.00 per team). We lowered the rate from last season due to the early shutdown of our league and no need for game books or ref books since members should have unused books from last season.
- b) For each association entering teams in the NAI, the association director or representative shall submit on-line, or bring to the Fall registration meeting the following: registration fees, tournament/blackout dates (maximum of 2 per team), complete association contact list including President, NAI rep, ice co-ordinator, referee-in-chief, Governor, and team contacts (addresses, phone numbers, and e-mail addresses per the NAI Registration Contact form). To submit information on-line, forms can be found on the NAI website under "Forms".
- c) Associations are responsible for notifying and paying the NAI Treasurer for any teams registered after the Fall registration meeting. Use the "Team Registration Form" on the NAI website.
- d) Requests for refunds or for cancelled teams must be made on "Team Cancellation Forms" and sent to the Treasurer. Refunds are subject to a \$35.00 cancellation fee.
- e) Refunds will not be issued if requests in writing are not received by December 30th of the current season.
- f) New associations requesting entry to the NAI must apply in writing a minimum of 6 weeks before the AGM. The application must be signed by the association's President, and include a \$500.00 performance bond cheque. Acceptance will be made by a two thirds (2/3) majority vote at a NAI Annual General Meeting.
- g) The performance bond is held in trust with the NAI. This bond shall be liable for any breach of the NAI Bylaws, Regulations, fines, and/or for the failure to fulfill obligations within the NAI.
- h) Any fine, charge against a bond, or debt to the NAI, shall be paid in full by the team or their association within the time frame set out by the NAI President, who will be the one issuing the fines.
- i) Associations that have forfeited their performance bond must post a new \$500.00 performance bond in order to be reinstated in the NAI, and re-apply to gain entry into the NAI for the next season. Re-entry must be approved by a 2/3 majority vote at the NAI AGM.
- j) An association must apply in writing to request a leave of absence or to withdraw from the NAI. Their bond can either remain in trust with the NAI or be refunded, as desired. Failure to submit requests in writing will result in a forfeiture of their bond.

6. ICE REQUIREMENTS

- a) All communications directed to the NAI Scheduler are only to come from the associations' Ice Schedulers or Ice Co-ordinators. Teams must only communicate with their own association ice co-ordinators on any issue such as ice times, tournament dates, or any other questions. The association Ice Co-ordinators will communicate or request any information of the NAI Scheduler.
- b) All home ice times or game slots for each team from each association are required to be e-mailed using an Excel spreadsheet **one week prior** to the Fall registration meeting. There must be a sufficient number of slots for each team for the entire regular season schedule (see NAI Maximum Game Allotment table) and pre-season tiering games. The absolute deadline for receiving ice times for registered teams is midnight of the date of the Fall registration meeting. All teams being registered after this time will be considered late. Any ice times that are not submitted in the correct format or quantities per team, or late, as determined by the Scheduling Committee, will be fined \$500.00 and may have their team disqualified. Insufficient or poorly submitted ice is a major cause of TBA (To Be Advised) games which has



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a negative impact on all associations and teams. The ice slots requested for the tiering ice must fall within the start and end dates of the tiering schedule for each team. Ice slots requested for regular season must be provided between the start and end date of the regular season as posted on the season timeline.

- c) Please submit a minimum of 5 more slots than the number of home games for the regular season. The league Scheduler will only use what is required for each schedule and send the unused times back to each association.
- d) Should a team move from one tier to another during the tiering process, the team is then required to submit an additional 3 ice slots due to the likelihood of additional tiering games being required for the team.
- e) Each association will be required to provide a minimum of 4 additional ice slots for every team in the NAI to the league Scheduler to schedule the pre-season tiering games. These additional ice slots may or may not be used and the NAI will make every attempt to notify the teams as soon as practical if some of the slots are not going to be used. The required schedule (start and end dates) for these required slots will be determined by the NAI and the requirements posted on the website prior to the Fall meeting.
- f) 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.
- g) Teams, through their ice co-ordinators, are invited to provide the ice scheduler with a maximum of 2 Blackout weekends for tournaments where the ice scheduler will attempt to not schedule games during these weekends. Blackout weekend dates must be provided prior to the end of the team's/tier's final pre-season tiering weekend games. Please remember that only the association ice schedulers are able to submit information to the NAI Scheduler. If more than 2 dates are provided, the scheduling team will use the ones that suit them best and ignore the others.
- h) Understanding that some associations may have problems securing sufficient ice time, the following is the NAI's recommendations for game ice time lengths. Associations should attempt to use the following as minimum guidelines when allotting game times (see table below). Continuous alterations to these recommendations should be brought to the NAI President's attention. Visiting coaches or managers must be forewarned when game times do not meet the recommendations.
- i) Although the NAI scheduling team takes age into consideration when scheduling regular season games, a guideline for setting game times is that game start times must consider the travel time of the visiting team. Games shall be scheduled so that when travelling, the away team will arrive home at a reasonable time on a night when they have school the next day, unless agreed upon by both managers beforehand. It is up to each and every team to preview their season schedules to look for game times that will be starting too early or ending too late so that they can begin negotiations with the opposing team to change the game time. It is then up to the visiting team's manager to notify the tier Governor and the home team's manager at least 72 hours in advance if they are unable to get the scheduled time for the game changed. Playoff schedules are agreed to between teams and must exercise the same considerations for starting and ending times.
- j) The NAI insists that the home team coach or manager, at the start of the game, knowing the game's required end time, discusses with the opposing coaches, on-ice officials, and off-ice officials the ice slot length, clock management, and frequency of floods before every game. The agreed game management can only be changed by the two coaches and the referee unless unforeseen or special circumstances arise. In this case the referee will have the final say in the game management for the completion of the game. Both the home and away coaches are responsible for completing this process. This agreement should be written on the back of the game sheet. Failure to do so voids the right to file a complaint. Should it be



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agreed upon that any or all of the periods of a game are run time, they must be run time right through to the end and may not bounce back and forth between run and stop time. For regular season and playoffs, if there is a game time that is agreed to that is different from the time recommended, it must be documented on the back of the game sheet and initialed by both teams (coaches or managers) and by the head referee. The home team will then not be allowed to alter the game time after that agreement has been made and initialed. Off-ice officials (timekeepers) have absolutely no jurisdiction or input into the time management process.

- k) Per Hockey Canada and Hockey Alberta rules, teams are allowed one 30 second Time Out per game within NAI regular season or playoff games. When a time out is called during run time, the clock shall be stopped until the next drop of the puck.
- l) Throughout the season, teams may travel to a location that has more than the minimum ice slot available. It is strongly advised that these visiting teams look at this in a positive light and take the opportunity to enjoy longer periods, an extra ice flood, etc. as opposed to looking at this in a negative light. This is a great opportunity for teams that travel a long distance to play a short game, then find out that they have a longer game slot.

NAI RECOMMENDED MINIMUM GAME ICE TIME LENGTHS

U9	Groups 1 - 3	1.00 hour ice slots
U11	Tier 1 - 6	1.50 hour ice slots
U13	Tier 1 - 3 Tier 4 – 6	2.00 hour ice slots 1.50 hour ice slots
U15	Tier 1 - 3 Tier 4 – 6	2.25 hour ice slots 2.00 hour ice slots
U18	Tier 1 - 6	2.25 hour ice slot

NAI “SUGGESTED” GAME ALLOTMENT TABLE

(for regular season scheduling and tiering purposes; some divisions or tiers may play less than the number of games indicated)

The reasons for changing the number of games played per season includes how many teams are in the tier and how far they have to travel. This will be reviewed at the same time as the setting of the Season Timeline. As the shift to Alberta One happens, this may be standardized amongst all Alberta Minor Hockey Leagues. Below is the listed allotment for the 2021-22 Hockey Season

U9				
REGULAR SEASON	Home	Away		Slots required for Schedule
26 games	13	13		13 + EXTRA “5” = 18



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U11					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
II	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
III	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
IV	16 games	8	8	3 + EXTRA "2" = 5	8 + EXTRA "5" = 13
V	16 games	8	8	3 + EXTRA "2" = 5	8 + EXTRA "5" = 13
VI	16 games	8	8	3 + EXTRA "2" = 5	8 + EXTRA "5" = 13

U13					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
II	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
III	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
IV	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
V	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
VI	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14



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U15					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
II	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
III	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
IV	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
V	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
VI	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15

U18					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
II	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
III	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
IV	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
V	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
VI	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15



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7. TEAM PLACEMENT/TIERING

- a) Associations and the NAI will be expected to place teams into tiers where they feel they will be competitive. This will be done at the Fall registration meeting. Team placement that does not follow the Alberta One placement guidelines, as shown below, must be identified in writing to the Executive and tiering committee. It is the responsibility of the associations to identify these variances to the Executive and tiering committee along with reasoning for their wishes to not follow the guidelines. During the tiering process, the Executive and/or Tiering Committee has the right to request changes if the Executive and/or Tiering Committee feel a team is too strong or weak for the tiers provided.
- b) To protect the NAI from any associations tampering or stacking teams, or registering teams that cannot be placed competitively in any tier, the NAI Tiering Committee has the discretionary authority to declare a "Non-competitive Team". This declaration will occur in writing. A "Non-competitive Team" is defined as a team that cannot be re-tiered competitively within the tier structure of any given season. Once a team has been declared Non-Competitive, the association from which the non-competitive team was formed is responsible for providing opposition for the team or re-structuring the team(s) to ensure that it can be tiered competitively within the NAI. The association in question must inform the NAI President of their intent with the non-competitive team and if they elect to provide opposition by organizing team play outside of the NAI, they must be sure to abide by point (h) below. A team may also be declared non-competitive due to circumstances beyond anyone's control or Force Majeure (e.g. team accident, players moving). The Executive and Tiering committee have complete discretionary authority when dealing with a "Non-competitive Team".
- c) Tiering and/or team placement is not necessarily in accordance with the Hockey Alberta categorization.
- d) Based on registration, numbers, and placement of teams at the Fall meeting, an attempt will be made to provide and schedule for 6 tiers in all divisions. 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 calibre. Associations with two or more teams in the same tier cannot use affiliation with each other in any NAI game.

ALBERTA ONE STANDARDIZED TIERING GRID

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Total
One team			1				1
Two Teams		1		1			2
Three Teams	1		1		1		3
Four Teams	1	1		1		1	4
Five Teams	1	1	1		1	1	5
Six Teams	1	1	1	1	1	1	6
Seven Teams	1	1	1	1	1	1	7
			1				



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- d) Associations will be required to notify the NAI when they have any of their teams playing in other leagues or in-house leagues.
- e) **PRE-SEASON TIERING GAMES:** pre-season tiering games must have all players registered on a team. Shortly after the initial team placement, each team will be scheduled by the NAI to play various teams within, or in other tiers. There will be a minimum number of tiering games to be played by each team at the complete discretion of the league Scheduler. These teams will be selected to provide a good indication of the playing ability of the team as well as the other teams they play. The tiering committee requires the game sheets to be uploaded to the NAI website, and any Game Incident Report must be sent to the proper NAI Discipline Co-ordinator.
- f) The Tiering Committee will consist of the NAI President, Vice-Presidents, the NAI Schedulers, and the Vice-Scheduler. Representing the best interests of the member associations, the primary role of the group will be to possibly adjust the initial team placement if necessary, continually analyze pre-season tiering information, and to observe results from pre-season tiering 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. It is the associations' responsibility to ensure that their teams are responsible in playing the tiering games in a way that will best determine and identify their teams' ability. "Throwing" of tiering games or manipulating the tiering process will result in an association and team review by the committee. Input from the teams, through the association's league representative, will be encouraged and recommended.
- g) The team movement deadline is the date that the Tiering Committee has posted as the Final Tier Placements in the Season Timeline, and the Full Regular Season Schedules are being prepared. The NAI will notify the associations and teams by posting this deadline on the website during the tiering and scheduling process. Any team requesting to move after this date will be required to follow the appeal process (includes a \$350.00 fee for the appeal) to the tiering committee. If the full season schedules have been fully or partially prepared, an additional charge of \$450.00 per affected tier for re-scheduling will be imposed on an appeal that is successful. This charge is for re-scheduling, and will be paid to the scheduling team. Any movement after this date may be denied at the discretion of the tiering committee. Appeals from teams that have not followed the recommendations of the tiering committee will not be heard.
- h) Teams requesting to withdraw from the NAI after the Full Regular Season Schedules have been posted will cause their association to become an association in bad standing and will require reinstatement at the next AGM, unless the team in question has already been declared non-competitive as shown in (c) above. The minimum fees for the offending association for withdrawing a team as above without the necessary and proper league approvals will be subject to the following:
- The offending team's association will be fined a minimum of \$450.00 for each tier requiring re-scheduling. This fine shall be payable to the Treasurer.
 - The offending team's association could have its NAI bond forfeited and require replacement within a reasonable time frame identified or risk the immediate disqualification of all of their teams from participation in the league.
 - The offending team's association will be responsible for paying the costs for referees, ice, and possible travel expenses to teams that either played a regular season game with the offending team or are scheduled to be played within a 1 week period.



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The fines, costs, and date payable above will be at the complete discretion of the NAI Executive and tiering committee.

- i) All pre-season tiering games, as indicated above, are defined as a “League Game” when referencing Hockey Alberta Regulations

8. SCHEDULING and STATISTICAL SERVICES

- a) League scheduling will be contracted out to qualified persons or organizations. The contract will be reviewed on an annual basis by the league Executive.
- b) During the scheduling period, please allow only the association’s ice co-ordinators to communicate with the NAI Scheduler. Team managers or coaches should first direct their concerns or questions to their Governor. If unavailable, queries can alternately be directed to the appropriate Senior Governor or the Vice-President.
- c) All confirmation and changes of schedules must go through the NAI Scheduler before the final approved version is released. The NAI Scheduler will identify the final version as such. During the proof stages of scheduling, e-mail will be the primary channel of communication between the NAI Scheduler and the associations’ ice co-ordinators. 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, Vice-Scheduler, and the website administrator will be responsible for proofing the schedules to confirm the format, number of home/away games played, balance, double bookings, etc.
- e) All approved regular season and playoff schedules will be uploaded to the NAI website. At any time, these schedules are to be regarded as “THE OFFICIAL SCHEDULE” or the latest version and will be posted on the NAI website by the league’s administrator.
- f) The website will be the primary method of communication of standings and statistics.

9. SENIOR GOVERNORS

- a) Senior Governors shall be appointed to each level of the NAI (i.e. U9, U11, U13, U15, and U18).
- b) Senior Governors shall abide by the Hockey Canada and Hockey Alberta rules and regulations, and also support, and comply with the NAI Bylaws and Regulations.
- c) Senior Governors shall provide support to all Tier Governors in their level.
- d) If at all possible, Senior Governors should have at least 1 season of experience as a Governor in the NAI..
- e) Senior Governors **will not** have the authority to grant playoff deadline extensions, Overage Player requests, Substitute Goaltender requests, or 4-point game requests. This is solely at the discretion of the President and Vice-President with input from other Executive members.

10. TIER GOVERNORS

- a) Governors shall abide by the Hockey Canada and Hockey Alberta rules and regulations, and also support, and comply with the NAI Bylaws and Regulations.
- b) Governors shall ensure that all players, coaches, and managers within their tier follow the Hockey Canada, Hockey Alberta, and the NAI Bylaws and Regulations.
- c) 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.
- d) It is recommended that first time volunteers are not placed as U15 or U18 tier governors. These tiers are of a higher workload and require more extensive hockey knowledge, as well as a greater time commitment.
- e) Each governor is expected to attend and contribute to any periodic Governors’ meetings.



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- f) Before, or shortly into the season, Governors should announce to their teams their personal communication preferences.
- g) Governors are required to verify the rosters of each of the teams in their division based on the Hockey Canada Registry (HCR) roster submitted to them. The team is responsible for any errors or omissions.
- h) Working with the NAI Scheduler, Governors are responsible for the management of their tier's regular season and playoff schedule. This involves monitoring game changes, cancellations, postponements, etc.
- i) Governors are responsible for ensuring that the game sheets and incident reports are uploaded to the web site within the league mandated time frame.
- j) Governors should regularly communicate with their Senior Governor.
- k) Governors **will not** have the authority to grant playoff deadline extensions, Overage Player requests, Substitute Goaltender requests, or 4-point game requests. This is solely at the discretion of the President and Vice-President with input from other Executive members.
- l) Tier Governors will be responsible for maintaining a spreadsheet to track all player and coach suspensions for teams in their tier. At the end of each season the carry-over suspensions (NAI and Hockey Alberta) must be recorded and forwarded to the NAI Discipline Co-ordinators.

11. MANAGERS/COACHES/THE HOME TEAM/CRIMINAL RECORD CHECKS

- a) The designated team manager should be the primary link or contact to the tier Governor. Problems with scheduling, uploaded game sheets, suspension queries, etc. must first be brought to the Governor's attention.
- b) Through their local association, the manager must ensure that all players and their coaching staff are properly registered with Hockey Alberta. Each team must supply their Governor with the Hockey Canada Registry (HCR) roster by uploading them to the NAI website prior to playing their first NAI pre-season tiering game. It is the responsibility of each team to update this roster with their Governor to include any affiliated or overage players. No player shall play in a NAI league game unless the Governor is in possession of the HCR with the player being identified. At the discretion of the Governor, Senior Governor, and Discipline Co-ordinator they may forfeit any game where an ineligible player has played.
- c) It is imperative that team managers and coaches review their own HCR in order to determine whether or not their affiliated players fall within the NAI's regulations. Failure to properly affiliate players is not a responsibility of the League or its Governors. Affiliates are ineligible players until they are shown as Approved on their team's HCR.
- d) Managers/coaches are responsible for seeing that game score sheets and if required, incident reports, are completely and correctly filled out and uploaded to the website.
- e) For all NAI scheduled regular season and playoff games, the home team is responsible for uploading the game sheet and any incident report within 48 hours of the conclusion of a regular season game, and within 24 hours of the conclusion of a tiering or playoff game. Failure to upload the game sheets within the required timeframe will result in a warning to the team. If 3 warnings are issued, the NAI will have the right to suspend the offending team for all or part of the season, including playoffs.
- f) Managers/coaches are expected to immediately notify the Governor and the Discipline Co-ordinator 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 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) NAI suspensions only are determined by the Discipline Co-ordinator. Upon incident, a suspension form will be completed and forwarded to the offending team member's manager.



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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 NAI has no jurisdiction over non-NAI scheduled games. These include exhibition, tournament, and Provincial games. When involved in games of this nature, it is the responsibility of the manager/coach to send the game sheet/incident report to their Hockey Alberta Zone Discipline Co-ordinator, and copy the NAI Discipline Co-ordinators.
- j) Managers/coaches are strongly encouraged to plan their team's season. NAI league obligations must not be neglected at any time. NAI league play has priority over exhibition and tournament play. Necessary communication and proper procedure for re-scheduling and postponing games must be completed. Each team must complete their regular season schedule to be eligible to compete in playoffs (a forfeit counts as a game not played). Due to the burden that is placed on associations' ice co-ordinators and teams, the Governor shall limit any team from re-scheduling more than 3 games during a season. Governors have complete authority to deny a game to be re-scheduled. It is strongly recommended that a Governor not approve any re-scheduled game if it results in a TBA game and that they only approve game changes where the new date and time has been agreed to by both teams. (See POSTPONEMENTS/ RE-SCHEDULING/4-POINT GAME)
- k) For all levels, the NAI requires that all coaches and team staff be certified and registered per Hockey Alberta requirements, although their LMHA is responsible for enforcement.
- l) For all levels, the NAI requires that associations have a "Team Official's" criminal record check policy in effect that mirrors the Hockey Alberta/Hockey Canada requirements. The NAI may request a copy of each association's criminal record check policy and confirmation from the association that it is being followed. A verification form is available on the NAI web site and must be filled in and submitted to the NAI President prior to the beginning of each season. The league does not assume any responsibility for LMHA's enforcement of their policy.
- m) The home team is responsible for changing jerseys if colours conflict with the visiting team's jerseys.
- n) Crowd, fan, or spectator control before, during, and after the game is the responsibility of both the home and visiting team's managers and coaches.
- o) There shall be no admission charge to any NAI scheduled game unless prior approval is received from the NAI President.

12. REGULAR SEASON

- a) All players must be properly registered with Hockey Alberta on a team before their first NAI pre-season tiering game. This is a Hockey Alberta and Hockey Canada requirement.
- b) Home team shall supply the warmup pucks for both teams in any NAI hockey game.
- c) Failure of a team to show up for any NAI scheduled game will result in penalties and forfeit.
- d) No overtime shall be played in regular season games.
- e) Game times shall follow the recommendations as set out in Section 6.
- f) All teams must complete their regular season league schedule to be eligible to compete in playoffs.
- g) 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 President, Vice-Presidents, and the Tiering Co-ordinator. Some format considerations will be: division size, travel, Spring break schedule, divisional splits, balance, number of games, playoff set-up. The President and/or Vice-President must be fully aware of the decided format.
- h) **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:



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- 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 by the Tier Governor.

13. PLAYOFFS

- a) Teams must complete their regular season schedule in order to be eligible to compete in any playoff series. If a team forfeits a game during the season, they will be deemed to have not completed their regular season and therefore will not be eligible to play in the playoffs.
- b) The playoff format proposal will be arranged by the league Schedulers, with minimal input from the teams. The formats will be posted on the website in or around the beginning of January.
- c) All playoff series must be played and completed by the assigned deadlines. Playoff extensions are rarely granted, and will only be granted by the President. There must be extremely extenuating circumstances for the extension to be granted, and teams going to Provincial tournaments does not qualify as an extenuating circumstance.
- d) Any team not wishing to participate in the playoffs, for whatever reason, must notify the NAI President and Vice-President in writing, with permission from their association's President. This request must be made by the date posted on the Season Timeline.
- e) The NAI will provide one banner to the winner of each tier championship and consolation playoff. This may vary depending on the playoff format, number of teams, and splitting tiers. The NAI will also provide 19 mini-banner replicas to all U11 and U13 Division Champions (Gold Medal) to be distributed to the players.
- f) All playoff games are to be arranged by the teams and require the use of the Notice of Game Change notification process and confirmation with your tier Governor. The team who finished highest in the regular season standings in the entire tier has venue, meaning it has 1st choice of game slots provided by the opposition in the same way that venue is determined in provincial play. The only exception to this is where two teams have already played a playoff series against one another, and in this case the team who won this playoff series will have venue. Teams must be prepared to play mid-week games if timelines are short or ice slots are tough to agree upon. Governors will be advised to deal with unreasonable managers quickly and that they may have to dictate to the teams. Governors will have the final say in any dispute!
- g) Once the teams in any playoff series have been determined, they need to begin to work together to arrange game dates. All teams, and especially those that have venue, must offer a minimum of 2 reasonable game options to their opponents, bearing in mind the need for travel time and reasonable return times to their homes. "Reasonable game options" does not mean a morning and afternoon slot, but options on 2 different days. All disputes will be handled per Regulation 13 f).
- h) All game time management must follow the process as laid out in Regulation 6 j). Should there be a dispute during a game, a Protest must be filed in order for the League to investigate.
- i) If, after the first game of a two game total goals series, there is an 8 goal or more differential the series will be considered complete. Should there be a goal differential of 6, both teams will be permitted to agree, in writing to the President, 1st V.P., Senior Governor, and Tier



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Governor, to consider the series complete. With the exception of a total goal/total points series, any "best of" series game must be played to a win, including overtime and a shootout if necessary. In the case of a 2 game total points series, the first game is permitted to end in a tie, but the second game must be played to a win using the tie breaker rules as stated in 13 k).

- j) All final series (Gold/Silver, Bronze banner) must be completed in their entirety whether they are a 2 game total goals or best of 3 series, regardless of the score in any of the series games.
- k) **Playoff 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:
- Overtime will consist of a 5 minute stop time period, sudden victory. Teams play with a full complement of players on the ice (5 players plus a goaltender or 6 skaters). All penalties remain in effect. Teams do not change ends.
 - If score remains tied, there will be a shoot-out. Home team decides which team shoots first. Each team alternates shots through 3 players. If still tied, teams will alternate 1 player at a time until a winner is decided.
 - No player may shoot a second time until all players on the team have shot once.
 - Players who still have time remaining on penalties at the end of the overtime period must remain on the penalty bench until the completion of the shoot out and are not allowed to participate in the shoot-out. This includes misconducts. No player that has been ejected from the game due to penalty or stick infractions may participate in the shoot-out.
 - Teams must use a goaltender to defend during the shoot-out.
 - Scorekeepers will note on the score sheet the number of each player who takes part in the shoot-out in order and indicate whether the shot was successful or not.
 - A copy of the overtime format and the shoot-out format must be posted in the officials' dressing room (referees' room), and a copy must be available at the scorekeeper's bench (penalty box). Attaching it to the score book is acceptable.
 - Failure to comply with the overtime and shoot-out rules will result in forfeiture and coaches may be liable for further sanctions or suspension.
- l) **Playoff round robin standings tie-breaker** - when 2, 3, or more teams in any tier or division are tied for the number of wins in the final (official) of a playoff round robin series, the tie-breaker procedure will be the same as for the regular season (see 12 h). Ties are not permitted in playoff games of round robin style playoff formats. Only current round robin playoff stats may be used to determine the winning team.

14. GAME SHEETS and REFEREE GAME INCIDENT REPORTS

- a) In all cases, it is up to the home team manager/coach to be sure that 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 for uploading the game sheet and Game Incident Report **WITHIN 48 HOURS** for a regular season game and **WITHIN 24 HOURS** of a playoff game. When there is a question or obvious suspendable infraction from the game, the game sheet and referee report must still be uploaded and the Discipline Co-ordinators must be contacted immediately (call or text). It is also the responsibility of the offending coach's/player's team to ensure that the online Game Incident Report form is filled out, submitted, and to ensure that they hear back from the Discipline Co-ordinator with the ruling before that coach/player steps behind the bench/plays another game. Failure to upload the game sheets within the required



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timeframe will result in a warning to the team. If 3 warnings are issued, the NAI will have the right to suspend the offending team for all or part of the season, including playoffs.

- c) The Governor, after consulting with the division Senior Governor, will issue up to 3 written warnings for those teams that do not upload their game sheets within the times indicated. Failure to upload the game sheets within the required timeframe will result in a warning to the team. If 3 warnings are issued, the NAI will have the right to suspend the offending team for all or part of the season, including playoffs. The offending team's association could also have their bond forfeited and a resultant suspension, if the non-compliance persists. This applies to all NAI scheduled games.
- d) The NAI has no jurisdiction over non-NAI scheduled games. These include game sheets from exhibition, tournament, and Provincial games. Game sheets from these games must be forwarded to the appropriate Hockey Alberta Zone Discipline Co-ordinator.
- e) After properly uploading, if required, 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. It is also the responsibility of the visiting team to ensure that they receive their copy of the game sheet.
- g) Game Incident 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 original white (top) copy stays with the home team to be uploaded 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/Referees for description*).
- h) The home team is responsible for ensuring that the referee's Game Incident Report is completed and must be uploaded to the NAI website. 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. It is also the responsibility of the visiting team to ensure that they receive their copy of the referee incident report.

15. POSTPONEMENTS/RE-SCHEDULING/4-POINT GAMES

- a) A team requesting to re-schedule a game must begin the communication process with the other team and the tier Governor by filling out their portion of the Notice of Game Change form and forwarding it to both parties. For clarity, a game "cancellation" is a forfeit in the eyes of the NAI. The maximum number of voluntarily re-scheduled or postponed games (i.e. due to tournament or players being away) per season is 3. Any more than this and the Governor will be required to closely evaluate the request to determine the effect to the division, and the other team. The Senior Governor and/or Executive may be involved when these types of game changes exceed 3.
- b) This process is best achieved by initially phoning to give a "heads-up" and to discuss it. This is followed by e-mailing the Notice of Game Change Form among the 3 parties involved (Governor, home team manager, visiting team manager). Whether approved or not, the Governor will close the loop and confirm the communication by e-mailing the form back to both teams. All 3 parties must sign, or provide confirmation in writing on an e-mail, confirming their acceptance of 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 originally scheduled game time and approved by the Governor will result in the immediate forfeit of that game.



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- e) Except for a game postponement situation, a 3-way agreed upon date and time for the re-scheduled game must be indicated on the Notice of Game Change form. The notice for re-scheduling a game should be made well in advance (minimum of 72 hours) to allow associations to adjust or re-book their ice. Teams in default may be subject to pay for ice time and referees if the home team cannot re-allocate their ice and referees.
- f) Approval for game changes will not be given to teams who give short notice for re-scheduling of game(s) to go to a tournament. They must have the approval and a re-scheduled game date and time, well in advance, and prior to the original game being scheduled. The opposing team is not necessarily obligated to accommodate a team that wants to re-schedule to go to a tournament that was not requested as a Blackout date in the original schedule.
- g) Short notice postponements will require re-scheduling ASAP with a deadline to do so, at the discretion of the Governor. Brief postponements may be granted for Provincial playoff obligations, but will also require immediate re-scheduling. Provincial play does not mean that teams neglect NAI obligations.
- h) At any time when a 4-point game is requested or required, and before the game is played, both teams must show their approval by sending an e-mail request to the Tier Governor, who will forward it to the Senior Governor, President, and 1st Vice-President. The Governor must then send the request to the NAI President and the website administrator. Final approval for any 4-point game request can only be granted by the NAI President or his delegate.
- i) The Governor has the final approval or refusal for postponements or re-scheduling. In unco-operative 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.
- j) When any team wants to forfeit a 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 division Senior Governor and the NAI President.
- k) A game that has been forfeited, or team refuses to start play, or team is unable to continue to play will follow Hockey Canada's Forfeiture Policy (5.6). A typical forfeiture will be a score of 1-0 for the non-offending team, and they will be awarded the 2 points for a win.
- l) If any team does not play or forfeits a game in the playoffs, they will be removed and the non-offending team will move on. If this happens in a banner series, the non-offending team will be presented with the winning banner and the remaining banner will trickle down to the next series below winner. So for example, in a Gold/Silver series, the non-offending team will win Gold and the winner of the Bronze series will then receive the Silver banner. The loser of the Bronze series will then receive the Bronze banner. All penalties for forfeits will remain in effect

15A. Inclement Weather Postponements

- a) The NAI does not cancel games due to weather and will never force a team to go to a game in extreme weather situations. Games will be considered for very short notice postponement only due to bad weather and/or unforeseen circumstances. The common definitions for bad weather will be due to heavy snowfall causing dangerous road conditions, freezing rain, etc. Cold weather/wind chill **is not** considered a reason to postpone a game with short notice, and will not be accepted.
- b) It is up to the travelling team to decide if it is unsafe to travel or not and then communicate that per the policy. The expectations are that when poor weather is encountered that affects travel, the two impacted team managers discuss this and then contact their Tier Governor and Senior Governor and have a conversation regarding the travel in the potentially weather impacted areas. It is not acceptable to just tell the home teams that you are not coming. If they are all in agreement (confirmed in writing through e-mail, copying the league President and V.P.'s) then the game goes unplayed and the two teams split the costs of the ice and referees and the game must be re-scheduled within 24 hours.



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- c) 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, and the Tier or Senior Governor must be contacted by phone in order to give approval.

It is important to remember that making a decision to not travel to a game should not be made until a reasonable time before you would have to leave. For example, if you have an 8 PM game and it takes 2 hours to get there, normally you would leave at about 5 to 5:30 PM. Calling and having these discussions about not travelling should happen in the time just before that, ideally about 1 to 2 hours before you would need to leave.

- d) Both parties will split the costs evenly of the ice and referees for the game affected by the weather. The home team will invoice the visiting team for 50% of the game costs associated with the weather interruption. The visiting team member will have 30 days to pay the invoice. Failure to pay the invoice will result in disciplinary action by the league (including suspension from regular season play or removal from the playoffs).

16. FORFEITS

- a) At the discretion of the Governor, Senior Governor, and Discipline Co-ordinator a team may be in forfeit of any game where an ineligible player has played.
- b) Failure of a team to show up for any NAI scheduled game will result in a forfeit and all penalties as laid out in the tables below will apply, as well as removal from playoff eligibility
- c) Teams must complete their regular season schedule in order to be eligible to compete in any playoff series. If a team forfeits a game during the season, they will be deemed to have not completed their regular season and therefore will not be eligible to play in the playoffs (a forfeit counts as a game not played, but only to the team that causes the forfeit).
- d) Failure to have the Notice of Game Change form completed before the originally scheduled game time and approved by the Governor will result in the immediate forfeit of that game.
- e) A game that has been forfeited, or team refuses to start play, or team is unable to continue to play will follow Hockey Canada's Forfeiture Policy (5.6). A typical forfeiture will be a score of 1-0 for the non-offending team, and they will be awarded the 2 points for a win, and they will not be deemed to have missed a game for the purposes of 16c).
- f) Failure to comply with the overtime and shoot-out rules during playoff games will result in forfeiture of the game and coaches will be liable for further sanctions or suspension.

- **ANY TIME A GAME IS FORFEITED DURING THE REGULAR OR PRE-SEASON, THE FOLLOWING PENALTIES WILL BE ASSUMED:**

- 1) Two points (or the win), WILL be awarded to the non-offending team and a score of 5-0 will be entered into the statistics.**
- 2) The offending team's association WILL be fined \$500.00.**
- 3) The offending team WILL be disqualified from competing in the playoffs, unless the 2 teams agree to play at a later date.**
- 4) The offending team's association WILL be subject to pay the costs for ice, referees, and travel expenses.**
- 5) The offending team's association could have its NAI bond forfeited.**
- 6) The offending association could have all of its teams disqualified from the playoffs for failure to pay the fines and/or ice costs by the deadline imposed.**



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- ANY TIME A GAME IS FORFEITED DURING THE PLAYOFFS, 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 \$1000.00 per game forfeited
- 3) Two points (or the win), WILL be awarded to the non-offending team.
- 4) The offending team's association WILL be subject to pay the costs for ice, referees, and travel expenses.
- 5) The offending team's association WILL have its NAI bond forfeited.
- 6) The offending team's association WILL have all of its teams removed from the playoffs

17. SUSPENSIONS

- a) The NAI hockey league will follow the Hockey Alberta Minimum Suspension guidelines and the Accumulation Sanctions for suspensions. If an incident is recorded on a game sheet but no incident report has been filled out, then the NAI Discipline Co-ordinators, in conjunction with the appropriate Hockey Alberta Zone Rep shall determine if a suspension is warranted.
- b) The NAI Discipline Co-ordinator shall inform the following by e-mailing suspension notices to:
 - The team's manager
 - The team's association President and NAI rep
 - The applicable Hockey Alberta Zone Discipline Co-ordinator
 - The NAI 2nd Vice-President
 - The appropriate tier Governor and Senior Governor
- c) The NAI reserves the right to consider all previous suspensions that a player has received in past seasons with the NAI for appeals.
- d) Playoffs and/or playoff tournaments will be considered as a continuation of the regular season.
- e) All suspensions from games at the end of the season or playoffs will carry into the next season.
- f) Suspended parties shall have the right to appeal the decision (*see Appeals*).
- g) The NAI reserves the right to use discretion in determining any NAI suspensions. Any additional suspensions exceeding the Hockey Alberta guidelines will be discussed between any 4 of the following 5 people – the President, Discipline Co-ordinators, Vice-President, Senior Governor, Tier Governor, and the LMHA's designated league representative.
- h) Managers shall ensure that all their timekeepers are aware of the Playing Rule, and keep track of the number of stick infractions incurred by a player in order to advise the referee when possible as per rule 4.2 (e) that states:

“A Game Ejection penalty shall be assessed to any player that incurs a total of three or more stick infraction penalties during the same game. For the purpose of this rule, only high-sticking, cross-checking, slashing, butt-ending, and spearing are considered stick infractions. Players penalized under this rule shall be ordered to the dressing room for the remainder of the game”.



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18. NAI Supplemental Discipline Policy

History

Based on activity in Alberta's hockey leagues, the concern about excessive penalty minutes needs to be addressed. Too many teams, and individuals, are collecting too many penalties. The following rules are implemented beginning with the 2019/2020 season, with the hope that we will be successful in reducing individual penalty minutes, and therefore team accumulations.

Individual Penalty Minute Thresholds:

- Once a player in the U18 division reaches 90 penalty minutes in total, they will receive a 1 game suspension, and for every 25 minutes thereafter the suspension will be doubled, i.e. 115 = 2 game suspension, 140 minutes = 4 game suspension, etc.
- Once a player in the U15 division reaches 80 penalty minutes in total, they will receive a 1 game suspension, and for every 20 minutes thereafter the suspension will be doubled, i.e. 100 = 2 game suspension, 120 minutes = 4 game suspension, etc.
- Once a player in the U13 division reaches 60 penalty minutes in total, they will receive a 1 game suspension, and for every 15 minutes thereafter the suspension will be double, i.e. 75 = 2 game suspension, 90 minutes = 4 game suspension, etc.
- Once a player in the U11 division reaches 45 penalty minutes in total, they will receive a 1 game suspension, and for every 10 minutes thereafter the suspension will be doubled, i.e. 55 = 2 game suspension, 65 minutes = 4 game suspension, etc.
- Penalty minutes will not be accumulated from games while playing as an affiliate player; only penalties with the player's registered team will be included in this total.
- Penalty minutes will accumulate for all NAI games including pre-season, regular season, and playoffs
- All individual player suspensions will carry over to the following season. Suspensions will be served in NAI scheduled games only.
- Regardless of whether or not a player is still a member of any team, his/her penalty minutes will stay with that team, and count against that team's totals, for the duration of the season
- If any player should receive 25 minutes or more in penalties during a single game, they will receive an additional 1 game suspension that will be served in addition to any Hockey Alberta and other NAI Supplemental Discipline suspensions that may be issued.

Additional Penalty Due to a Suspension

For the purpose of affiliation in the U11, U13, U15, and U18 divisions:

- Any player that is suspended under the regulations of this NAI Supplemental Discipline is not permitted to be replaced through affiliation unless the team's roster falls below 10 skaters and 2 goalies. This can only be approved by the NAI President or their delegate.

Team Penalty Minute Thresholds:



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- Once a team in the U18 division reaches 340 minutes in penalties, the coach will be issued a 1 game suspension. Should the team reach 440 penalty minutes, the coach will receive a 3 game suspension. At 540 minutes, the team will be disqualified from the Championship rounds of the playoffs, and sent directly to the Consolation rounds
- Once a team in the U15 division reaches 290 minutes in penalties, the coach will be issued a 1 game suspension. Should the team reach 365 penalty minutes, the coach will receive a 3 game suspension. At 440 minutes, the team will be disqualified from the Championship rounds of the playoffs, and sent directly to the Consolation rounds
- Once a team in the U13 division reaches 210 minutes in penalties, the coach will be issued a 1 game suspension. Should the team reach 270 penalty minutes, the coach will receive a 3 game suspension. At 330 minutes, the team will be disqualified from the Championship rounds of the playoffs, and sent directly to the Consolation rounds
- Once a team in the U11 division reaches 150 minutes in penalties, the coach will be issued a 1 game suspension. Should the team reach 200 penalty minutes, the coach will receive a 3 game suspension. At 250 minutes, the team will be disqualified from the Championship rounds of the playoffs, and sent directly to the Consolation rounds
- The coach that receives the suspension will be the coach that is identified and on the bench as the team's coach during the game when the threshold number is met
- All team accumulations begin with the start of Regular Season play
- All team penalties go to zero for the beginning of the playoffs
- No suspended player or team official is allowed on the bench, in the timekeepers/penalty box, dressing room, or within fifteen metres of the players' benches during a game
- The team (coaches, manager, players) is responsible for knowing the player's penalty minute totals prior to any game. If a player hits the NAI Supplemental Discipline Penalty Minute Threshold at any time before the NAI Discipline Co-ordinator can rule on it and send out the notice of suspension, that player must sit out the next game(s) until their NAI Supplemental Discipline penalty minute suspension has been served. This will count towards serving their suspension. Failure to do so will result in the named head coach on the game sheet having to serve a 1 game suspension.

Any of these suspensions must be served on the team which the coach or player is registered to, and players will not be eligible to play as an affiliate on any other team until their suspension is served in full. Coaches will be permitted to coach other teams that they are listed on the HCR for.

Suspensions for Discriminatory Slurs and Other Abuse (including physical)

In the 2018/19 hockey season, the NAI experienced a drastic increase in the number of complaints pertaining to racial slurs that were expressed towards our aboriginal players. There have also been a couple of incidents involving unwanted physical interactions by coaches towards players.



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Discriminatory slurs – for the NAI, this will consist of any unwanted, uncalled for, and discriminatory comments directed towards any player, coach, or official against their race, ethnicity, religion, gender, or sexual orientation,

Hockey Alberta minimum suspension – under Gross Misconduct – 2 games unless in last 10 minutes, then 3 games. Regardless of the Hockey Alberta suspension, the NAI will add games to make it a minimum of 5 games.

Should the incident not be written up by a referee, the NAI will conduct an investigation of its own and should it be determined that the offending coach or player is guilty, whether through admission or evidence, the league will impose the entire 5 game suspension to be served during NAI league games (tournaments, exhibitions, and Provincials will not be allowed to count).

Any member of any team that receives a 9.2F penalty call will be automatically subject to an indefinite league suspension, regardless of what the Hockey Alberta minimum suspension is.

Physical Abuse - under the Zero Tolerance regulations of Hockey Canada, Hockey Alberta, the NAI, and almost every LMHA, any team staff member or player that engages in any unwanted physical abuse or touching will be subject to a minimum of a 5 game NAI suspension.

Should the incident not be written up by a referee, the NAI will conduct an investigation of its own and should it be determined that the offending player/team staff member is guilty, whether through admission or evidence, the league will impose the entire 5 game suspension, to be served during NAI league games (tournaments, exhibitions, and Provincials will not be allowed to count).

19. OFFICIALS/REFEREES

- a) Hockey Canada/Hockey Alberta approved officiating systems must be used for all NAI games.
- b) The NAI recommends a three (3) man system for U11 Tier 1 and higher divisions. Any Hockey Alberta approved referee system may be used in a NAI sanctioned hockey game.
- 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 U11 and U13 NAI games.
- e) Referees must be certified at least Level 2 before officiating U15 and U18 NAI games.
- f) It is recommended by the NAI, that individuals not officiate a NAI game if they have a member of their immediate family participating in that game as a player, coach, manager, trainer, or off-ice official. The NAI recognizes the shortage of qualified referees and realizes that this may not always be possible, especially in the smaller communities. The Discipline Co-ordinator will monitor any referee complaints that involve referee relations with team members. The NAI reserves the right to not permit referees from refereeing games, where family members are involved, based on any justified bias complaints.
- g) The LMHA is responsible for providing qualified officials for all NAI games.
- h) If an official, or officials, are unavailable for a game, follow the Hockey Canada rules. In this case, both of the 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.
- i) All officials must clearly print their name on all NAI game sheets.
- j) Referees must fill out a Game Incident Report when a significant infraction(s) has occurred in any NAI 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.
- k) Each member association is required to have a Referee-In-Chief (RIC) or similar position. The person named will be the contact for referee matters concerning the association. The name, phone number, and e-mail address are to be supplied as part of the association contact list on the NAI contact and information form.



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- m) Minor penalties (normally 2 minutes) that are assessed when the clock is running time shall be 3 minutes in duration. Major penalties (normally 5 minutes) shall be 7 minutes. If a penalty is assessed during run time, the length of the penalty is as shown above even if the time moves to stop time at any time during the penalty. All run time penalties must be recorded on the game sheets as normal 2 or 5 minute penalties.
- n) Any time a fan, spectator, or other non-carded participant is ejected from a NAI game, it is the responsibility of the referee to complete a write-up on the ejected individual. The home team is responsible for forwarding this write-up to the Governor and the Discipline Co-ordinator just as any other.

20. PLAYER MOVEMENT/OVER-AGE/AFFILIATION

- a) The NAI 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 NAI. Teams found to be in default of this, will immediately be excluded from participation within the NAI.
- b) Hockey Canada Registry (HCR) rosters must be provided to the tier Governor and uploaded to the NAI website prior to any affiliate or overage player being allowed to play.
- c) Import players, as defined by Hockey Alberta, shall be permitted within the association teams, however, only if they do not change the Hockey Alberta categorization of the team importing the player. Should the current season categorization of the team, as determined by Hockey Alberta, change due to imports (i.e. from Atom AA Minor to Atom AA Major), the Executive of the NAI, after reviewing the circumstances, statistics, and the impact of the import players on the team, will have the right to suspend, at any time after December 1st, the offending team from any further league play, and also deny the team the opportunity to participate the NAI playoffs.
- d) Following specific Hockey Alberta procedures, overage players may be approved and/or accepted at the discretion of the NAI President and/or Executive. The NAI Executive may revoke overage status at any time, in consultation with the appropriate Hockey Alberta Minor Leagues Co-ordinator, when it has deemed that the actions of the overage player are not in the best interests of those affected by those actions, including if this player is deemed an impact player. All applications must be sent to Hockey Alberta which in turn will work with the President for approval.
- e) The number of overage players on any given team will be limited to 3, unless express, written consent is given by the President and Vice-President. Any applications for players to play overage Midget (finished minor hockey) will not be considered except in exceptional cases. This will be entirely at the discretion of the President and Vice-President, in consultation with the Hockey Alberta Minor Regulations Chair.
- f) Associations with two or more teams in the same tier cannot use affiliation with each other in any NAI game.
NOTE: as defined by Hockey Canada, the term “skater” is used to identify any player other than a goaltender.
- g) All affiliation must be approved by Hockey Alberta and the most up-to-date HCR showing “Approved” affiliate players must be uploaded to the NAI website. All rules for affiliation will follow Hockey Alberta Regulations. Please refer to the HA Minor Regulations.
- h) It is strongly recommended that associations follow the new NAI Affiliation Table when choosing their affiliates (see Appendix A).
- i) Any affiliated player will not be allowed to play until they are shown as “Approved” on their HCR. This applies to pre-season as well as any other time during the regular season and playoffs.



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- j) An affiliated player that is identified as being an impact player by the Tier Governor or the level Senior Governor will not be allowed to play in league play at the higher level for the remainder of the season. This notification, along with reasons for the decision, will be sent via e-mail to the Team Manager.
- k) Any player that is registered on a “AAA” (Elite) team will not be permitted to participate as an affiliate in NAI league play. Players registered on “AAA” (Elite) teams have been classified as so through an evaluation process and are therefore automatically deemed to be an “impact” player in the NAI. Players that are not listed on a team’s HCR as an Affiliated Player will be considered ineligible under Hockey Alberta regulations. Although “AA” players are not considered part of the Hockey Alberta Elite stream, the NAI strongly discourages the affiliation of these players to a higher level team, especially if they are affiliated to a Tier 3 or lower team. The exception would be at Atom AA, but we still discourage affiliation to Tier 3 or lower.

21. PLAYOFF AFFILIATIONS:

- a. Affiliations for playoff games must have prior approval from the Tier Governor before being used. In order for the Governor to approve an affiliate, the requesting team must fill out the Affiliated Player Playoff Request Form that has been created under the forms tab and e-mail it to the Governor at least 48 hours prior to game time, providing the following information to make the decision:
 - Affiliate player’s name
 - Affiliated player’s league and division
 - Affiliate player’s statistics with their current team
 - The number of games that the player played for the requesting team in the current season
 - Affiliated player’s statistics in games played for their affiliated team.It is recommended that the teams plan the use of their affiliates for the playoffs by making every effort to have the affiliates play for the team during the regular season. Having the affiliates play with the team during the regular season will provide the Governor with information to assist in the approval process. Affiliates may still be deemed to be “impact” players in the playoffs and can be refused the chance to play for a team.
- l) In Tiers 4, 5, and 6 the same affiliated player can only appear the following number of times in any one playoff series (does not apply to goaltenders or the Midget level):
 - Once in a Home and Home series or 3 game round robin series
 - Twice in a five game round robin format
- m) When affiliated goalies are used for the playoffs, they can only play in the event that the team’s registered goalie is injured, ill, away, or ejected from the game and is not able to dress or continue to play.
- n) In Midget and in Tiers 1, 2, and 3 there will be no restrictions on the use of an affiliated player (other than Hockey Alberta Affiliation regulations) so long as they have been approved by HA. Once having played in a playoff series, they may still be deemed to be an impact player and will have their approval for affiliation revoked for the remainder of playoffs. This decision will be made by the Tier Governor in consultation with the Tier Senior Governor, 1st V.P., and the President.

22. 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 sent to the NAI President or Vice-President, in writing, and they will only be accepted from the member association representatives.



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- c) Concerns between LMHA's need to be communicated with each other and all attempts to work out the situation should be made. If LMHA executives deem it necessary, they can forward it to the NAI President. In some instances they may bypass the NAI and go directly to Hockey Alberta.
- d) Although the NAI has no authority over the referees, concerns in this regard will be passed on to the appropriate parties that do. Associations that have issues with referees are encouraged to deal with them through their local RIC and Zone Referee Association.

23. PROTESTS

- a) Protests on any game matter must come only from the member association representative, and will not be accepted if sent from a coach, manager, parent, etc. Protest notification, by phone or e-mail, must be made to the NAI President within 24 hours of the incident.
- b) The written protest and a \$350.00 certified cheque or money order must be mailed to the NAI Treasurer within 48 hours, payable to the Northern Alberta Interlock, or e-transferred to the Treasurer at treasurer@nainterlock.com. This money is non-refundable.
- c) The defending association or team must file their defense to the Tier Governor and the President, in writing, within 48 hours of being notified of the protest by the Governor.
- d) Protests will not be entertained on the outcome of any final playoff game.
- e) An appeal to the NAI President is possible only if the Governor's ruling is not acceptable to the protesting association (see Appeals).

24. APPEALS

- a) Appeals will only be accepted from the member association representative, not from coaches, managers, parents, etc.
- b) An appeal can only be made to the NAI President within 14 days of a decision. In cases during playoffs they must be filed within 2 days.
- c) The appeal must be accompanied by a \$350.00 certified cheque or money order, or it can be e-transferred to the league's Treasurer at treasurer@nainterlock.com, which is non-refundable.
- d) The NAI President will assemble an appeal committee, which will consist of the NAI President, Vice-President, and (3) three impartial NAI Governors.
- 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. The appellant will be given the opportunity to present their case to the appeal committee, via conference call, and will be notified of the committee's decision via e-mail
- g) Any decision upheld by the committee may be appealed to Hockey Alberta.
- h) Appeals due to a write-up from an Official will not be heard, as any discipline handed out resulting from these write-ups are a minimum Hockey Alberta Suspension. If there are concerns with the officials from a game, please use the Referee Compliment/Complaint form on the NAI website

25. HONORARIUMS

- a) The NAI Executive and Governors will not receive honorariums from the NAI. If associations or Governors feel that an honorarium should be granted, the individual Executive or Governor is free to negotiate with their home association.
- b) The NAI Executive may grant an honorarium to a person who spends an extraordinary amount of time and effort to perform a service to the league.
- c) Honorariums will be paid to the League Administrator, Tiering/Scheduler Lead, Scheduler, and the Administrative Assistant.



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26. EXPENSE CLAIMS

- a) Executive and Governors will be reimbursed for only pre-approved expenses. The President or Vice-President and the Treasurer must approve each expense item.
- b) Executive expense claims should be mailed or scanned and e-mailed directly to the NAI Treasurer. Final claims must be submitted before April 30th of the current season.
- c) Postage, stationary, etc. will be paid when receipts are provided.
- d) All expenses must be proven to be NAI related. The NAI Executive reserves the right to determine the validity of any related expenses.

27. APPENDIX A – NAI AFFILIATION TABLE

NAI Affiliation Table

Division and Category	Affiliates From:
U18 Tier 1	U18 Tiers 2 – 6, U15 Tier 1 – 6
U18 Tier 2	U18 Tiers 3 – 6, U15 Tier 1 – 6
U18 Tier 3	U18 Tiers 4 – 6, U15 Tier 2 – 6
U18 Tier 4	U18 Tiers 5 – 6, U15 Tier 3 – 6
U18 Tier 5	U18 Tier 6, U15 Tier 4 – 6
U18 Tier 6	U15 Tier 4 – 6
U15 Tier 1	U15 Tiers 2 – 6, U13 Tier 1 – 6
U15 Tier 2	U15 Tiers 3 – 6, U13 Tier 1 – 6
U15 Tier 3	U15 Tiers 4 – 6, U13 Tier 2 – 6
U15 Tier 4	U15 Tiers 5 – 6, U13 Tier 3 – 6
U15 Tier 5	U15 Tier 6, U13 Tier 4 – 6
U15 Tier 6	U13 Tier 4 – 6
U13 Tier 1	U13 Tier 2 – 6, U11 Tier 1 – 6
U13 Tier 2	U13 Tier 3 – 6, U11 Tier 1 – 6
U13 Tier 3	U13 Tier 4 – 6, U11 Tier 2 – 6
U13 Tier 4	U13 Tier 5 – 6, U11 Tier 3 – 6
U13 Tier 5	U13 Tier 6, U11 Tier 4 – 6
U13 Tier 6	U11 Tier 4 – 6
U11 Tier 1	U11 Tier 2 – 6
U11 Tier 2	U11 Tier 3 – 6
U11 Tier 3	U11 Tier 4 – 6, U9
U11 Tier 4	U11 Tier 5 – 6, U9
U11 Tier 5	U11 Tier 6, U9
U11 Tier 6	U9



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