



HNB Elite Hockey Commission (EHC)

OPERATIONS MANUAL

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HNB Elite Hockey Commission

Operations Manual PERATIONS MANUAL

1 SECTION 1 - PURPOSE

- 1.1 It is the purpose of this Policy Manual to provide assistance and direction to those who are responsible for the operational needs of AAA hockey teams from within the Elite Hockey Commission.

2 SECTION 2 – STRUCTURE

- 2.1 The Elite Hockey Commission (EHC) is a volunteer and a non-profit organization. EHC is responsible for all AAA Hockey activities within the boundaries established by Hockey New Brunswick (HNB). EHC is responsible to and receives its mandate from the Hockey New Brunswick (HNB Board of Directors which in turn receives its authority from Hockey Canada (HC).
- 2.2 The duties and responsibilities of the Executive and Membership of the EHC are outlined in the EHC CONSTITUTION, REGULATIONS AND BY-LAWS. All Minor Hockey participation is governed by the CHA "Constitution, By-Laws, Regulation" and "OFFICIAL HOCKEY RULES.
- 2.3 The Leagues will have their own governing structure that is laid out in their respective operation manual. The leagues will run their business and will govern the play for their leagues through these operation manuals.

3 SECTION 3 – AMENDMENTS

- 3.1 The Operations Manual may be amended at the semi-annual and annual meetings of the executive of the EHC.
- 3.2 Amendments shall require a simple majority vote (50% plus 1) to carry of the members present.
- 3.3 Amendments shall be submitted by the Elite Hockey Commission (EHC) members prior to October 31st for the Semi-annual meeting and prior to March 31st for the Annual General Meeting.

4 SECTION 4 – DISCIPLINE

- 4.1 Suspensions and discipline will be in accordance with the rules and regulations along with the Operations Manual of the respective leagues in which the teams play.
- 4.2 Additional suspensions and discipline may be levied in respect to breach of Rules, Regulations and Policies of EHC, NBMHC, HNB and Hockey Canada.

5 SECTION 5 – COACHES SELECTION

- 5.1 Each EDZA will select coaches through a standard selection process which will include:
 - 5.1.1 Circulate applications.
 - 5.1.2 Appoint selection committee – committee will include EDZA Chair, EDZA division coordinator, and a minimum of one additional EDZA representative.
 - 5.1.3 Review applications.
 - 5.1.4 Short list applications.
 - 5.1.5 Conduct interviews.
 - 5.1.6 Finalize selections.
 - 5.1.7 1- or 2-year contracts will be awarded.
 - 5.1.8 Notify applicants.
- 5.2 Franchise operators are responsible for the coach selection process for the respective franchises
- 5.3 The following must be considered during the selection process:
 - Experience in your association.
 - Experience in coaching minor hockey.
 - Experience working with children.
 - Community involvement.
 - Alignment of coaching philosophy with EDZA coaching philosophy (fair play, other EDZA policies).
 - Certification, education, and training.
 - References.
- 5.4 All coaches and assistant coaches will have certification as per HNB Constitution and guidelines for coaches. All coaches must have completed the Hockey Canada 'Speak Out/Respect in Sport' program.
- 5.5 All elite hockey members are required to follow the policies outlined in the Hockey New Brunswick safe sport policy manual

6 SECTION 6 – FAIR PLAY POLICY

- 6.1 Hockey New Brunswick U13 AAA coaches must comply with the following principles regarding application of the HNB Fair Play Code:
 - 6.1.1 It is understood and agreed that all U13 AAA players must regularly practice and play on a fair basis in order to maximize player development.
 - 6.1.2 In all U13 AAA games, coaches must ensure that all players participate on ice for a minimum of 25% of each game, except for:
 - 6.1.3 Goaltenders, provided that each goaltender plays a minimum of 40% of total game time over the course of the season;
 - 6.1.4 Players who are suspended for disciplinary reasons, provided that the suspension has been approved in writing by the President of the team's governing EDZA;
 - 6.1.5 Players who are injured.

No player other than goaltenders shall play more than 50% of the time in any one game, except for games where a team is short staffed due to absences and or injuries. In the event of non-compliance with b) above, the offending coaching staff will be subject to the following discipline:

First offence: a written warning.

Second offence: a suspension of a minimum of one game and maximum of 3 games; and

Third offence: Dismissal from coaching position and removal from roster.

7 SECTION 7 – PLAYER MOVEMENT

- 7.1 There shall be no upward player movement allowed within the EHC. The only exceptions will be through the Exceptional Player Status as outlined in Appendix A. A nonrefundable fee payable to Hockey New Brunswick will be required to make application for exceptional status.

8 SECTION 8 – TEAMS

- 8.1 Each member team, all team officials, and players shall be properly registered with Hockey New Brunswick through the Hockey Canada Registry System.
- 8.2 Each member team shall abide by the governing constitution of the Elite Development Zone League, and the Operations Manual governing the League. Failure to do so shall result in disciplinary action.
- 8.3 All coaches in the Development Program shall be qualified at the standard set by Hockey Canada. Bench personnel will require Hockey Canada's Speak Out certification. Each team shall have a Hockey Canada Safety Program certified trainer on their roster.
- 8.4 Each team shall consist of no more than 20 players and no less than 15 players of which 2 shall be goaltenders who do not play in any other position. Any request by a team to carry less than the minimum of 15 players shall be addressed by the Local EDZA Board, and such consideration shall include consultation with the EHC Commissioner. This consideration would be on a case-by-case basis.
- 8.5 The number of tournaments AAA teams may attend will be determined by each individual EDZA on a case-by-case basis.
- 8.6 Players and families who fail to meet the financial obligations to their team may be subject to immediate suspension upon written notice from their team of their delinquency.
- 8.7 Should a player still be delinquent at the end of a season, that player shall be noted in the HCR that they are not a 'member in good standing' and as such shall not be permitted to register, be transferred inter-branch or allowed to participate in HNB and Hockey Canada activities until remedies have been made to the team and Hockey New Brunswick's satisfaction.

9 SECTION 9 – PLAYER RELEASES

- 9.1 General Principles
- 9.1.1 A player registered with a team is under the administrative authority of that team for the duration of the playing season unless released in accordance with this policy and the applicable regulations of Hockey New Brunswick (HNB) and Hockey Canada (HC).
- 9.1.2 Prior to submitting a request for voluntary release for the purpose of participating in another elite program, in which the player's family does not reside, a player must have attended the appropriate identification camp or evaluation process for the zone or program in which the player does reside, unless otherwise approved by the governing body.

9.2 Types of Releases

9.2.1 Releases may be granted under the following circumstances:

Voluntary Release (Player/Parent Request) A voluntary release may be requested where:

- a) The player no longer wishes to participate with the team
- b) Personal or family circumstances prevent continued participation
- c) Other reasonable grounds deemed acceptable by the governing authority

9.2.2 An administrative release may be issued by the team or governing body where:

- a) The team is unable to roster the player due to regulatory or roster constraints
- b) The program disbands, suspends operations, or restructures

9.3 Request Procedure

9.3.1 Requests for release must be submitted in writing by the player's parent or legal guardian (if the player is a minor), or by the player if of legal age.

9.3.2 The written request shall clearly state the reason for the release and any supporting information.

9.4 Decision Authority

9.4.1 Initial release decisions shall be made by the team's governing authority (e.g., EDZA Board, Franchise Operator, or designated officials), in accordance with applicable regulations.

9.4.2 In making its decision, the governing authority shall consider: a) The welfare and best interests of the player b) The impact on team operations and roster stability c) Compliance with governing body regulations d) The information and evidence supporting the request

9.4.3 A written decision shall be communicated to the applicant.

9.5 Prohibited Practices The following practices are prohibited:

9.5.1 Conditioning a release on payment of additional fees that were not previously disclosed or approved.

9.5.2 Withholding a release solely to prevent a player from participating with another team or program.

9.5.3 Requiring waivers, agreements, or conditions that contravene the policies or regulations of HNB or Hockey Canada.

9.5.4 Denying or delaying a release in a retaliatory, punitive, or discriminatory manner.

9.6 Appeal Process

9.6.1 A player or parent/guardian may appeal a denial of release in accordance with Hockey New Brunswick appeal procedures.

9.6.2 Appeals must be submitted within the timelines established by HNB regulations.

9.6.3 Pending the outcome of an appeal, the player's eligibility status shall be governed by HNB and Hockey Canada rules.

9.7 Final Authority

9.7.1 Hockey New Brunswick retains final authority over all player registrations, transfers, and releases within its jurisdiction.

9.7.2 Where applicable, decisions of Hockey Canada shall supersede those of subordinate governing bodies.

10 SECTION 10 – LEAGUES

- 10.1 All EHC teams will participate in their own age-appropriate leagues. Alternate consideration may be made through the President of the EHC, in consultation with the Chair of NBMHC and/or the Provincial Chair of Female Hockey.
- 10.2 Teams will abide by the Rules, Regulations, Operations Manuals and Constitutions of their respective leagues along with those of EHC, HNB and Hockey Canada.

11 SECTION 11 – AFFILIATION

- 11.1 Players will be able to affiliate to the following teams:
 - 11.1.1 U13 competitive players to U13 AAA
 - 11.1.2 U13 AAA plus first year U15 competitive players to U14 AAA
 - 11.1.3 U14 AAA plus U15 competitive players to U15 Major
 - 11.1.4 U15 Major plus eligible U18 competitive players to U16 AAA
 - 11.1.5 U15 Major plus U16 AAA players to U18 Major and affiliation approved through SSNB Agreement
- 11.2 **After players are cut, the player list must be filed with the HNB Executive Director**
- 11.3 No affiliate shall be permitted to play more than the amount of games regulated by the rules of Hockey Canada.
- 11.4 Coaches will encourage upward player movement through affiliation at all age levels within the EHC.
- 11.5 Any exceptions on affiliate players must be approved by the Chair of the Elite Hockey Commission.
- 11.6 Minor players affiliating to a higher division or category (including junior) team must have their Association/Club President's, EDZA Chair, or designates written approval. If an affiliated player is needed the Association/Club President or EDZA Chair, or designate must give his consent before asking the affiliated player to participate in a game or practice
- 11.7 Players may only affiliate with a higher-category team within the same Zone as players residence
 - 11.7.1 If the higher-category team in a player's Zone has not requested the player to affiliate by December 1, the player may affiliate with a team outside their Zone

12 SECTION 12 – EQUIPMENT

- 12.1 All jerseys, socks, helmets, gloves, equipment bags and any other items purchased for the use of any EHDM teams shall remain the property of each EDZA or Franchise.
- 12.2 Team items are not to be transferred, sold or given away or dispersed of without the permission and consent of the EDZA President and EHC Commissioner. Failure to abide by this directive will result in possible sanctions to teams and individuals along with re-imbursement or replacement of missing items.

13 SECTION 13 – DIVISIONAL OPERATIONS

- 13.1 Under 13
 - 13.1.1 Will feature play in a Male U13 division. The number of teams per EDZA will be determined by the EHC.
 - 13.1.2 There will be Regular season play, Provincial play downs and tournaments as determined by the EHC.

- 13.1.3 Exceptions may be approved by the local EDZA President.
- 13.1.4 Teams can roster max of 5 first year players underaged player with exceptional player status will count against cap
- 13.2 Under 14 and Under 15
 - 13.2.1 Will feature play in Male U15 Major, Male U14 AAA. The number of teams per EDZA will be determined by the EHC.
 - 13.2.2 There will be Provincial play downs and tournaments as determined by the respective U15 'AAA' League
 - 13.2.3 Only players in their first year of U15 Eligibility will be permitted to play in the U14 AAA division
- 13.3 Under 16 and Under 18
 - 13.3.1 Will feature play in Male U18 Major, Male U16 'AAA'. The number of teams per EDZA will be determined by the EHC.
 - 13.3.2 U16 Teams will be governed by the respective EDZA or the U18 Franchise in their zone.
 - 13.3.3 As there's currently no U16 league under the jurisdiction of Hockey New Brunswick, teams will play exhibition games / tournaments and apply to participate in out of Province Leagues at their discretion, with approval from the Elite Hockey Commissioner.
 - 13.3.4 There will be Provincial play downs and tournaments as determined by the respective U18 / U16 'AAA' Leagues.
- 13.4 The Male U18 Major and U15 Major teams will be operated as franchises.
 - 13.4.1 Hockey New Brunswick will appoint a Committee to approve franchises for 3-year terms.
 - 13.4.2 During the third year of operation, an assessment will be completed by Hockey New Brunswick.
 - 13.4.3 An Independent Committee will be appointed to complete the assessment. Based on the results of the assessment the Committee will have the discretion to extend the Franchise's term for an additional 3 years; or, have the Franchise within that zone go through an open bid process.
 - 13.4.4 Franchise operators will be required to sign off an agreement with Hockey New Brunswick at the beginning of their term.
- 13.5 Late team entries must be approved by the EHC

14 SECTION 14 – FINANCES

- 14.1 The Commission's fiscal year shall be May 1 to April 30.
- 14.2 The EDZA Presidents or designates shall present an operating budget for the following fiscal year at the annual general meeting. The budget is to outline revenues and fees assigned to each specific EDZA as well as the forecasted operating expenses.
- 14.3 Each EDZA shall collect fees from teams that are appropriate to the operation of the age and gender specific division. Fees shall cover registration and insurance for all players, coaches, bench staff and administrative personnel and other fees required for the operation of local EDZA's and the EHC.
- 14.4 An administrative fee for each Local EDZA may also be collected. The maximum allowable administration fee that may be collected from each team by the local EDZA is \$ 750.
- 14.5 Fundraising activities should adhere to HNB policies and both EHC and EDZA regulations. Any monies raised by teams on behalf of EHC teams shall remain the property of teams and/or the EDZA's and shall not be returned to individual parents or organizations.

- 14.6 Fees for interlocking games or tournaments which are part of the U13 AAA schedule shall be structured as follows.
- 14.6.1 A proposed budget including all expenses incurred (Ice, officials, etc.) shall be presented to the local EDZA President for approval.
 - 14.6.2 An additional \$500 may be added to the total fees for the games/tournaments and then will be divided among the teams participating. This shall form the fee for the event. (It shall be rounded to the nearest \$25)
 - 14.6.3 Interlocking games and/or tournaments which are part of the regular season schedule are not intended to be fundraisers for any one team or zone.
- 14.7 All Elite Hockey teams (U13 AAA, U14 AAA, Major U15, **U16** and Major U18), are required to pay an annual fee of \$500 to Hockey New Brunswick. All initiatives will be approved by the Elite Hockey Commission at their Annual General Meeting.

15 SECTION 15 – TRAVEL

- 15.1 All games must be sanctioned by HNB for insurance purposes. Travel permits must be obtained from the local EDZA President to ensure insurance coverage. Team Officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team traveling without a permit will result in a suspension to the responsible team official. Second offense will result in an indefinite suspension.
- 15.1.1 Requests for travel permits must be made to the local EDZA President or their designate at least one (1) week prior to game(s). TRAVEL PERMITS MUST ACCOMPANY A TEAM TO THEIR GAME(S).
- 15.2 Travel Permits are required for:
- 15.2.1 All games and exhibition games not included in regular league schedules
 - 15.2.2 All Tournaments outside our Province
 - 15.2.3 All Tournaments not in HNB Tournament Guide

16 SECTION 16 – REGULATIONS

- 16.1 Any matter not dealt within the HNB Constitution, By-Laws and Regulations and the EHC Operations Manual shall be dealt with at any Association meeting by a majority vote of the participating members of the teams present, provided such matter is not in conflict with the Hockey Canada or HNB Constitution, By-Laws and Regulations and the EHC Operation Manuals.
- 16.2 Sanctions to be applied against EDZA's or teams operating within an EDZA will be at the discretion of the Commission Executive.
- 16.3 Without limiting the generality of Regulation 14.2, sanctions are to be applied if EDZA's or teams within the EDZA are considered to be operating outside of the accepted recommendations of the Elite Hockey Commission.
- 16.4 Sanctions may include but not limited to suspensions or removal of teams or EDZA's from participating within the provincial playoff format. Sanctions shall not be monetary.

17 SECTION 17 – SPECIAL PLAYING RULES

- 17.1 At all times during a game, warm-up or practice, all players including goalkeepers must wear the following protective equipment: A CSA approved hockey helmet, CSA approved full face mask and a BNQ Throat Protector must be worn by all players and goalkeepers. All goalkeepers must wear a throat protector that is attached to the face mask.
- 17.2 It is mandatory that all NBMHC coaches and on ice personnel wear a CSA approved helmet while on the ice during practice.
- 17.3 Players and bench personnel shall not bang hockey sticks on the rink boards. The referee shall issue a warning for the first offence. A bench penalty shall be given each additional time thereafter.
- 17.4 A Game Ejection will be assessed against a player receiving 4 penalties. The time of the 4th penalty is to be served by the penalized team. No additional Minor Penalty for the game ejection will be assessed. The game ejection penalty assessed shall not make player ineligible for the next game. If at all possible, the player who has just received his 3rd minor penalty shall be warned by the referee or the timekeeper.
- 17.5 All hockey under HNB at the level of Male U14 AAA, Male U15 Major, Male U16, and Male U18 Major will be officiated using the Hockey Canada Officiating Program four (4) official system.

18 SECTION 17 – CERTIFICATION

- 18.1 Deadline for all requirements is December 15th
- 18.2 All coaches, managers, and volunteers require Respect in Sport (online course) or Speak Out!
- 18.3 All coaches, managers, and volunteers over the age of 18 require a criminal record check and vulnerable sector check.
- 18.4 Each team must have a Hockey Canada Safety Person. The link to the online HCSP course can be accessed through the Hockey University tab at www.hnb.ca
- 18.5 Required Coaching Courses:
 - 18.5.1 U13 AAA, U14 AAA, U15 AAA:
 - 18.5.1.1 Head Coach and Assistant Coaches - Development 1
 - 18.5.2 U18 Major/Female U18 AAA/U16 Male/U15 Major:
 - 18.5.2.1 Head Coach must be High Performance 1 Certified
 - 18.5.2.2 Assistant Coaches require a minimum of Development 1
 - 18.5.3 Goalie Coach (All AAA divisions):
 - 18.5.3.1 Must have Goalie Coach 1 or Development 1
- 18.6 Definitions:
 - 18.6.1 Head Coach or Assistant Coach - A person who is both on the bench during games and is on the ice during practices.
 - 18.6.2 Goalie coach - A person who is on the ice during practices working specifically with the goalies. This person does not go on the bench during games.
 - 18.6.3 Trainer - A person who is on the bench during the games to attend to any injuries. This person is on the bench or in the rink during practices as well - but does not go on the ice at all to help with any practices.

- 18.6.4 Manager - A person who volunteers to help a team with booking ice time, submitting tournament applications and making travel plans, coordinates team budgets and fundraising events. This person does not go on the bench during games and does not go on the ice during practice

19 SECTION 18 – TRY-OUT PROCESS

- 19.1 All Elite Hockey programs will follow the below try-out process (applies to U13 & U15 level teams):
- 19.1.1 On-ice sessions cannot start prior to August 15
 - 19.1.2 Must be a minimum of four formal try-out/evaluation sessions (minimum of 2 skills sessions, 1 small area games practice & 1 inter-squad game/exhibition game)
 - 19.1.3 Minimum of 2 impartial evaluators for the duration of the try-out process. Independent Evaluators need to be approved by the EDZA Chair.

20 APPENDIX A – UPWARD PLAYER MOVEMENT GUIDELINES (separate document)

21 APPENDIX B - Team Financial Policy (approval October 17, 2025)

1. Purpose

This policy establishes financial management standards for U13 and U14 AAA teams to ensure transparency, accountability, and fairness in the handling of team funds

2. Scope

This policy applies to:

- U13 and U14 AAA teams operating under EDZA Structure
- Team officials, including managers, treasurers, coaches, and board representatives
- Any volunteer or individual authorized to handle team funds

3. Budgeting

- i. **Annual Budget Requirement**
 - Each team must prepare an annual budget prior to the start of the season.
 - The budget must outline all anticipated revenues (player fees, sponsorships, fundraising) and expenses (ice time, tournaments, travel, equipment, etc.).
- ii. **Approval Process**
 - The draft budget must be presented to the parents/guardians of all rostered players for review and approval by a simple majority vote.
 - A copy of the approved budget must be submitted to the EDZA Chair.

4. Bank Account & Signing Authority

- i. All team funds must be deposited in a dedicated team bank account (no personal accounts).
- ii. The account must have at least **two** unrelated signing officers, one of whom must be the team treasurer.
- iii. All payments must be authorized by **two** signing officers.

5. Financial Reporting

- i. **Mid-Season & Year-End Reports** – A detailed financial report must be presented mid-season and at year-end, along with bank statements for reconciliation.
- ii. **Record Keeping** – All receipts, invoices, and deposit records must be kept for a minimum of **two years** and made available to the [League/Association] upon request.

6. Player Fees & Payment Plans

- i. Player fees must be clearly communicated in writing to parents/guardians before the season begins.
- ii. Any payment plans or fee adjustments must be documented and agreed upon in writing.

7. Fundraising & Sponsorships

- i. All fundraising activities must be approved by the team's parent group and comply with Hockey New Brunswick policies.
- ii. Sponsorship funds must be directed into the team account and accounted for in the budget.

8. Surplus or Deficit Handling

- i. Any year-end surplus must be used for approved team activities or carried forward to the next season.
- ii. Any deficit is the responsibility of the team and must be resolved before the season ends.

9. Compliance

- The EDZA/Elite Hockey Commission Chair reserves the right to review any team's financial records at any time.
- Failure to comply with this policy may result in disciplinary action, including suspension of team privileges.

10. Volunteer Coach compensation

- Parent coaches receive no compensation (milage, meals, honorariums)
- Non-parents may receive an Honorarium as determined by the EDZA or expenses as per the HNB fiscal policy (milage, meals)

11. Policy Review

This policy will be reviewed annually by the EDZA/ Elite Hockey Commission Chair to ensure relevance and compliance with best practices.