

RMFHL Operating Regulations and Guidelines

The Rocky Mountain Female Hockey League



Operating Regulations and Guidelines

Approved May 30, 2023



RMFHL Operating Regulations and Guidelines

ROCKY MOUNTAIN FEMALE HOCKEY LEAGUE (RMFHL) OPERATING REGULATIONS AND GUIDELINES

1.0	REGISTRATION COMMITMENTS	3
2.0	CLASSIFICATION OF TEAMS	8
3.0	REALIGNMENT	11
4.0	OFFICIALS	12
5.0	LEAGUE GAMES	13
6.0	LEAGUE PLAY OFF GAMES	17
7.0	GAME SHEETS	23
8.0	LEAGUE PARTICIPANT CODE OF CONDUCT	25
9.0	LEAGUE RULES AND PROCEDURES	26
10.0	PROTESTS	36
11.0	SUSPENSIONS	37
12.0	APPEALS	39
13.0	LEAGUE COMPLAINTS PROCESS	40
14.0	FREEDOM OF INFORMATION/PERSONAL INFORMATION PRIVACY PROTECTION ACT	42



RMFHL Operating Regulations and Guidelines

1.0 REGISTRATION COMMITMENTS

- 1.1. As a guarantee of their Commitment, each Member Minor Hockey Association must post with the Treasurer of the RMFHL prior to the first (1st) of November, a Performance Bond of Two Hundred and Fifty Dollars (\$250.00) per team registered in the RMFHL up to a MAXIMUM of One Thousand Dollars (\$1000.00) per Member Minor Hockey Association.
- 1.2. This bond shall be liable for any breach of the Bylaws, Policies or Regulations of the RMFHL or for failure to fulfill commitments. The bond or portion thereof, remaining on these Association records shall be refundable upon withdrawal from the RMFHL. Requests for reimbursement of the bond amounts must be made in writing to the RMFHL Treasurer and approved by the RMFHL President. This request must be submitted before the end of the current season or before the end of the one (1) year leave of absence. Failing to do so will result in forfeit of the remaining bond amount. Assessment charges against the Bond, unless for offenses otherwise stated in the RMFHL By-Laws, Policies or Regulations shall be assessed by a quorum vote of the League Directors.
- 1.3. Any Assessment against a Bond shall be repaid in full by the team or their Member Minor Hockey Association within thirty days of the assessment being issued. Failure to repay the Bond will result in the suspension and expulsion of the Member Minor Hockey Association from the RMFHL. Any expelled Minor Hockey Association would be allowed to apply for membership starting the following season as per RMFHL By-Laws, Policies and Regulations.
- 1.4. All member associations shall pay to the Treasurer an entry fee of \$150.00 per association per league operating season (yearly). Payment is due as announced by the Treasurer at the regular RMFHL Directors Meeting. In any case it will be no later than 30 days from invoice date to cover general league expenses, unless otherwise decided by a quorum vote at the AGM.
- 1.5. All member associations shall pay to the Treasurer an entry fee of \$150.00 per team per league operating season (yearly). Payment is due as announced by the Treasurer at the regular RMFHL Directors Meeting. In any case it will be no later than 30 days from invoice date to cover team specific league expenses, unless otherwise decided by a quorum vote at the AGM.

PLAYER AFFILIATION

- 1.6. The RMFHL allows teams to carry a maximum roster of 19 players (17 skaters and two (2) goaltenders).
- 1.7. The RMFHL, through consultation with Hockey Alberta, may grant permission to register at one time, an oversized team, a maximum of twenty-three (23) players to their roster.

RMFHL Operating Regulations and Guidelines

- a. Applications must be made via the Hockey Alberta Oversized Team Request Form.
 - b. All players must be properly registered in the Hockey Canada Registry (HCR) system prior to their first League Game (includes Tiering Games) or November 15th, whichever occurs first.
- 1.8. The purpose of affiliation is to provide an opportunity for higher Division or Category/Tier Teams to replace when regular registered players are sick, injured or otherwise unavailable.
- 1.9. A Hockey Team may affiliate up to nineteen (19) Players from a lower Division, Category or Tier within their MHA as hereby defined.
- 1.10. **PROCEDURE**
- a. Affiliation must be declared and filed with the RMFHL, prior to the affiliated players being allowed to participate in any League game with the Hockey Team to which they are affiliated.
 - b. The RMFHL and Hockey Alberta reserve the right to revoke the approval of an affiliate player at any time should that player be deemed to strengthen the team in which he or she is affiliated.
 - c. Providing Affiliation has been declared, filed and approved with the RMFHL and Hockey Alberta, Affiliates are eligible to participate in all Exhibition, Tournament, League, Playoff and Provincial Championship games.
 - d. Affiliated players will NOT be permitted to replace suspended Players.

Exception: In the event a team's roster falls below twelve (12) registered skaters (excluding goaltenders) due to suspensions, teams are permitted to use affiliation to return their roster size to a maximum of twelve (12) skaters (excluding goaltenders)

- 1.11. Affiliated teams and players must be approved by Hockey Alberta, and or Hockey B.C. and then subsequently approved by the RMFHL by December 31 of each season.
- 1.12. Any affiliated players, playing outside of the RMFHL, must play at the minimum of three (3) RMFHL sanctioned games within the same season to be able to participate within the same season play-offs.
- 1.13. During all RMFHL games, all affiliated players must be marked with an "AP" beside their name on the scoresheet.

RMFHL Operating Regulations and Guidelines

TEAM CONTACT INFORMATION

- 1.14. All member Local Minor Hockey Associations (LMHA's) contact information must be submitted to the League Administrator or added to the RMFHL website as per the Table of Deadlines for current year. Failure to meet this date will result in a One Hundred Dollar (\$100.00) fine per week as specified in the Table of Deadlines of the current year. If the information is still not submitted by the final deadline in the Table of Deadlines, then the LMHA may be suspended for the current RMFHL Season. Contact information includes the name, email address and phone number for each team's Manager, Head Coach and at least one (1) Assistant Coach.
- 1.15. All member LMHA team declarations must be submitted to the League Administrator as per the Table of Deadlines for current year. Failure to meet this date will result in a One Hundred Dollar (\$100.00) fine per team entered late. **THERE WILL BE NO TEAM DECLARATIONS ACCEPTED AFTER** date specified in the Table of Deadlines of current year, without approval of the president.

ICE REQUIREMENTS

- 1.16. All member LMHAs must provide the following ice times per season:
 - a. four (4) home ice times for tiering round per team; and
 - b. 11 home ice times for regular season per team;
 - c. The above ice time must be on the provided League form.
- 1.17. The ice submitted must meet the following criteria:
 - a. Each team's ice submission cannot be one (1) designated ice slot;
 - b. Submissions must be alternating days. (For example, not every Saturday at 9 AM).
 - c. Associations must not enter ice times on dates that their associations are hosting tournaments as this is not usable ice for scheduling purposes;
 - d. Associations that have more than 10 team declarations in the League must submit ice in a bulk format, where ice is provided in designated time slots on a provided League form, (i.e. 90 minutes, 120 minute or 135 minutes) however, they still must have at least one (1) ice time per team declaration and have four (4) ice slots for tiering round, and eleven (11) for regular season.
 - e. RMFHL bulk ice cannot be designated to a certain age category, but the RMFHL will make every effort to utilize appropriate hour ice slot for specific age category.

RMFHL Operating Regulations and Guidelines

- 1.18. The deadline for tiering round ice submission and regular season is as per the Table of Deadlines for current year. Failure to meet these deadlines, or errors in ice submission (i.e. double booking, associations pulling back ice times without league approval, non-valid dates and times) will result in a Two Hundred Dollar (\$200.00) fine and later than three (3) days may result in all or some of the teams of the Local Minor Hockey Association being suspended for the current season. Changes to the ice submissions to correct errors will be treated as incomplete ice submissions and therefore will subject to the Two Hundred Dollar (\$200.00) fine described above. Associations that would like to make amendments to ice slots after submission will incur a charge of fifty (\$50.00) Dollars per amendment. Failure of any LMHA to provide ice to RMFHL as required by the Table of Deadlines each season will result in some or all home games, of any of the team's part of that LMHA, not being scheduled for that part of the season.
- 1.19. All member LMHA's must provide the following information for each of their teams, on a League provided form, for each team declared:
 - a. Team contacts and player information on the website;
 - b. Players and Team Management information by the League declared season start date;
 - c. Players and Team Management assigned to teams by the League declared season start date;
 - d. Affiliate Players assigned to teams by December 15th of each season (An extension may be requested to the President for permission to declare affiliate players, if granted the minor hockey association may be responsible for any costs associated with the manual data entry);
 - e. All players home and away jersey numbers by the League declared season start date;
 - f. All players Hockey Canada Registry Numbers by the League declared season start date.
- 1.20. All associations must submit Hockey Canada Team Rosters to the League Administrator, or their designate, by the season start date. Failure to do so could result in team suspension from League. Any changes to roster throughout season must be submitted to League Vice President or President prior to updating the website. At all times rosters in the RMFHL system should match the Hockey Canada Roster. Failure to notify the RMFHL League Vice President or President of roster changes immediately, and before player/coaching staff appears in a game, will result in a fifty dollar (\$50.00) per roster change. Failure to meet these dates as specified in the Table of Deadlines of the current year, will result in a Two Hundred Dollar (\$200.00) fine and any association later than a week may result in the LMHA being suspended for the current season.

RMFHL Operating Regulations and Guidelines

Any member LMHA may declare, in writing to the RMFHL, prior to the start of the tiering round, that they require help submitting data.

OVERAGE PLAYERS

- 1.21. Approval from the RMFHL and Hockey Alberta must be obtained for any Overage player playing outside the RMFHL before the player is approved to play in the RMFHL. Overage players will be assessed throughout the season to determine if the player is a game changer.
- 1.22. The League will follow the Hockey Alberta guidelines concerning Overage players. All players must meet these guidelines and must have approval granted by Hockey Alberta.

Note: The RMFHL will restrict Junior to Midget Overage Approvals to Goalies only but may consider medical or other exceptional circumstances for other applications. This will be decided by the RMFHL League Executive. Any approved overage applications must also complete any additional documentation or agreement forms that are in use by the RMFHL at that time. Failure to complete any agreement forms that are requested will result in the Overage Application to be denied.

- 1.23. Individual applications must be made in writing with the proper Hockey Alberta Overage Application form to the League Executive and must be approved by the League President or any committee he may have set up to deal with the applications. Any application denied by the President or committee may be taken to a vote of the membership at the next regular meeting by requesting so in writing as long as such meeting is before the application deadline. All applications must meet the deadline of December 1st of the current hockey season. Should the RMFHL Directors meeting for December be postponed, there will be a conference call or separate meeting to review any denied Overage Applications with a committee of at least 7 RMFHL Members.
- 1.24. The RMFHL Executive can revoke the overage status, at any time, if the player fails to continue to meet Hockey Alberta overage guidelines.
- 1.25. The RMFHL Executive reserves the right to revoke the overage status of any player, if the player is in the top scoring or penalty minutes or is incurring major penalties. This would be handled on a complaint basis and would be decided on by the RMFHL President. The deadline for complaints to move the player back to their age assigned divisions would be Dec.31 and any player movements would have to be done by Jan 7. Should the RMFHL President prefer to not to move the overage player back to their age assigned division, they may:
 - a. Temporarily-suspend them from playing in any RMFHL games until a complete review is completed on their overage status at any time during the season;

RMFHL Operating Regulations and Guidelines

- b. Allow them to play the Regular Season, but not play in the League Play-offs;
- c. Allow them the option to return voluntarily to their age assigned division, if before January 7th of the current season. In the event an Association does not comply with the League Executive's direction to revoke an overage player's status, that Association forfeits the privilege to overage player status being granted for two (2) years.

2.0 CLASSIFICATION OF TEAMS

- 2.1. In all age Divisions within the League, after competitive balance and like team management, geography has the next highest priority. The RMFHL Executive reserves the right to increase the number of tiers or splits to more geographic separations that will allow for competitive balance and then geographic benefit for the teams.
- 2.2. For the purpose of proper team declaration and tiering of teams in the League:
 - a. Member LMHA's must submit, prior to the first RMFHL meeting in September, an initial team summary with the approximate number of teams they will have in each age category.
 - b. A maximum of two (2) tiers shall be established for each age category of hockey in the RMFHL. This shall be comprised of Tier designations of letters A and B as needed. Additional letters, c colors (blue, yellow or green) or geographic labels (north or south) may be used to separate or to split tiers as approved by the RMFHL Executive.
 - c. The RMFHL Executive retains the authority and discretion to request any member LMHA to declare more than one (1) team in a tier in any single age Division.
- 2.3. Each Member LMHA must declare their team placements in the League at the September Meeting. These Team Declarations will be completed using a format such as the following:
 - a. U11 A AND B;
 - b. U13 A AND B;
 - c. U15 A AND B;
 - d. U18 A AND B;
 - e. If there are two (2) teams declared in one (1) Tier, then those teams must be split evenly according to ability of the players.

RMFHL Operating Regulations and Guidelines

- 2.4. Unless otherwise requested by the RMFHL, or the Member LMHA, the teams in each Member Minor Hockey Association must be arranged according to the ability of the players as identified by Hockey Canada, Hockey Alberta and the following list: i.e., Tier A are the best players, and Tier B are the next best players.
- a. If more teams than what can be managed are presented in the Declaration Meeting, the teams may be separated and will be assigned at the discretion of the League Executive with the approval of the President:
 - i. to a separate tier letter or color to identify a higher level of play than the other team groups if they are a higher skilled group; or
 - ii. to a separate tier letter lower than the two (2) other team groups if they are a lesser skilled group; or
 - iii. the same tier letter and a corresponding color: example U11A Blue.

Teams may request to move to a higher division at the RMFHL tiering meeting in October.

2.5. Post Tiering Round considerations:

- a. Any teams found to be too strong for any of the Tier A groupings, or too weak for the Tier B groups in an age division, they may be separated with other like teams and labeled a colour, example U11 A Blue;
- b. If more teams than what can be managed are presented in the Tiering Meeting, the teams will be separated and may be assigned at the discretion of the League Executive with the approval of the President:
 - i. to a separate tier letter or color to identify a higher level of play than the other team groups if they are a higher skilled group; or
 - ii. to a separate tier letter lower than the two (2) other team groups if they are a lesser skilled group; or
 - iii. the same tier letter and a corresponding color: example U11A Blue.
- c. In the lower tiers of U11 and U13, the League President will consider any requests for and discuss with the RMFHL Executive the possibility of tiers that are purely based on geography. Competitive balance and like team placements may be disregarded to allow for reasonably close proximity travel regardless of the game score outcomes.
- d. After completion of the Tiering Round for the Regular Season, a number of divisions (tiers) may be established for each Age Category of hockey to accommodate the number of teams declared in a tier for each age division.

RMFHL Operating Regulations and Guidelines

- e. If there are too many teams in a division then that division will split into two (2) or more sub-divisions. The Executive must approve these sub-divisions.
- f. If at any time, in any tier, competition becomes unfair or un-balanced the RMFHL Executive reserves the right to act to correct it. When this is identified the RMFHL Executive will:
 - i. confirm with the member's LMHA that all players and the team was created following acceptable assignment of players to teams based on skill and performance ability;
 - ii. confirm that League declaration and tiering processes, if applicable, have been followed;
 - iii. confirm the current play of the team is beyond or below its current competition;
 - iv. confirm the team volunteers and its players are not directly or indirectly attempting to otherwise influence proper tiering processes by any means. If at any time either of the following is identified:
 - 1. a situation of un-balanced or unfair competition becomes apparent;
 - 2. that team volunteers or its players have taken actions that are a travesty to sportsmanship of League Play; Then the RMFHL Executive may:
 - a) Move the team to a new higher or lower tier if available at that time;
 - b) Create a separate tier of more matched competition levels;
 - c) Advise the team in question that there is not a place for them to play in the RMFHL for their level and they will no longer play RMFHL assigned games against other RMFHL Members;
 - d) Suspend the team from RMFHL play until a decision can be made on what the course of action will be for the team;
 - e) Issue an Executive order detailing any other actions that the team or association will comply with in the time frame identified. NOTE: Complaints about improper team placement under this unbalanced competition policy will

RMFHL Operating Regulations and Guidelines

not be accepted after the second full weekend of play in January of the Regular Season.

3.0 REALIGNMENT

- 3.1. Realignment will take place after the tiering round as voted on by the RMFHL membership directed by the League Executive of the RMFHL.
 - a. Team movement can also happen after Dec 15th of the current season if teams are above or below their current level of competition. The application process must be submitted to the League Executive and reasons for team movement included. Any movement will then be assessed by the League Executive and teams may, or may not, be asked to move to allow for more competitive games.
- 3.2. If a team refuses to play any games assigned in the tiering round, then that association may be fined \$600.00 and the team will be responsible for the opponent's half of ice expenses and the cost of the officials for that game. The team may be suspended from the RMFHL, unless the League Executive approves that the scheduled tiering game does not have to be played.
- 3.3. NO TEAMS will be allowed to miss tiering games to play in tournaments. If a team decides not to participate in a tiering round game this will be considered a forfeit and all forfeit fees will be charged as stated in Operating Guideline Section 3.2 above.
- 3.4. Team Points and Player Scoring Statistics from all games played in the Tiering Round will not count in the Regular Season Standings. All Teams will start over again at the start of the regular season and all teams will play the same number of games.
- 3.5. All participants penalty minutes from the tiering round will be carried forward to the regular season along with any suspensions accumulated in the tiering round must be served before the participant can return to play and will be tracked for the entire season. See Operating Guideline Section 9.18 for further details.
- 3.6. There will be a balanced schedule for the season (as best as possibly can be given) with each team in a division playing an equal number of games against each other. If this rule allows for a game schedule of less than 18 games, the schedule will be modified to an unbalanced schedule for this specific Regular Season Tier. This will be done by adding games played against the next closest proximity team(s). This will need to be coordinated with available ice until each team in the tier is scheduled for 18 games. It may be necessary for TBA (to be announced) games to be scheduled if reasonable options are not present at the time of schedule creation. Under those circumstances the home team will be

RMFHL Operating Regulations and Guidelines

selected, and they are responsible for securing and providing ice for this TBA game(s).

- 3.7. Failure to follow this regulation will result in the offending team paying a penalty to cover the cost of ice and officials for the game and then an additional fine amount to a maximum total of \$600.00 for each instance.

4.0 OFFICIALS

- 4.1. A two (2) or three (3) person system of game officials will be used for all age categories and all referees should be at least one (1) age category above the age category they are officiating (see 4.7)
- 4.2. The referees for U11 category must hold a Level 1 or higher card (see 4.7).
- 4.3. The referees for the U13, U15 and U18 categories and above must hold a Level 2 or higher card (see 4.7).
- 4.4. Where possible, officials should not be a referee in any RMFHL game if they have a member of their immediate family participating in the game or carded or team sheeted to the team (immediate family includes parent, son, daughter, brother, sister, etc.) (see 4.7). In the event that any official is a related family member of the home team, the home team is required to advise the opposing team of this, prior to the game. Both teams are required to sign the front of the RMFHL Game Sheet to acknowledge notice was provided.
- 4.5. The local association is responsible for all officials for all RMFHL games except as stated in 4.6.
- 4.6. The President may assign all or some of the officials for any games (tiering, regular season or play-off). If the President decides that it is necessary to do this, he/she shall notify the appropriate Referee Zone Chairman and work with that person to handle the situation delicately as to not have officials quitting. The Referees Association will handle all the necessary communication with the official in question.
- 4.7. In the event that a referee is not available to officiate a game, teams must follow Hockey Canada rules. Both coaches must agree on the referee to be used and sign the front of the game sheet before the game starts, or the game shall not be played, and the home team shall submit a report to the President for evaluation. Penalties may be assessed against the offending Member Association at the discretion of the Executive.

RMFHL Operating Regulations and Guidelines

- 4.8. Complaints against officials must be made in writing and sent to the RMFHL Vice-President, as well as the officiating's home zone association. All complaints must come from the Association's Director.
 - a. Any complaint against an official will be forwarded to the chairman of the appropriate Referee Association for action.
- 4.9. The RMFHL reserves the right to bar any referee from officiating RMFHL games by Executive decision.
- 4.10. Volunteers acting in the capacity of a timekeeper, score keeper or penalty box operator are considered off-ice officials. The off-ice officials in any RMFHL game are an integral member of the officiating team and must act accordingly, remaining neutral just as the officials on the ice. The off-ice officials are not to engage in conversation with any player in the box or on the ice. (Exceptions include telling a player how much time they have left in a penalty or asking what their number is). Remaining neutral includes not wearing a team jersey for one of the teams participating. The RMFHL will review any cases of unacceptable behavior by any off-ice officials. That review may result in suspension, removal of any off-ice official from further participation, assessment of a suspension for code of conduct reasons or suspend the person(s) from RMFHL games indefinitely pending a review.

5.0 LEAGUE GAMES

- 5.1. Each Minor Hockey Association shall provide at least one and a half (1.5 hours) for U11 games, two (2) hours ice time for U15 and U13 games and two and one quarter (2.25) hours ice time for U18 games.
- 5.2. There shall be a flood after every period at the U18 age group. There shall be at least 1 flood between either the first and second period or the second and third period at the U15 and U13 level. The ice shall be flooded before the start of the game at the U11 level. Specifically, for U11 Levels: For all Member Associations flooding of the ice will not be allowed between periods unless there is an adequate amount of time allocated for U11 games. If there is a flood once during the game, the game slot must be a minimum of 1.75 hours long. For all Member Associations who declare to be a Drop Clock Community; if there is a flood once during the game in an U11 Division, the game slot must allow adequate time to complete the game without dropping the clock. Any decision prior to or during the game to change the above regulation may only be made with the agreement of coaches from both teams. Agreement shall be indicated by both coaches signing the game sheet and noting the agreement.
- 5.3. At the start of ALL RMFHL League and Play-off games, the clock will be set to a five (5) minute warm-up period. The clock shall be started immediately at the

RMFHL Operating Regulations and Guidelines

commencement of the scheduled time slot, or when the ice is available for both teams to commence skating, whichever is the latter. At the end of the five (5) minute warm-up period, the clock shall be reset to twenty (20:00) minutes and the game started. The home team must provide warm up pucks for the visiting team, at least one (1) per player.

- 5.4. During tiering or regular season League play, if, after three (3) periods of play, the score is tied, NO OVERTIME shall be played.
- 5.5. Pregame Events
 - a. Various pregame events may occur prior to the start of the game and are considered a routine event or a special event, as determined by the League:
 - i. Routine events include the playing of the national anthem or a flood between warmups and the start of the game;
 - ii. Special events include a ceremonial puck drop, memorial event, banner raising, or any other similar event.
 - b. Routine events shall be communicated by the home team head coach to the opposing team's head coach prior to the visiting team's arrival to the arena.
 - c. Special events shall be communicated by the home team manager to the opposing team manager prior to game day.
- 5.6. League play will start on or before the last weekend in October.
- 5.7. Midweek games for all categories are discouraged with the exception for reasonably close proximity or when two (2) teams agree in writing to play the game. This request is to be made to the VP of Operations.
- 5.8. Regular League schedule shall end on or around February 15th (otherwise known as Family Day Weekend) as identified in the list of Important Dates on the RMFHL Website. The first weekend of play-offs shall start the following weekend. If both teams scheduled to play each other agree to start earlier, they may do so.
- 5.9. Midweek and Sunday games shall commence no later than 5:00 PM for U11 and U13, no later than 7:30 PM for U15 and U18 without the agreement of both coaches. The game start time must consider the travel time of the visiting team. No game shall be scheduled that when completed at the scheduled time would force a visiting team to arrive at their home rink, under normal winter driving conditions, no later than 9:00 PM for U11 and U13 and no later than 10:00 PM for U15 and U18 without an email from both Managers to the Vice President agreeing to the change.
- 5.10. Friday Night games shall start no later than 8:00 PM without an email from both Managers confirming to the Vice President of Operations agreeing to the start

RMFHL Operating Regulations and Guidelines

time. Weekend games shall not commence before 8:00AM where travel of more than 100km from rink to rink is required. Games shall not commence before 9:00AM, without an email from both Managers to the Vice President of Operations agreeing to the change. Each additional 100 km will add another hour to the game start time. Changes to the game start time can be accomplished by an email/fax between each Manager and the Vice President of Operations agreeing to the change.

- 5.11. Stop time is to be used in all periods of all games. In Associations that are under a Drop Clock policy, when there is five (5) minutes remaining in the ice permit and after the first stoppage of play thereafter, the time clock will be set to two (2) minutes and the remainder of the game will be played stop time. All member Associations must declare at the AGM whether they will follow this regulation or provide additional ice time to complete the game.
- 5.12. Due consideration for travel and schooling must be made when scheduling all games, including League play-offs and any rescheduled games. The Vice Presidents of Operations shall arbitrate disputes over appropriateness of available ice times .

Affiliation

- 5.13. For the purpose of affiliation in the U11, U13, U15 and U18 divisions this will be followed for all League games as identified below:
 - a. Affiliated players within a team's Division of play may only be used to bring the total number of players not including goalies to a maximum of seventeen (17) less the number of suspended players.

These players must be approved prior to participating by the Vice President or the President when using affiliates from a lower division.

- b. Affiliated Players will NOT be permitted to replace suspended Players.

Exception: In the event a team's roster falls below **twelve (12)** registered skaters (excluding goaltenders) due to suspensions, that team will be permitted the ability to use affiliation to return their roster size to a maximum of **twelve (12)** skaters plus goaltender(s).

Exception: In the event a team has only one (1) registered goaltender, they will be permitted to use affiliation to have for any League or Playoff game to bring their roster up to a maximum of two (2) goaltenders.

- 5.14. Additionally, for the purpose of affiliation in the U11, U13, U15 and U18 Divisions:
 - a. At any time, the number of players on a team's game roster is reduced below 12 players and 2 goalies due to suspensions, the RMFHL Division Vice

RMFHL Operating Regulations and Guidelines

President or President will approve for the team to affiliate to a maximum of 12 players and two (2) goalies.

- b. It is expected that teams do not use affiliation to increase roster size to strengthen their team roster. During the RMFHL Tiering Round and Regular Season, teams will be allowed to affiliate for player development reasons to maximum of 17 skaters and 2 goalies.
 - c. No team shall increase their team roster size by way of affiliation during play-offs. If a team fails to comply with this regulation the game may be declared invalid and rescheduled, the offending team official may be suspended for a minimum one (1) game and fined Two Hundred and Fifty (\$250.00) Dollars. In addition to this the offending Member Association may be subject to possible penalties at the discretion of the Executive.
- 5.15. For any RMFHL game postponement, game schedule change or to schedule an assigned TBA or play-off game, the team managers for the two (2) affected teams must complete the approved RMFHL Game Change Form. When requesting a postponement of any RMFHL Game, the Team's Manager will complete the RMFHL game change form and forward it with the reasons for the request to the assigned Vice President of Operations and the opposing Team's Manager. RMFHL Regulations 9.13 must be followed for all League game postponements. When making changes to a scheduled game, to schedule a RMFHL assigned TBA or an assigned Play-off Game, the Home Team Manager will offer the opposing team a potential game choice to agree to. It is expected that if the opposing team does not have a scheduled League game that day and times of the games are within the RMFHL regulations that the game choice will be selected. The only exception would be if the team has already submitted a tournament request for during the regular season. If a Team refuses to agree to the choice provided, the RMFHL Vice President will review the game change submission and either request an additional game slot be offered or assign the game to the original one (1) of the available game slots. If for the second game choice the team does not have a scheduled League game that day and times of the games are within the RMFHL regulations that the game choice will be selected. If not the RMFHL Vice President shall assign one (1) of the game choices for the game to be played that meet all RMFHL Regulations.
- 5.16. All suspensions given to players in RMFHL games will follow Hockey Alberta guidelines and not any other provinces.
- 5.17. Failure to comply with Operating Regulations section 5.1, 5.2 or 5.10 may result in the game being declared a forfeit for the home team if the game result is impacted by the error. If the game outcome is deemed to not be impacted, the offending association may be fined up to One Hundred Dollars (\$100.00). Failure to comply with Operating Guidelines section 5.3 may result in a fine to a maximum of One Hundred Dollars (\$100.00) to the offending team. Games will not be replayed due to violation.

RMFHL Operating Regulations and Guidelines

6.0 LEAGUE PLAY OFF GAMES

6.1. PLAY OFF ELIGIBILITY

- a. All teams participate in play-offs within the RMFHL.
- b. The Executive has the ability to review the tiers and allow for team movement within the play-off structure, with the approval of the teams in the affected division.
- c. If a division has ten (10) teams, the Executive has the right to limit to top eight (8) in one (1) pool and the bottom two (2) seeds play-off in a consolation round to allow for more competitive finish to the season.
- d. If there is enough of a divide to separate the divisions to allow for more fair and competitive games in the play-offs the Executive shall email the teams in those divisions to gather information and decide based on those email responses.
- e. The Executive shall review all divisions and if there is a need for geography to be used and reduce the travel without having bearing on the opponents in the play-offs the Executive shall have that right.
- f. If travel is an issue of more than 200 km one (1) way, then the Executive has the ability to input a travel restriction and the higher seed shall host both games. The lower seeded team will be declared the home team for the first game and the higher seeded team will be declared the home team for the second game.
- g. If both teams agree and travel is not an issue, then there shall be a home and home format involved for the play-offs.

6.2. TIE BREAKING PROCEDURE FOR FINAL STANDING RANKING

- a. When two (2) or more teams have an equal number of points after the Final Regular Season League standings, the teams will be ranked according to the following rules:
 - i. The team with the best record in games played between the tied teams during Regular Season League Games shall be ranked the highest provided all tied teams have played an equal number of games against each other;

RMFHL Operating Regulations and Guidelines

- ii. If the teams are still tied after application of Rule 6.2.a.i, then the team with the best record of goals for minus goals against, in Regular Season League Games played between the tied teams shall be ranked the highest provided all tied teams have played an equal number of games against each other;
- iii. If the teams are still tied after application of Rule 6.2.a.ii, then the team with the most wins in Regular Season League Games shall be ranked the highest;
- iv. If the teams are still tied after the application of Rule 6.2.a.iii, then the team with the best record of goals for minus goals against in Regular Season League Games shall be ranked the highest;
- v. If the teams are still tied after the application of Rule 6.2.a.iv, then the team with the least number of penalty minutes shall be ranked the highest;
- vi. If the teams are still tied after the application of Rule 6.2.a.v, then a coin toss shall be used to rank the teams. If more than two (2) teams are tied, lots will be drawn to determine order of elimination. If this rule is used to break a tie, it shall be undertaken in the presence of the RMFHL President (or their designate) and a representative from each tied team.

6.3. DIVISION PLAY-OFF FORMAT

- a. The first two (2) rounds of the Play-offs in the RMFHL shall be a two (2) game TOTAL POINTS format.
 - i. A win is worth two (2) points;
 - ii. A tie is worth one (1) point and;
 - iii. A loss is worth zero (0) points.
 - iv. In any Game, if, at the conclusion of regulation time, one team has more goals than the other, they will be declared the winner of that game and awarded two (2) points;
 - v. In any game, if, at the conclusion of regulation time, the score is tied, the game is over, and each team is awarded one point. No overtime will be played;
 - vi. If, at the conclusion of the second game, both teams are tied with the same number of points, (example, each team won one game, or the teams tied both game) the series will immediately move to

RMFHL Operating Regulations and Guidelines

Overtime to declare a winner. (See sections 6.4 for Overtime. In the event that there is a minor penalty being served at the end of this game 2, the minor penalty shall be ended, and will not be carried over into overtime. The player serving the penalty shall be eligible to participate in the overtime period under standard rules. This rule only applies to minor penalties and will not apply to majors or game ejections.

- vii. The only exception to this rule will be if the first game ends with a difference of ten (10) or more goals for one team. If this is the case, the winning team will be declared the series winner and no second game will be played under the mercy rule.
- b. The final play-off or Championship Round shall be a best two (2) out of three (3) format.
- i. All games in the Final or Championship Round will have a winner, there will be no ties. (See below for Overtime Format).
 - ii. The lower ranking seed will host game one (1) and the higher-ranking seed will host game two (2) and, if necessary, game three (3).
- c. THE FOLLOWING IS THE 8 TEAM PLAY-OFF FORMAT
- i. First Round
 - 1. Series 1 First place team vs Eighth place team;
 - 2. Series 2 Second place team vs Seventh place team;
 - 3. Series 3 Third place Team vs Sixth place team;
 - 4. Series 4 Fourth place team vs Fifth place team.
 - ii. Second Round
 - 1. Series 5 Winner of Series 1 vs Winner of Series 4;
 - 2. Series 6 Winner of Series 2 vs Winner of Series 3.
 - iii. Final Round
 - 1. Series 7 Winner of Series 5 vs Winner of series 6

RMFHL Operating Regulations and Guidelines

d. THE FOLLOWING IS THE 6 TEAM PLAY-OFF FORMAT

- i. First Round
 - 1. Series 1 Third place team vs Sixth place team ;
 - 2. Series 2 Fourth place team vs Fifth place team;
 - 3. First and Second place teams get a First-round bye.
- ii. Second Round
 - 1. Series 3 First place Team vs Winner of Series 2
 - 2. Series 4 Second place team vs Winner of Series 1
- iii. Final Round
 - 1. Series 5 Winner of Series 3 vs Winner of Series 4

e. THE FOLLOWING IS THE 4 TEAM PLAY-OFF FORMAT

- i. First Round
 - 1. Series 1 First place team vs Fourth place team
 - 2. Series 2 Second place team vs Third place team
- ii. Final Round
 - 3. Series 3 Winner of Series 1 vs Winner of Series 2

f. The lower ranking seed will host game one (1) and the higher-ranking seed will host game two (2). LMHA directors and/or coaches are not allowed to make changes to this format.

g. PLAY-OFF DEADLINES

- i. 1st round to have first series played by the end of the first weekend of play-offs.
- ii. 2nd round to have second series to be completed by the end of the second weekend of play-offs.
- iii. Final round to be completed by the end of the fourth weekend of play-offs. All games must be completed 10-14 days prior to the start of their respective division's Provincial Championships to allow for rest and as per Hockey One female guidelines.

RMFHL Operating Regulations and Guidelines

- iv. All efforts should be made to complete rounds earlier than required to allow for Hockey Alberta Provincial Championships that are in March.
- v. A team that fails to fulfill its play-off commitments by these deadlines may forfeit the series and the offending member LMHA fined. The League Executive shall make the decision.

6.4. OVERTIME FORMAT

6.5. Non Championship Series

Due to factors around ice availability and time slots, the RMFHL will utilize the following Overtime format in playoff games as part a tiebreaker, if two teams are tied after two games:

- a. At the end of regulation, a five-minute 4-on-4, sudden victory overtime period shall be played.
 - i. If at the end of the first overtime period the teams are still tied, a five-minute 3-on-3, sudden victory overtime period shall be played;
 - ii. If at the end second overtime period, a shoot-out shall commence to determine the winner.
- b. At no time will a team have less than three (3) players on the ice.

6.6. Championship Final Series

Due to factors around ice availability and time slots, the RMFHL will utilize the following Overtime format in playoff games as part of the best of three, Championship final games that end in a tie.

- a. At the end of regulation, a 10-minute 4-on-4, sudden victory overtime period shall be played.
 - iii. If at the end of the first overtime period the teams are still tied, a 10-minute 3-on-3, sudden victory overtime period shall be played;
 - iv. If at the end second overtime period, a shoot-out shall commence to determine the winner.
- b. At no time will a team have less than three (3) players on the ice.

RMFHL Operating Regulations and Guidelines

6.7. Overtime Penalties (Best of Three Series only)

- a. Should regulation time end and a team is on a 5-on-3 advantage, that team shall start overtime 5-on-3. Once player strength reaches 5-on-4 or 5-on-5, at the next stoppage of play, player strength is adjusted to the appropriate overtime period.
- b. If at the end of regulation time, teams are 3-on-3, overtime start 3-on-3. Once player strength reached 4-on-4, 5-on-4 or 5-on-5, at the next stoppage player strength is adjusted to the appropriate overtime period.
- c. In overtime, if a team is penalized such that a two-man advantage is called for, then the offending team will remain at three (3) skaters while the non-offending team will be permitted five (5) skaters. At the first stoppage of play after the two-man advantage is no longer in effect, the numerical strength of the teams will revert to 4-on-3 or 3-on-3, as appropriate, depending on the appropriate overtime period.

6.8. Overtime Penalties (Two Games – Total Points Series – Tie breaker)

- a. At the conclusion of Game two, all penalties will be cleared from the time clock.
- b. Both teams will start at full strength.
- c. Players that received a five (5) minute penalty, game misconduct, 10 minutes misconduct or gross misconduct are not eligible to participate in the Overtime Tie Breaker.
- d. The Overtime Tie Breaker will not count towards any suspension totals.

6.9. Shootout

- a. Should the game still be tied at the end of the sudden victory overtime, the teams will proceed to a three (3) player shootout. Hockey Canada Playing Rule 4.9 – Penalty Shot, shall govern the shootout.
- b. The home team shall determine which team shoots first. The teams will alternate shots.
- c. Goalkeepers shall occupy the goal closest to their Team's bench.
- d. Eligible players from each team shall participate in the shootout and then shall proceed in such order as the Coach selects.
- e. Each team must provide the order of the first three (3) shooters to the Official prior to the start of the shootout.

RMFHL Operating Regulations and Guidelines

- f. All players are eligible to participate in the shootout unless they are serving a ten-minute misconduct or have been assessed a game misconduct/ejection, match or gross misconduct penalty. If a goalkeeper has been assessed a misconduct, the player designated to serve the misconduct penalty becomes ineligible for the shootout. If a misconduct is assessed to the goalkeeper during the shootout, the player designated to serve the misconduct must be a player who has yet to shoot and thus becomes ineligible to shoot.
- g. Once the shootout begins, the goalkeeper cannot be replaced unless s/he is injured. No warmup shall be permitted for a substitute goalkeeper.
- h. Each team will be given five (5) shots unless the outcome is determined earlier in the shootout. After each team has taken five (5) shots, if the score remains tied, the shootout will proceed to a sudden victory format.
- i. No player may shoot twice until everyone who is eligible has shot.
- j. Regardless of the number of goals scored during the shootout portion of overtime, the final score recorded for the game will give the winning team one (1) more goal than the opponent, based on the score at the end of overtime. The losing goalkeeper will not be charged with the extra goal against. The player scoring the game-winning goal in the shootout will not be credited with a goal.

6.10. ALLOCATED ICE TIME FOR PLAY-OFFS

- a. No drop clock is allowed for play-off games in any Division;
- b. All associations must schedule adequate time to allow three (3) – twenty (20) minute stop time periods and enough time for overtime for all play-off games.
- c. This applies to all associations including those that drop clock during regular season play.

7.0 GAME SHEETS

- 7.1. Game sheets will be provided by RMFHL. It is encouraged that all RMFHL games are recorded on the game sheets provided by the League. In the event that the home team does not have a blank RMFHL game sheet with them they can request one from the visiting team. If neither team has a blank RMFHL game sheet another non-RFMHL game sheet may be used.

RMFHL Operating Regulations and Guidelines

- 7.2. Game sheets must include the Age Group (U11, U13, U15 or U18), Tier, Game Number and all players, coaches and off-ice and on-ice official's names. All writing must be legible.
- 7.3. The home team is responsible for a designated Data Entry Person to input game results into the League's scoring system no later than Midnight Monday, following the weekend's games. Failure to have completed game results entered into the website may result in a Fifty Dollar (\$50.00) fine for each game violation to the home team.
- 7.4. The home team is responsible for sending a legible digital copy of the game sheet and Officials Game Report to their data entry person (do not send originals]. If the game sheet and Official's Game Report are not submitted, then the home team may be awarded a LOSS and fined Fifty Dollars (\$50.00).
- 7.5. If game sheets and Officials Game Report are not verified by a coaches or managers' signature, are not legible, or are not signed by the on-ice and off-ice officials, the offending team or Member Association will be fined Fifty Dollars (\$50.00). If the on-ice or off-ice officials do not sign, the home team will be held responsible.
- 7.6. As a normal practice, Game Sheets and Officials Game Reports must be sent (picture, scan or email) in a legible form to the Vice President immediately following the game or a Fifty Dollar (\$50.00) fine may be issued. During the last weekend of the tiering round, the last weekend of the regular season and for the last play-off game in each series, the RMFHL requires the game sheets submitted and data entry completed within Five (5) hours of the game. For these exceptions, unless advised otherwise by the Vice President of Operations, every effort must be made for all data entry and game sheet submissions to be completed the same day of the game. Additional fines will apply for this not being completed on the same day of these specific situations.
- 7.7. If a referee finds it necessary to take the game sheet and Officials Game Report, the home team shall have the referee sign and state on the front of their copy of the game sheet and Officials Game Report that he has taken the white original game sheet and Officials Game Report. The home team will then send their game sheet and Officials Game Report to the Vice President.
- 7.8. The Vice President's copy of the game sheet and Officials Game Report shall have the officials NAME and H.A. Referee Number printed on it.
- 7.9. The start and end times and the time of day the clock was dropped for each game must be recorded on the game sheet. Failure to do so will result in a \$25.00 fine for the Home Association. Failure to record the start and end times and the time of day the clock was dropped could result in the game being declared invalid and rescheduled. This applies to all Associations but is critical for Associations that must reduce the clock.

RMFHL Operating Regulations and Guidelines

- 7.10. Managers and coaches may not make any changes to the game sheet or official's incident report after they have been signed by the referee. If it is determined that this has been done, the team may be fined up to Two Hundred Dollars (\$200.00) and the team may be awarded a loss.

8.0 LEAGUE PARTICIPANT CODE OF CONDUCT

- 8.1. All RMFHL participants, coaches and managers and parents must conduct themselves in a manner that promotes acceptable conduct and will promote conduct that highlights the importance of:
- a. Respect for participants in Hockey;
 - b. Respect for the game of Hockey;
 - c. Development of ethical conduct towards others;
 - d. Notions of justice, fairness, equity;
 - e. Protection from harm;
 - f. Caring attitudes;
 - g. Freedom to enjoy;
 - h. Opportunities to develop and flourish.
- 8.2. A participant is defined as (but not limited to) a player, coach, Game Official, Spectator or League Volunteer. It is mandatory that every participant abides by these principles. The RMFHL Executive will review all reported or submitted complaints of behavior that is offensive in nature, to be a violation of this policy, not just as defined and listed below. Other actions that would be considered unacceptable under this policy that are any attempts intended to embarrass, slander, bully, harass, or which have the effect of creating a negative, hostile or uncomfortable environment at any RMFHL sanctioned event. Some of these are:
- a. Attempts of retaliation, threats or intimidation before, during or after any RMFHL sanctioned event
 - b. Complaints to public venues or on the social media venues regarding issues being experienced in interactions with the League or Hockey Alberta
 - c. Press releases or public statements to the media regarding issues being experienced in interactions with the League or Hockey Alberta

RMFHL Operating Regulations and Guidelines

- d. Campaigning or protesting in any form before, during or after any RMFHL Sanctioned Game
 - e. Any attempts to create an environment before, during or after any RMFHL Sanctioned Game that would incite any negative or hostile response, create uncomfortable atmospheres or distractions for any RMFHL Participant. At any time, any participant may document these types of incidents and request that their Association Leadership or their RMFHL Director submit the complaint as per the formal RMFHL Complaint Process. Please see the League Code of Conduct Policy and Complaints Regulations for additional details.
- 8.3. The Head Coach is responsible for the control and behavior of their team and will be held responsible for the actions of any team member.
- 8.4. Fan control is the obligation of each team for their own fans and is the expectation that team Managers will police their own team, or ask arena management to remove unruly fans, or fans that are harassing players and/ or officials, from the arena.
- a. In excessive cases of fan behavior, regardless of an arena ejection, member LMHA's can submit details of the incident to the Vice Presidents. The Vice Presidents will then pass it on with his/her recommendation to the RMFHL President for consideration. The incident must be documented, with the necessary facts for a fair decision.
 - b. The RMFHL President will decide if a suspension of this individual's right to attend RMFHL League games will be issued. Decisions would normally parallel the Hockey Alberta and RMFHL suspension guidelines for similar offences committed by a player or a coach. Once a ruling has been made it is up to the offending member association to help ensure that the individual serves this suspension. Should the individual not abide by the ruling, players, teams and/or member associations could be suspended from League play.

9.0 LEAGUE RULES AND PROCEDURES

9.1. GENERAL

- a. If any team or their fans harass another team or willfully damage another team's property, the Member Association and any of its offending teams may be subject to suspension from participating in this League and forfeiture of their bond at the discretion of the Board. The President shall handle this suspension.
- b. In the event of a dispute between hockey teams or associations regarding damage to property the following procedure shall be used:

RMFHL Operating Regulations and Guidelines

- c. The President shall appoint a committee of three (3) Directors from neutral Member Associations and the President shall head the committee.
- d. This committee shall investigate the damage.
- e. If a team is found guilty of damages to someone else's property, the RMFHL shall pay damages to a maximum of Five Hundred Dollars (\$500.00). The offending Member Association and/ or its team shall be responsible for paying the remainder of the damages. The RMFHL must be reimbursed before any of offending Member Association's teams are allowed to continue play in the RMFHL.
- f. The RMFHL and Hockey Alberta require that each female team that participates in the League have at least one (1) registered female staff member (coach or trainer) on the roster.

9.2. MEETINGS

- a. Association RMFHL Directors, or their designate, must be present at the RMFHL meetings. It is not acceptable for another Association's RMFHL Director to represent the Director's role as they are completing their own responsibilities. Failure to be properly represented, an association may be assessed a Two Hundred Dollar (\$200.00) fine against their bond.
- b. Any Member Association leaving early from meetings, without emergent cause, may be fined Fifty Dollars (\$50.00) and the fine assessed against the offending Member Association's Bond.

9.3. COMMITMENTS

- a. A team failing to full fill League or play-off commitments may be suspended from the League for the remaining portion of the hockey season. This circumstance will be confirmed by the VP of Operations. Once confirmed it will be reported to the Vice Presidents and the RMFHL President for final consideration of the penalty. In addition, the Member Minor Hockey Association may be subject to possible suspension and or fines as approved and directed by the League President. These fines could be up to a maximum of Two Thousand Dollars (\$2000.00).

9.4. GATE CHARGES

- a. NO ADMISSION FEE shall be charged to any visiting fans attending a RMFHL League or League play-off game.

9.5. MONIES

- a. Any Member Association sending cheques or money orders or Electronic Funds Transfers (EFT'S) in the mail for League fees and bonds, shall list the

RMFHL Operating Regulations and Guidelines

teams the money is for. Cheques and money orders should be made payable to the RMFHL.

9.6. SHAKING HANDS

- a. Teams will shake hands following the game at the discretion of the official, shaking of hands at all age categories is encouraged.
- b. In order to reduce the possibility of germ transfer and the risk of players being injured, the players are required to keep their gloves on and simply bump gloves in lieu of shaking hands.
- c. Discipline issues occurring during handshaking will be dealt with on a case-by-case basis.
- d. Possible guidelines for suspension due to hand shaking and post-game incidents may be mandatory one (1) game suspension for the offending player(s) and/or team officials (if the team officials are involved).

9.7. INSURANCE

- a. Be sure all members of your Association are protected by Hockey Canada liability insurance.

9.8. NON-SHOW TEAMS / FAILURE TO PLAY A SCHEDULED GAME

- a. Home Team - When a team fails to play a scheduled game without following the proper game change process it will be assessed a Six Hundred Dollar (\$600.00) fine and refer to the forfeit procedure. The Home Team will also be responsible for travel costs for the Visiting Team, payable directly to the Visiting team, in the amount of Two Hundred and Fifty Dollars (\$250)
- b. Visiting Team – When a visiting team fails to play a scheduled game, without following the proper game change process, it will be assessed a Six Hundred Dollar (\$600.00) fine and must pay the ice expense, referee and linesmen costs and refer to the forfeit procedure. When assessing the situation, hazardous weather conditions and properly postponed games will be taken into consideration. The home association is to invoice the offending team/association. If it is not possible to invoice, or no collection has been made by the team/association on the additional travel/ice/referee costs above, the association/team may forward the information to the RMFHL treasurer, and the RMFHL treasurer will invoice the association on behalf of. Any monies collected will be then forwarded back to the association/team once collected.
- c. Non-Play-off League games may be waived conditional to:
 - i. The un-played game(s) has no bearing on play-off standings and

RMFHL Operating Regulations and Guidelines

- ii. Both affected teams approve and advocate waiving game(s) and
 - iii. The VP's of Operations are notified in writing by both teams of agreement to waive non-play-off game(s).
 - iv. The League President has to approve any such requests.
- d. In the case of a RMFHL team not showing up to play a League game by the scheduled game time without proper notification, the said team forfeits two (2) points for the missed game.
- e. In the case of a RMFHL team not being on ice and ready to play a scheduled League game within 15 minutes of the scheduled game time without proper notification, the RMFHL Executive will review the incident.
- f. Forfeit is a game in which a team can't make outside of severe weather, (documentation of weather is always encouraged) You must contact the opposing team with a response either through text, email or verbal. There are no exceptions to this, without any type of contact this will be considered a forfeit.
- g. Forfeit outside of weather needs to be communicated at least 7 days prior to the scheduled game to allow for ice to be re-allocated within the association and for referees and linesmen to be rescheduled.
- h. In the instance that a significant poor or bad weather event has happened or imminently will happen in the area a visiting team must travel to or through to get to a scheduled RMFHL game, Operating Regulations and Guidelines Sections 9.12 (d), 9.12 (e) and / or 9.12 (f) above and the remaining portions of this policy will not come into effect if:
- i. there is agreement in writing (email is acceptable) that both RMFHL members (both Team Managers/Coaches and both RMFHL Directors or their designate) feel that it is not safe to travel and
 - ii. a detailed written agreement (email is acceptable) is forwarded to the responsible Division Coordinator, and Vice President that identifies the agreement and the efforts to reschedule the game happen as soon as practical and
 - iii. No penalties to visiting team Reason for no show: Weather related where other teams are traveling in or through same area successfully and no road advisories are in place. Potential penalties:
 - iv. Costs of ice and officials
 - v. Fine of up to \$600

RMFHL Operating Regulations and Guidelines

- vi. Forfeit of game
- vii. Suspension of team from further games up to the entire season
- viii. In the case of a home team not being on ice and ready to play a scheduled League game within 15 minutes of the scheduled game time without proper notification, the League Executive will review the incident. The associated penalties MAY apply based on the findings:
 - i. Reason for no show: Injuries, suspensions, less than 6 available players, miscommunication, and lack of suitable officials, facility closure or other reason not related to weather Potential penalty:
 - i. Fine of up to \$600
 - ii. Forfeit of game
 - iii. Suspension of team from further games up to the entire season
 - iv. Travel cost of visiting team up to a maximum of \$250 total.
 - v. In the event that a team is a repeat offender of this regulation, penalties may increase in severity.

9.9. WEATHER POLICY

- a. The RMFHL Weather Policy assists teams in managing the risks of poor travel conditions or circumstances in a fair and equitable manner. This policy will allow for real time decisions based on the circumstances of the travelling teams regardless of location, time, distances and weather conditions.

General Philosophy

- b. Regardless of geography across Alberta, the weather can impact travel to games to the point where risk management of the travel is the most important decision about the game(s) that day.
- c. When a hockey game can be postponed and rescheduled, no one will argue that playing the game is more important than participant safety when travel is required.
- d. Team level decisions should be made without direct pressure, intimidation or other forms of undue pressure being presented and it must not be used as an excuse or advantage to the travelling participants to opt out of the game.
- e. At no time, should actions be taken by League representatives or other participants to bully, coerce, threaten or otherwise engage in making a team feel like they must travel. The decision must be made by the team(s) travelling and the host of the game.

RMFHL Operating Regulations and Guidelines

- f. The people undertaking the travelling must be the final decision makers on if the route and trip can be travelled safely or at a risk level that they wish to accept.

Policy

- g. Hockey Alberta and the RMFHL will never force a team to travel to a game in adverse/ severe weather situations. Games will not be cancelled but will be considered for short notice postponement only due to adverse/ severe weather conditions or other unforeseen circumstances.
- h. Definitions for adverse/ severe weather conditions include but are not limited to heavy snowfall or freezing rain that causes dangerous driving conditions.

Decision Making Factors

- i. The following considerations and circumstances should be considered by the travelling team prior to making the decision not to travel to a game:
 - i. Weather statements, watches and warnings issued by Environment Canada less than 24 hours prior to the start of the game;
Note: Weather statements, watches and warnings received more than 48 hours prior to the start of the game can result in premature decision making;
 - ii. Localized travel restrictions or recommendations to not travel unless necessary;
Note: Travel restrictions or recommendations should be considered for all areas travelled, as bordering local police agencies may have different restrictions or recommendations in place due to local travel advisories.
 - iii. Real time reports or reports from other participants in the area in question or from the host team participants;
 - iv. The time of day, age of participants, distance of travel and current changes to the weather;
 - v. The route or travel is near or through areas where adverse / severe weather could arrive during or after the destination has been reached.

Postponement Procedures

- j. Should the travelling team decide it is unsafe to travel due to adverse/ severe weather conditions, the following procedure must be followed:

RMFHL Operating Regulations and Guidelines

- i. Within 12 hours prior to the start of the game, the travelling team should contact the opposing team's Manager and League to inform them of the potential adverse/ severe weather conditions and planned departure time.

Note: Should the game start prior to 11 AM, the travelling team should contact the opposing Team's Manager and League the evening before to inform them of the potential adverse/ severe weather conditions and planned departure time.

- ii. Within two (2) hours prior to departure time, the travelling team must contact the opposing team's Manager and League, to declare their intent to postpone the game due to adverse/ severe weather conditions.
- iii. With both teams in agreement to postpone, the League will provide written approval to both Managers. MHA Presidents and local Official Assignor on the postponement and the reasons.
- iv. With the game postponed, the two (2) teams will split the cost of ice.
- v. If the on-ice officials are contacted prior to them travelling to the arena, the cost of officials will be waived. However, should the officials be travelling to or at the arena, the cost of officials will be paid by the home team.
- vi. Within 48 hours of postponement, the game must be rescheduled and communicated to the League.

FAILURE TO COMPLY/ ABUSE OF POLICY

- k. Should teams or participants not follow the procedures or process in this policy, the League will conduct a thorough investigation into the situation.
- l. Should the investigation determine that the procedures and process were not followed, the League holds the right to fine the offending team a maximum of \$2500 and suspend the Head Coach for five (5) games. The offending team will be suspended from all game play (League, Exhibition, Tournament and Exhibition) until the fine is paid.

9.10. POSTPONED GAMES

- a. The request to postpone a game is to be made ONE (1) WEEK prior to game time to both the VP of Operations and the opposing coach and manager. A completed RMFHL game change form must be forwarded to VP of Operations.

RMFHL Operating Regulations and Guidelines

- b. A team may have a MAXIMUM of two (2) postponed games at any one (1) time. Postponed games must be rescheduled, but not necessarily played, within two (2) weeks. The Division Coordinator and Vice President will decide each case and consideration shall be given for hazardous weather conditions. Postponed games may be requested, but ARE NOT AUTOMATICALLY GRANTED, even if both team coaches and managers agree. The Division Coordinator in consultation with the RMFHL Vice President responsible for the division MUST still APPROVE all postponements.

9.11. TEAM COLORS

- a. The home team will be responsible for changing sweaters when the visiting teams' sweaters are close in color and confusing to the referee. The home team sweaters should be predominately darker and the visiting team sweaters should be a predominately lighter color.

9.12. BANNERS

- a. The RMFHL will ensure the Championship banner will be in the arena for any potential series winning game;
- b. The RMFHL will deliver the banner, in person, or by way of courier, to the one of the following:
 - i. A team manager from one of the participating teams;
 - ii. The arena in which the potential series clinching game will be played and notify both managers;
 - iii. A RMFHL Executive member that will be in attendance.
- c. In the event a RMFHL Executive member is unable to attend the game, the banner will be placed in the time keepers box and be readily available to the winning team's coach to present to their team.

9.13. ACCESS TO ON-ICE OFFICIALS ROOM

- a. Coaches, managers, players and spectators are not allowed to enter the Officials' dressing room before or after the game nor at intermissions. Team Managers are the only members of the team that are to have contact with the officials to provide any information needed by the officials prior to the game and to receive game documents after the game. Neither of those should require that the Manager enters the Officials' room. If there is a need for the

RMFHL Operating Regulations and Guidelines

manager of one (1) team to enter the room at the request of the Officials, the other team must also have equal representation in the room. This should be a rare situation and should be after the referee report has been completed.

9.14. SUPPLEMENTAL LEAGUE TEAM BEHAVIOR RULE

- a. In addition to the Hockey Alberta Minimum Suspension Guidelines, any Team Roster Member (coaches, manager, trainers or player of a team) that receives 3 infractions of penalties in the Hockey Canada Rule Book in the Section 11, Maltreatment category, that results in a suspension being assessed in the current RMFHL season, the Vice Presidents will notify the RMFHL President for a review of their behavior and conduct. If warranted, a further RMFHL Suspension may be assessed by the President of a duration not longer than the remaining games the team has available in the current RMFHL Season including play-offs.

9.15. ADDITIONAL SUSPENSIONS FOR TEAM OFFICIALS' POOR BEHAVIOR

- a. Any roster member of a team (player, coach, trainer, manager, etc.) who is not in a game due to injury, suspension or other reason is expected to conduct themselves in the same manner as if they were in the game. If such an individual is abusive to an official or participant in the game, they will be subject to the same suspension as an active participant in the game. As an example, if a suspended coach is found to be in violation of Section 11, Maltreatment, while in the stands serving a suspension, an additional suspension will be applied just as if the coach had been on the bench.

9.16. SUSPENSION STATUS FOR A PROTESTED GAME

- a. In the event that a League game is required to be replayed as a result of a protest, any suspensions received as a result of actions in the game will stand. Any suspensions which were served in the game will also count as being served despite the game being discarded for League purposes.

9.17. ADDITIONAL SUSPENSIONS FOR PLAYER'S POOR BEHAVIOR

MAXIMUM PLAYER PENALTY MINUTES

- a. U11 Division - When a player in the U11 Division receives 30 PIMs in regular season play this player will receive a one (1) game suspension. For every 10 PIMs received above this marker the player will receive a two (2) game suspension for the first 10 PIMs, three (3) game suspension for the second 10 PIMs and so on. Pre-season and play-off PIMs will continue to add up towards a player's total.
- b. U13 Division - When a player in the U13 Division receives 40 PIMs in regular season play this player will receive a one (1) game suspension. For every 10 PIMs received above this marker the player will receive a two (2) game

RMFHL Operating Regulations and Guidelines

suspension for the first 10 PIMs, three (3) game suspension for the second 10 PIMs and so on. Pre-season and play-off PIMs will continue to add up towards a player's total.

- c. U15 Division - When a player in the U15 division receives 50 PIMs in regular season play this player will receive a one (1) game suspension. For every 20 PIMs received above this marker the player will receive a two (2) game suspension for the first 20 PIMs, three (3) game suspension for the second 20 PIMs and so on. Pre-season and play-off PIMs will continue to add up towards a player's total.
- d. U18 Division - When a player in the U18 division receives 60 PIMs in regular season play this player will receive a one (1) game suspension. For every 20 PIMs received above this marker the player will receive a two (2) game suspension for the first 20 PIMs, three (3) game suspension for the second 20 PIMs and so on. Pre-season and play-off PIMs will continue to add up towards a player's total.

MAXIMUM TEAM PENALTY TOTALS

- e. U11 and U13 Divisions - When a team playing in the U11 and U13 Divisions total PIMs exceeds 150 PIMs, RMFHL will contact the offending teams LMHA's executive board for further actions for excessive penalty minutes.
 - i. Working together the RMFHL and home association will determine the best course of action and possible suspensions to be levied against the offending team's coaching staff (head coach).
 - ii. Pre-season and play-off PIMs will continue to add up towards a team's total. Length of suspensions will be at the discretion of RMFHL and the offending team's association.

U15 and U18 Divisions - When a team playing in the U15 and U18 total PIMs exceeds 250 PIMs, the RMFHL will contact the offending team's LMHA's executive board for further actions for excessive penalty minutes.

- i. Working together the RMFHL and home association will determine the best course of action and possible suspensions to be levied against the offending team's coaching staff (head coach).
- ii. Pre-season and play-off PIMs will continue to add up towards a team's total. Length of suspensions will be at the discretion of RMFHL and the offending team's association.

Note: Player suspensions for exceeding the allowable PIMs are in addition to any other suspensions that are received to put the player over the allowable PIMs.

RMFHL Operating Regulations and Guidelines

Note: Penalty minutes earned by a player in an affiliated game do not follow an affiliated player back to her original division.

Penalty Minutes will carry forward or accumulate from all parts of the RMFHL Season including play-offs. They will not reset until the start of the following season.

10.0 PROTESTS

- 10.1. Only the two teams involved shall have the right to file a protest over a game or incident connected therewith.
- 10.2. Referees are in care and control of the game. As such, protests will not be accepted when a referee has exercised their judgement in officiating the game or their interpretation of the rules.
- 10.3. All protests must be made by the LMHA President, Female Director or their designate of the team involved. Protests must follow the following process:
 - a. The Vice Presidents will be contacted by either phone or email to be made aware of the protest within forty-eight (48) hours of the conclusion of the game in question;
 - b. A written game protest must be submitted to the Vice President within seventy-two (72) hours of the conclusion of the game in question;
 - c. The written protest, along with a cheque or money order, made payable to RMFHL, in the amount of Two Hundred Dollars (\$200.00), will be forwarded to the League treasurer;
 - d. The protest and monies must come from the LMHA;
 - e. Such monies shall be forfeited to the RMFHL should the protest be disallowed and refunded if the protest is upheld;
 - f. Protest reviews will occur within a period of two weeks during the regular season, or 48 hours during playoff season. If the protesting Association does not wish to wait to have the protest heard, an additional Two Hundred Dollars (\$200.00) shall be forwarded to the League to cover the cost of the conference call. This amount will be non-refundable;
 - g. The President can accept a written guarantee via email for the money if the association has enough money in their bond to cover the costs, due to the time constraints of mailing a cheque;

RMFHL Operating Regulations and Guidelines

- h. The defending club must file their defense in writing to the Vice President within forty-eight (48) hours, after their notification from the Vice President, of the game in question being protested.
- i. All protests and statements of defense must be presented to the League by the LMHA President, Female Director or their designate.
- j. Protests will be ruled on by the League president;
- k. The League President has the option to form a protest committee to deal with the protest if they choose;
- l. Any association involved in a protest has the right to appeal any decision made, and any such appeal would follow Operating Guidelines Section 12 - Appeals.

11.0 SUSPENSIONS

- 11.1. RMFHL follows the Minimum Suspension Guidelines as set out by Hockey Alberta. Game Misconduct or Gross Misconduct penalties' that occur within the final ten (10) minutes of the third period will automatically carry an additional one (1) game added to their suspension. This applies to both Players and Team Officials.
- 11.2. Fighting is prohibited in the RMFHL. In the event a player has been assessed suspensions for fighting three (3) times in a season, the RMFHL Vice President will review the suspension issued by Hockey Alberta with the President and may assess further suspension for the 3rd fight that may not exceed the number of games left in the current season for the player.
- 11.3. The RMFHL may issue suspensions for offenses including, but not necessarily limited to fighting; deliberate attempt to injure; match penalties; misconduct penalties; racial or gender slurs; checking from behind; etc. The MINIMUM SUSPENSION shall be one (1) game.
- 11.4. Repeat offenders shall be subject to increasing suspensions.
- 11.5. Players who accumulate in League and/or Hockey Alberta Sanctioned Games three (3) Major penalties or a combination of three (3) Major or Match penalties in any season shall be suspended by the RMFHL for an additional 2 games in addition to any suspensions assessed due to the infractions.
- 11.6. Players who accumulate in League and/or Hockey Alberta Sanctioned Games four (4) Major penalties or a combination of four (4) Major or Match penalties in any season shall be suspended by the RMFHL for an additional 4 games in addition to any suspensions assessed due to the infractions.

RMFHL Operating Regulations and Guidelines

- 11.7. Players who accumulate in League and/or Hockey Alberta Sanctioned Games more than four (4) Major penalties or a combination of four (4) Major or Match penalties in any season shall be indefinitely suspended by the RMFHL until a review is completed. The RMFHL Vice President and the President will review the suspension and may assess further suspension that may not exceed the number of games left in the current season for the Player.
- 11.8. Additionally, when identified, any Participants who accumulate in League and/or Hockey Alberta Sanctioned Games any two (2) Section 4.7 penalties, two (2) Section 11 – Maltreatment penalties or a combination of two (2) of these penalties in any season shall be suspended by the RMFHL for an additional two (2) games in addition to any suspensions assessed due to the infractions.
- 11.9. The coach or manager of a player who receives any five (5) minute major penalty, a match penalty, or any game misconduct penalty must report the incident to RMFHL Vice President within twelve (12) hours from the conclusion of the game in question. That player will not be allowed to play any games until permission to do so is given by the Vice President or President. While there may not be any further suspension assessed, the participant must not play until approved to do so by the Vice President. Failure to report the incident to the Vice President within the time allowed may result in a fine of One Hundred Dollars (\$100.00).
- 11.10. The coach or manager of a team official who receives any game misconduct penalty must report the incident to Vice President within twelve (12) hours from the end of the game in question. That team official will not be allowed to participate in any games until permission to do so is given by the Vice Presidents or President. While there may not be any further suspension assessed, the participant must not take part in a game again until approved to do so by the Vice President. Failure to report the incident to the Vice Presidents within the time allowed may result in a fine of One Hundred Dollars (\$100.00).
- 11.11. Suspensions that are incurred in RMFHL League games may only be served in League games, Hockey Canada Sanctioned Tournaments and Hockey Alberta Provincial games. EXHIBITION GAMES are not counted towards a player or team official's suspension. Suspended players or team officials may not participate in exhibition games until their suspension has been served;
- 11.12. In addition, Team Officials, which include the Team Coach or Manager, are also responsible to report to the Vice Presidents all major penalties, match penalties or other incidents with potential suspensions that are assessed against any player or Team Official in all Exhibition, Tournament or Provincial games during the RMFHL season. This must be completed within forty - eight (48) hours from the end of the game in question. They must also submit to the Vice Presidents, the suspension notices for any team official or player that are assessed in all Exhibition, Tournament or Provincial games during the RMFHL Season. This must be completed within forty-eight (48) hours when they are notified of the

RMFHL Operating Regulations and Guidelines

suspension. Verification of all suspensions served in Tournament or Hockey Alberta Provincial game(s) must be submitted to the Vice President for review. Until the Vice President accepts and acknowledges the served suspension in these game(s), the participant serving the suspension may not play in any RMFHL Games. If the suspended participant takes part in a game prior to the Vice President notifying the Team Manager the suspension has been served, the participant will be assessed a further one (1) game suspension by the Vice President.

- 11.13. A copy of the Suspension Notice for any team participant suspension shall be sent to the Team Manager by the Vice President as per the suspension notification process.
- 11.14. Suspensions carrying more than the minimum number of games as set out by Hockey Alberta may be appealed (See Operating Guidelines Section 12 - Appeals).
- 11.15. Upon being made aware of a suspension from a RMFHL game, the Vice President will report the suspension to the respective Zone Member of the Minor Discipline Committee for Hockey Alberta;
- 11.16. Each Vice President is to give a written summary of all suspensions to the RMFHL President at the end of the season to verify the Website Suspensions List is accurate for Carry-Over Suspensions;
- 11.17. All suspensions will be visible and tracked to completion on the RMFHL website. The suspension tracker will include:
 - a. Player or team official name,
 - b. Team name and tier,
 - c. Infraction,
 - d. Suspension levied,
 - e. Games suspension is applicable for.

12.0 APPEALS

- 12.1. The decision of a referee shall be final on all questions of judgement and is not subject to appeal;
- 12.2. Any suspension issued in respect to a referee's decision, and it is the minimum number of games, is not subject to appeal;

RMFHL Operating Regulations and Guidelines

- 12.3. Any League rulings (decisions) that do not meet the criteria of sections 12(1) or 12(2) may be appealed and must follow the following process:
- a. The appeal must come from the LMHA and be presented by their League Director.
 - b. The appeal must be made to the RMFHL President within seven (7) days from the League ruling. In the case of a suspension, it will be within seven (7) days of the suspension notice being sent (mail, email or phone call) to the team or association in question.
 - c. The appeal must be accompanied by a cheque or money order, made Payable to the RMFHL, in the amount of Two Hundred Dollars (\$200.00). Such monies must come from the Member LMHA and shall be forfeited to the RMFHL should the League ruling be upheld or refunded if the League ruling is reduced. The president can accept a written guarantee via email for the money if the association has enough money in their bond to cover the costs, due to the time constraints of mailing a cheque.
 - d. Protest reviews will occur within a period of two weeks during the regular season, or 48 hours during playoff season. Should the local Minor Hockey Association making the appeal not want to wait until and wish their appeal heard within five (5) days during regular season or sooner than 48 hours during Playoffs; a further non-refundable cheque for Two Hundred Dollars (\$200.00) will be forwarded to the RMFHL to cover the costs of the conference call and associated paperwork. The president can accept a written guarantee via email for the money if the association has enough money in their bond to cover the costs, due to the time constraints of mailing a cheque.
 - e. The President will appoint an Appeal Committee of three (3) Directors to hear the appeal. These Directors shall be from neutral Member Minor Hockey Associations and unbiased in opinion in the appeal they are hearing. These three (3) Directors shall be the only voting members in the appeal.
 - f. The appeal meeting will follow the Hockey Alberta and Hockey Canada rules for such hearings.
 - g. Any suspension upheld by the RMFHL Appeal Committee may be appealed to Hockey Alberta.

13.0 LEAGUE COMPLAINTS PROCESS

- 13.1. All complaints must be submitted to Vice President using the approved RMFHL Complaint Form to the responsible RMFHL League Executive as identified in the

RMFHL Operating Regulations and Guidelines

Bylaws, Policies or Game Regulations by the Member's LMHA Director. No complaint form will be processed without the approval and signature of the LMHA Director or the Member LMHA President. The complaints process will generally follow:

- a. All complaints will be forwarded to the Vice President who will forward it in its entirety to the League President making the Executive aware of the complaint;
- b. Upon receipt of a completed and signed Complaint Form, a detailed review of the complaint will be completed by the Vice President. A formal request will be made for a response statement from all parties involved and they will have three (3) days to provide that information. The complaint will be entered into the established Complaints Record Spreadsheet for recording of issues, incidents and complaints at this time;
- c. The Vice Presidents and RMFHL President will establish if any violations of the RMFHL Bylaws, Policies or Game Regulations have happened. If violations of the RMFHL Bylaws, Policies or Game Regulations have been proven or clearly identified, the Vice Presidents and President may:
 - i. Complete further investigation including requests for additional information as they feel is required;
 - ii. Assess the specified penalty in whole or part to the parties named in the complaint as per outlined in the Bylaws, Policies or Game Regulations;
 - iii. Assess the specified penalty in whole or part to the party that forwarded the complaint if it is identified they also caused a violation of the RMFHL Bylaws, Policies or Game Regulations;
 - iv. Apply another resolution or penalty recommended by the RMFHL President and Vice President with the support of the majority of the RMFHL Executive Committee.
- d. In addition to the above; in the event that the RMFHL does not directly have a Bylaw, Policy or Game Regulation that directly applies to the situation, or it is a fan or facility control issue; the RMFHL President may choose to do one (1) or more of the following:
 - i. Assign the task of resolving the complaint to the LMHA Presidents and RMFHL Directors of the two (2) Member Associations involved, monitored by a RMFHL Executive Member, and give them seven (7) days to submit an agreed upon resolution to this complaint;
 - ii. Direct that the two (2) teams involved not play against each other until the situation is resolved;

RMFHL Operating Regulations and Guidelines

- iii. Direct that the two (2) teams not play each other for the remainder of the season including play-offs;
 - iv. Direct that any of the two (2) member association teams do not play each other until the situation is resolved;
 - v. Directly assign League Volunteers or Member Representatives to jointly attend the involved Teams next game together to monitor the two (2) teams for issues. If either Member is not willing to do that then the game(s) are postponed indefinitely until satisfactory resolution of the issues have been completed acceptable to the RMFHL Executive Committee. NOTE: Subject to further actions as identified and approved by the RMFHL.
- 13.2. The Executive will impose increased penalties to repeat offenders or participants who appear to have a pattern of being involved in repeat complaints;
- 13.3. All decisions may be appealed within the current RMFHL Policies and Regulations. Once the final resolution has been achieved, the complaint will be closed. At that time the Records of the event will be forwarded to the RMFHL Secretary to store in the Members folder and the records spreadsheet will be updated with the outcome of the complaint.

14.0 FREEDOM OF INFORMATION/PERSONAL INFORMATION PRIVACY PROTECTION ACT

- 14.1. In Alberta, all personal information access and use is managed under the Personal Information Protection Act (PIPA) and the Freedom of Information and Privacy Protection Act (FOIPPA). Each recognized participant in the Hockey Canada Registration System, Hockey League or Member thereof are required to have policies to comply with this legislation as mandated by Hockey Canada and Hockey Alberta. When a RMFHL Member submits personal information to the RMFHL they accept that they are granting permission to RMFHL to allow organizational and promotional use associated with RMFHL activities. The PIPA of Alberta and the FOIPPA of Alberta identifies that all personal information from all members will not be shared for any other reason than purposes required for RMFHL activities. All personal information shared by a member with team volunteers will be managed as per the separate Information Management Policy mandated by Hockey Alberta. This policy will be made available upon request of any member to the President. Any comments, questions or concerns will be forwarded directly to the League President. They will be ultimately responsible for all aspects of Privacy Policies for the RMFHL.