

NEW BRUNSWICK PROVINCIAL FEMALE HOCKEY LEAGUE

OPERATIONS MANUAL

June 2026

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Revision Control

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Rule 1 – Purpose

- 1.1 The Rules and Regulations shall govern the day-to-day operations of the League.
- 1.2 These Rules and Regulations shall apply equally to all Divisions and categories except where so noted.
- 1.3 The League, on authority of the HNB Female Hockey Commission, shall have jurisdiction to govern and administer all levels, Divisions and Categories of female hockey within New Brunswick in accordance with the Constitution, Bylaws and Regulations of HNB Female Commission, HNB, NBMHC and the respective governing bodies. This jurisdiction excludes Female AAA. NBPFHL'S Constitution shall not be in conflict with the Constitutions and Operating Manuals of the following: Hockey Canada, Hockey New Brunswick, NBMHC or HNBFC. Any amendment or change to (1) Hockey Canada's Constitution, By-Laws, Regulations or Playing Rules (2) the Constitution of Hockey New Brunswick (3) or the Operations Manual of the New Brunswick Minor Hockey Council – shall automatically amend or change the Constitution and Operations Manual of the NEW BRUNSWICK PROVINCIAL FEMALE HOCKEY LEAGUE.
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Rule 2 - Registration and Fees

- 2.1 Association/Community Clubs and their teams must be in good standing in accordance with HNB policy. Any Association/Club shall not be permitted to enter teams in the League where any charges from a previous year are still outstanding until all such outstanding charges are paid in full.
- 2.2 Registration fees for teams participating in each Division shall be those as approved by the League in accordance with budget requirements.
- 2.3 Each Community Club must indicate to the League the number of teams and where they will be placed. This must be done in a timely manner to allow creation of League game schedules.
- 2.4 The registration fee shall be due and payable to the Female Commissioner. Any Club that has not paid their registrations fees, risk their teams not being allowed to play any League scheduled games.
- 2.5 A team registration fee or any portion thereof may be refunded only at the discretion of the Female Commission.
- 2.6 Any team that has not paid their registration fees by December 15th will be suspended from the League and subject to re-application.
- 2.7 All Community Clubs within the League shall register its approved teams in the HCR.

- 2.7 (a) Each Association/Community Club Representative must submit all HCR Electronic team rosters to the league no later than one week once approved in the HCR.
- 2.7 (b) The League will compile a Division Contact List, which shall be distributed to the SNBPFHL Board and Division Teams and to Community Clubs.
- 2.8 Once submitted to the League, all roster changes must be approved per HNB rules, with movement between age division approved by the Female Commission Minor Coordinator using the Female Player Movement Form. Failure to register changes to a team will result in suspension of the team from scheduled play until the change is submitted.
- 2.9 A condition of membership is that all League members agree to abide by, and comply with, all League, NBHMC, HNB, and HOCKEY CANADA articles, bylaws, rules, regulations and decisions.
- 2.10 It is the responsibility of the Member Clubs/Registered Teams to ensure that all their teams understand and conform to the League Constitution, Bylaws, Rules and Regulations.
- 2.11 Membership of an Association/Community Club does not preclude the suspension from the League of an Association/Community Club or team for flagrant violation of the League Constitution.
- 2.12 Any suspension will be automatic and immediate.
- 2.13 Associations/Community Clubs will be responsible for the local administration of their respective hockey teams, which includes registration of players, provision of coaches, managers, referees, administration and governance of affiliation and the solution of local problems.
- 2.14 Associations/Community Clubs are responsible for ensuring that hockey players participate at levels commensurate with their abilities and shall be expected to extend full cooperation and support in this endeavor.
- 2.15 Teams failing to play a league-scheduled game, without permission from the league, may be automatically suspended from playing any tournament, exhibition, and Day of Champions (if applicable) and Provincial Championship games. In such cases, only a vote by the Female Commission can reinstate them after reviewing the situation to determine if there were any extreme and/or extenuating factors.
- 2.16 NBPFHL teams are permitted to participate in a maximum number of tournaments, as mandated by HNB and their respective Community Club/Associations. In such cases, teams must follow the HNB Female Commission Game Cancellation policy.
- 2.17 Associations are responsible to ensure that teams meet their team obligations to the league. Failure to comply may result in a fine of no more than \$500.00 and possible suspension for up to one (1) year for team and /or team officials involved, as determined by the Female Commission.

Rule 3 - Division Structure

- 3.1 Associations are responsible to ensure that teams meet their team obligations to the league. Failure to comply may result in a fine of no more than \$500.00 and possible suspension for up to one (1) year for team and /or team officials involved, as determined by the Female Commission.
- 3.2 Each of the League Divisions shall be under the supervision and control of the Female Commission.

Rule 4 - League Teams

- 4.1 Each Association/Community may be required to provide the number of players that are registered within a Division if requested by the Female Commission. Registration numbers will be used to initially categorize the Association/Club teams. These numbers are exclusive of players registered in AAA.
- 4.2 Should a Community Club feel that they have a strong Division Team, they may request to place more teams in the higher categories if they feel the move is so warranted. Should a Community Club feel that they do not have a strong Division Team, they may request in writing, to register their teams in a lower category. All Community Club teams must abide by the decision of the Female Commission with respect to the final categorization.
- 4.3 All teams looking to move to upper or lower category need to participate in exhibition games by playing other teams in respective upper or lower category.
- 4.4 The number of players per team shall be in accordance with NBMHC Rules and Regulations.
- 4.5 Players registered with League teams shall not register or play with any other hockey Association/Community Club, club, or League except as identified within the HNB Constitution. Female players who wish to Dual Register must have their Community Club/Association complete the Female Dual Registration form, to be approved by their ROC coordinator and the HNBFC Minor Coordinator.
- 4.6 In the situation where a Community Club/Association has more than one team registered in a category, all teams must be balanced with respect to calibre.

Rule 5 - Player Eligibility

- 5.1 All players must be rostered in the HCR.
- 5.2 Under no circumstances will an Association/Community Club knowingly allow any player, registered or associated with a higher category team, play on a lower category League team.
- 5.3 The foregoing notwithstanding, all areas have the right to appeal to the Female Commission. An appeal concerning the movement of a player into the League shall be made in writing to the Female Commission. The player will remain ineligible to play in the League until her appeal is resolved by the Female Commission.
- 5.4 Players affiliation to a higher calibre team will follow the NBMHC rules regarding affiliation.
- 5.5 Any game played by a team using ineligible players shall be forfeit with a score of 5 - 0 in favour of the other team regardless of the circumstances. The volunteers risk suspension.

Rule 6 - Schedules

- 6.1 Ice time requirements will be established based on team divisions at the start of the season.
- 6.2 Community Clubs/Associations shall provide the League with a list of unavailable ice time, (Exceptions List), prior to the commencement of the season. This list shall include all scheduled and anticipated losses of regular ice times due to outside activities as well as Community Club/Association activities such as tournaments etc.

- 6.3 The league will retain the right to determine the schedule format each season, based on the number of teams in each division location of teams, etc.
- 6.4 League schedules shall be so arranged as to ensure that, *where possible*, each team plays each other team in its Division category an equal number of games at home and away. All scheduling shall be subject to the respective Community Club/Association's Exception List.
- 6.5 The Regular Season schedule will see all teams competing in their own category only.
- 6.6 All games will be played when scheduled. Failure of a team to appear for a scheduled game without prior approval of the Female Commission, and notification to the opposing team Coach, may automatically result in a forfeiture of the game by the offending team and the award of two (2) points, with a 5-0 score, to the non-offending team. Sanctions and suspensions may be imposed.
- 6.7 Once schedules are published any changes must follow the game rescheduling policy and must be approved by the Female Commission.
- 6.7 (a) Associations are responsible to ensure that teams meet their team obligations to the league. Failure to comply may result in a league fine of no more than \$100.00, any costs that the other association may incur and possible suspension for up to one (1) year for team and /or team officials involved, as determined by the League Board of Directors.
- Teams cannot refuse to play a game:
- Due to a shortage of team volunteers.
 - A conflicting practice has previously been arranged.
 - A team function has been planned.
 - A conflicting exhibition game has previously been arranged.
 - That will give us too many games within a close period.
 - The game means nothing to us.
- Teams cannot refuse to play a game if they can ice 5 skaters and 1 goaltender (including affiliates).

Rule 7 - Game Reports

- 7.1 Both the home and away team will be responsible to submit game reports to the League Scheduler for all scheduled games within 24 hours.
- 7.2 Provision of a Game sheet is the responsibility of the home team and must be fully completed including the game number prior to the start of the game.
- 7.3 The proper completion of the Game Report is the responsibility of the Referee. All game reports containing suspensions must include a Game Incident Report (submitted by on-ice official).
- 7.4 For Clubs that repeatedly do not submit their Game Reports or Incident Reports to the League, failure to comply may result in a fine of no more than \$100.00 and possible suspension for team and /or team officials involved, as determined by the Female Commission. A one-time warning will be sent via e-mail to the associations game contact prior to any fine imposed.
- 7.5 It is strongly recommended that each community club is to have a designated person to acquire all the game sheets and send them to the NBPFHL. Clubs are responsible for chasing down game sheets within their own Association and ensure Game Incident Reports are sent by their officials.
- 7.6 Team Managers are to ensure that their section of the Game Reports is accurate and properly completed.

Rule 8 - Playing Rules

- 8.1 With the exception of those rules and regulations specifically mentioned hereinafter, the, HC, HNB and NBHMC Rules and Regulations apply.
- 8.2 All League games shall consist of three 12-minute stop-time periods. Where ice availability permits, games may consist of three 15-minute stop-time periods, provided both coaches mutually agree prior to the commencement of the game.
- Any agreement to play 15-minute periods, or any other alternate arrangement, must be mutually agreed to by both coaches prior to the commencement of the game and noted on the game sheet. Protests will not be considered where such an agreement has been reached.
- 8.3 Players are not permitted on the ice surface until such time as the ice cleaning equipment and arena attendant are off the ice and the boards are properly secured. The players are to remain in the dressing room until such time as they are authorized to precede by one of the team officials.
- 8.4 If a team causes a delay in the start of a game, the game clock will be started, and the offending team will be awarded a delay-of-game penalty.
- 8.5 All games end at their allocated time. It is the responsibility of the On-ice officials to determine when straight time is to commence. i.e., if there are 10 min remaining in the game and 10 min remaining allocated ice time, the clock will go to straight time.
- 8.6 In a game where a team appears on the ice not properly equipped, the referee shall not start the game until her concerns have been properly addressed, and the problems corrected.
- 8.7 Any decision rendered by referees during a game will be final and they will not engage in any discussions with team members other than to answer a direct question from a Captain or an Alternate.

Rule 9 - Discipline

- 9.1 All discipline shall be administered in accordance with the current MHC Minimum Discipline Standards and Guidelines by a representative designated by HNB.
- 9.2 Appeals are to be dealt with under the HNB/NBMHC appeals procedures.
- 9.3 Players and team officials must abide by suspensions. In all cases, it is the responsibility of the team officials to bring suspensions to the attention of the appropriate Association/Community Club Coordinator, who will advise the League Division Coordinator, within 48 hours of the game in which the suspension was incurred.
- 9.4 Associations where at all possible will not schedule any on ice officials who have any direct association with the players on the ice. (Example: son, daughter, sister or brother.)

Rule 10 - Suspensions

- 10.1 All suspensions shall be served consecutively and not concurrently. That is, any player or team official serving more than one suspension will serve the sum of the suspensions, with any game or time period counting for only one suspension. The game or games are the next League, playoff, or sanctioned tournament game or games whether they occur during or after the time suspension. Sanctioned exhibition games **scheduled prior** to the infraction count toward suspensions, (proof must be provided).

- 10.2 In all cases of suspensions, the player or team official under suspension must be included on the game sheet for each game of the suspension; an annotation is to be placed by the name indicating the suspension being served. (ex: 1 of 3, 2 of 3, etc.)
- 10.3 While under suspension, a player or team official may participate in practices but may not participate in any game including exhibition, tournament or League games.
- 10.4 A coach, manager or team official shall not be allowed into the dressing room before, during or after a game during the term of suspension.
- 10.5 During, before and after games, suspended coaches shall not be near the player's bench.
- 10.6 In the event that a club official fails to report an infraction within 48 hours and file a copy of the game sheet and referee's report on request, they shall be dealt with by the Female ROC Rep.
- 10.7 If a player is suspended while affiliating with a higher category team, he must serve that suspension with the higher category team. (refer to HNB OPS MANUAL 19.8)

Rule 11 - Protests, Appeals, Defaults

- 11.1 Minor Hockey Association/Community Clubs only may appeal suspensions under HNB/NBHMC appeal procedures as outlined in the NBHMC Constitution, Bylaws and Regulations.
- 11.2 The Female Commission or designate shall have the power to hear and rule on all protests and defaults from any area Association/Community Clubs, teams or individuals in the League.
- 11.3 Game protests must be indicated on a Game sheet prior to the commencement of the game and forwarded to the respective Association/Community Club within forty-eight hours after the game or incident, which is the subject of the protest. The Association / Community Club Division Coordinator must advise their Club Representative or designate. Protests may only be made regarding interpretations of Rules, By-Laws, Regulations, Rules of competition and Constitution matters, not in regard to the decision of a referee or linesman.
- 11.4 Upon receipt of an official protest, the Association shall inform the Female Rep to Minor Council who may arrange a hearing at which time all those concerned shall be given an opportunity to present their evidence and shall be advised of the decision.
- 11.5 Further appeals must be made to HNB.

Rule 12 - Team Colors

- 12.1 Where team colours are similar and may cause confusion in a game, the Home team coach/manager shall be responsible for changing the sweaters of the Home team.