



The Hockey North America policy guide is published by the League exclusively for HNA players.

Use this guide to gain an understanding as to how league operators will react when certain situations arise.

One of the many goals Hockey North America has as an organization is to react consistently to its members, in a manner that is both fair to the player with an acknowledgment to the needs of the organization.

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# hockey north america Policy Guide

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## Age, Playing

## Appeals

## Captains Credit

## City Transfer

## Coaches

The following is intended to be a summary of Hockey North America policy as it applies to all players at all levels, regardless of city or country. There are some variations between the Beginner & Intermediate programs, and these are noted. If no variation is noted, the policy applies to both Levels as stated. While this summary covers many of the major policies, it is inevitable that situations will arise which are not covered in this material. When in doubt, email or telephone the League Office and we will be happy to explain.

**Age (Playing Age):** Membership Guidelines on Playing Age. The minimum age to participate in Hockey North America is 21 years of age. If you are 20 years old and you wish to join the HNA program, and at some point during the season you will turn 21, you may petition the league to join the program. Typically league administration will ask for a current member's recommendation in the instance of an underage player. **Special Circumstances: Summer League:** In the past and only under special circumstances, long time league members have asked to have a son or daughter that is at least 18 years of age participate in the summer league. If the current member is in good standing an exception is usually made to allow the family members to play together.

There is no "maximum" age to participate in HNA, however, the member should be of sufficient physical health to withstand the rigors of an entire season of play.

**Appeals:** Any player receiving a suspension which prohibits participation in a league activity has the ability to register an appeal for reconsideration of that suspension. Please note that an appeal will not delay the immediate implementation of the suspension. As appeal investigations can be lengthy, the player is encouraged to submit an appeal as quickly as possible.

Any player wishing to appeal a suspension should keep in mind that he must demonstrate how an error was made by the referee when the suspension was levied. All appeals must be submitted in writing by the offending player only. Telephone appeals will not be accepted.

**Captains Credit:** The captain's credit program is a rebate program for returning Intermediate League captains only. The credit, whose value is equivalent to 50% of the winter league fee, was implemented as part of an overall management strategy by the League to assist the normal duties associated both with running the league, as well as running a team.

For an Intermediate captain to receive a winter league captain's credit, the captain must perform the following duties within the specified time period (note that these are duties in line with normal captain's functions).

1. All returning members must be fully paid prior to the team's first game.
2. All open rosters that must be paid to fulfill the League's minimum requirement, must be paid in full no later than the team's 5<sup>th</sup> regular season game.
3. All participating members must have a current HNA Terms of Registration form on file with the League Office. This completed document is mandatory as part of the League's insurance program.

Once the above requirements have been met completely, and in a timely manner, the League Office will issue a captain's credit coupon to the captain of record at the time of issuance.

Please note that a captain's credit is not automatic, nor is it an entitlement simply by wearing the captain's "C." Further an issued credit may be voided in the event of disciplinary action taken upon the captain or the team.

**City Transfer:** Any current HNA member may transfer to another HNA program (on a space available basis) as part of a move from one geographic location to another. Registration fees and unused seasonal cost (if the transfer is in the middle of the season for which the player has registered) will be credited to the player's new account created as part of a move. Any other expense connected with the reassignment of the player necessitated by the transfer, such as jerseys, pant, or helmet, is the sole responsibility of the player. No refund will be paid for any unused seasonal cost.

**Intermediate League:** A transferring player may transfer to a team with openings after December 31, but must notify the League Office of the pending transfer prior to the intermediate league roster freeze date. Every attempt will be made to get the same uniform or basic colors, or level of pay. No aspect of a city transfer is guaranteed.

Placement in an HNA affiliate league is subject to availability in that program. Additional fees to these independently operated leagues may be owed.

**Coaches:** The League encourages and assists, to the best of its ability, all teams to obtain a coach. The League does not pay coaches. Each team decides whether to have a coach, who the coach will be, and any question of compensation to the coach. The team may also dismiss the coach at the team's discretion. League management reserves the right to penalize any coach as well as terminate his eligibility to coach a League team if the coach is instrumental in violating League policy. Coaches

## Color Coordination

## Creating A New Team

## Cutting Players

## Equipment

## Game Scheduling & Scheduling Requests

are not officially recognized by the League and as such may not call or speak on behalf of any team. No Beginner or Intermediate Level coach may "cut" or limit the playing time of any paying HNA member.

**Color Coordination:** All Beginner and Intermediate team players must wear uniformly colored pants, helmets, jersey and sox. The color of hockey gloves is not required to match. The only exception to this rule, provided an order has been placed, is for those teams or individual players who have not yet received their official sweaters from the League. All jerseys must be purchased from a League approved supplier with all aspects of the uniform conforming to League standards. No exceptions will be permitted. If you are unsure of your team's uniform requirements you should contact the League Office prior to making any purchases.

Jersey purchases made from an unapproved source must receive written authorization from the League Office prior to purchase and/or use. A sample may also be required.

Because of the unique nature of the position and protective equipment, the team's full time goaltender(s) are not required to have matching pants or helmet, but are required to have a team jersey.

Violation of color coordination / uniform rules could result in removal from play, without refund, until in compliance.

**Creating New Teams:** All teams in Beginner level are organized solely by the League Office. Players in Intermediate level may request permission from the local League Administrator to leave their current team and form a new team to be comprised of other players in the League and recruits from outside the League.

Guidelines for forming a new team are as follows:

Any existing League member that wishes to move must do so of his own free will. There is no expansion draft or any other compulsory method of forcing movement to another team.

No new team may be comprised of more than six players with current League membership. This number is inclusive of persons actively forming the team.

No more than two of the six players with current League membership may be from the same team. This is to prevent "gutting" one (established) team for the sake of another (new) team. There are, however, instances of an amicable split within a team, in which the two player restriction is waived.

Once formed, the new team agrees to fully comply with all the regulations concerning color coordination, payment of fees, registration and evaluation of new players, and uniforms.

**Cutting Players:** No team in the Beginner or Intermediate level may cut any of its players. Further, no teams in those levels may subtly or overtly harass a member into quitting the team. Teams are reminded that the League is an organization for players of varying degrees of skill, and criticism of a team member due to his lack of proficiency is inappropriate.

In an instance in which a player is pressured off a team, the offending team will compensate the removed player by absorbing all reasonable costs associated with placement on a new team.

The League also recognizes that occasionally the majority of a team is the innocent victim of one player's unreasonable attitudes and actions. In such a case, the team should bring the situation to the attention of the local League Administrator, who is authorized to take the appropriate action. This may include the removal of the offending player from the League or the transfer of the offending player to allow a "fresh start" with another team.

**Equipment:** Players in HNA are required to wear protective equipment specifically designed for ice hockey play. This equipment includes the following: HECC or CSA certified helmet / facemask; ice hockey skates; shin guards, hockey pants, athletic cup, hockey socks, elbow pads, shoulder pads, ice hockey gloves.

**Game Scheduling & Scheduling Requests:** Hockey North America schedules games using the following criteria:

1. **A Balanced Schedule of Early vs. Late start times.** It's a reality that adult leagues skate a wide range of ice times. Therefore it is HNA's practice to treat each team equally with regard to game scheduling. Please note that accommodating a team's specific scheduling request may alter the team's balance of ice times. For example, if a team practices on "Tuesday" and the league's only early ice times are on a Tuesday that would keep the team off the Tuesday game schedule and thus access to the early game times).

## Game Scheduling & Scheduling Requests

### Goalkeepers

### Helmet / Face Mask

### Ice Arena

2. **Parity is Important.** A key feature to the HNA program is the emphasis on parity during league play. In other words, it is the desire of the members of league administration to pair teams up as closely as possible. Please be aware that parity is a goal of the HNA program, **not a guarantee**, since the score of an amateur sporting event can never be fully & accurately predicted. Typically the game schedule will be released in parts in order to make adjustments to divisions and game pairings as the season progresses in an attempt to further promote parity.
3. **Scheduling Requests.** Hockey North America is a service oriented program and we will do what we can to accommodate scheduling requests. There are, however, realities to game scheduling which makes accommodating each and every request impossible. Under no circumstances is league membership conditional upon accommodating scheduling requests.

Prior to the schedule being created your captain will be asked for any special circumstances that will help us create a schedule with a minimum amount of conflict. Please note that a scheduling request is just that, it's a request. We may, or may not, be able to accommodate any request.

- a. If we do not hear back from the captain, the assumption is that there are no requests.
- b. Requests for specific ice times, such as "all early ice times," scheduling around any another type of recreational league, Professional games (NHL, etc.), obscure holidays, will not be accommodated.
- c. We do look to accommodate team practices, if they occur on a regular basis and if we can do so.
- d. If we get requests after the schedule is released, it's too late. Game scheduling is enormously time consuming and involves as many as 1,000 people coordinating their own personal schedules after HNA releases a game schedule, therefore changing a game schedule after-the-fact is very difficult and will be considered only under the most exceptional circumstances.
- e. The timing of the actual games is dictated by the ice arenas and the ice times they make available.

**Goalkeepers:** Each local League Administrator is authorized to establish a city League policy concerning a team's options in the event that the team's goalkeeper is not available for a game. Unless a policy is announced, teams must either use a registered member of the team or a registered, approved goaltender from a team in their level of play, or lower. No team may use a goalkeeper that is not a registered team member without the specific permission of the local League Administrator. No team may use a player that is not a member of the League.

**Helmet/Face Mask:** All players in all levels must wear a helmet that has been approved either by the (in U.S.A.) H.E.C.C. or (in Canada) C.A.H.A. Certification may be verified by the presence of an approval sticker or emblem attached to the helmet, which recognizes satisfactory safety standards. As these standards vary from season to season and country to country, therefore no specific restrictions are listed in this manual. Before purchasing, use the certification sticker as your guideline.

Face Shield Options:

Intermediate Level – League Play: May choose full,  $\frac{3}{4}$ , or  $\frac{1}{2}$  facial protection. Every player at this level must choose one of these options for their facial protection. Dental guards are highly recommended if partial protection is used. Note that a specific ice arena may have a policy of mandatory full facial protection that will supercede HNA guidelines.

Beginner Level: Full facial protection is the only option at this level. All players must wear a properly certified helmet and cage until they graduate to the Intermediate level.

All players are strongly encouraged to obtain and wear the best facial protection available. The player assumes full responsibility and risks associated with their choice of protection.

### Ice Arena

As a member of Hockey North America, all HNA members are the invited guest of the ice arena, and will conduct themselves in a mature & responsible manner, including, but not limited to:

1. **Obeying all rules & policies of the ice arena, even those in conflict with published League rules.** Example: In St. Louis, several County arenas require full facial protection. To avoid facial protection issues, all players in that program are required to wear full protection at all arenas, even though the league rules give the player the option of wearing a  $\frac{1}{2}$  shield. In this instance, the policy of the ice arena will prevail.

Instances of rules conflicts are very rare.

## Ice Arena

## Ice Slots

## Illegal Players

2. **Do Not Bring Intoxicating Substances onto Arena Property.** In most instances alcohol is not permitted either in the ice arena or the immediate area near the arena (such as the parking lot). An arena that cites a violation will ask the league to enforce its wishes – which the League will be obligated to do and could include the removal of a team from the property on a permanent basis. Please – if alcohol is not permitted do not bring to the arena. Other prohibited items could include outside food, drinks, and tobacco products, but in all instances restrictions imposed by arena policy will be respected by HNA members.
3. **Obey Ice Arena Personnel At All Times.** Employees of the ice arena are concerned with player safety as well as their duties associated with maintaining the arena and playing surface. League members are required to abide by the direction of arena personnel, within reason and related to the operation of the arena or a league game. Relations with the ice arenas are of the utmost importance to the operation of the Hockey North America program, therefore cooperation with reasonable direction from arena personnel is mandatory.
4. **Helmets On At All Times When in Contact With The Playing Surface.** If you are on, or near, the playing surface, player benches, on or in the penalty box – you are required to have your helmet on. If you are sitting in the penalty box or on the player's bench and you need to remove your helmet (either for adjustment or cleaning) you may do so only for a brief period and when the puck is not in play. When play resumes, whether your repairs / cleaning are completed or not you must put your helmet back on. A frozen puck is like a rock and can do substantial damage to skin if not protected. Play it safe, stay protected at all times.
5. **Broken / Missing Time Clock.** If the main electrical clock is not functioning, the game supervisor or referee should maintain game and penalty time through the use of a stopwatch or other suitable alternative timing device. If no clock is available then the format of game play will be 3 periods of 25 minutes each, running time, based on the wall clock. Further under this scenario, penalties will last 3 minutes instead of 2 minutes.
6. **Safe Playing Conditions.** An ice arena is required to provide you and your teammates with a safe playing environment. This means no cement or sand exposed in the playing surface; All doors to the area leading outside the playing surface are properly secured; All plexi-glass in place and free of cracks – especially in areas exposed to the public; The playing surface should be free of divots, ruts, or other crevices that might cause injury (these are easily repaired with minimal time needed); Dasher boards free of any items extending into the playing area (such as nails, screws, loose kick plate, wood). Though the arena staff and the on-ice officials are required to perform these inspections prior to a game, you should point out any irregularities to the on-ice officials that you come across.

**Ice Slots:** The league purchases ice slots at arenas in 90-minute increments. HNA players should understand that 90 minutes of ice time does not always equal 90 minutes playing time at every arena. Some arenas, usually privately owned, include 10-15 minutes for ice cleaning as part of a 90-minute slot. Other arenas, usually operated by municipalities, do not include ice cleaning as part of the reserved ice slot. In either case, the League purchases 90 minutes only and does not include any extra reserved time at those arenas who include ice cleaning as part of the ice slot.

Teams playing games at arenas that include ice cleaning as part of the ice slot must make sure that they change lines in a quick and orderly fashion, line up quickly for face-offs, minimize penalties taken, eliminate discussions or complaints concerning penalties, and arrive ready to play on time. Excessive delays could cause the game to resort to a running time format. Including ice cleaning as part of an ice slot is a growing trend in the ice arenas business as the cost to operate and arena continues to escalate each season.

**Illegal Players:** No team may use a player that is not registered to play in Hockey North America. League registration consists of full seasonal fee payment **and** the completion of an HNA Terms of Registration Form for that season, with the League Office, as a member of that team. No player delinquent in his financial obligations to the League will be considered as a current, active, eligible member of the team. All teams are warned that the local League Administrator has broad authority under Rule 206, "Illegal Player," and Rule 410, "Supplementary Discipline" (Hockey North America Rule Book) to sanction any team using an illegal player, including barring that team from post season playoffs, the levying of substantial fines, and/or player suspension(s).

The minimum disciplinary action under this provision will be the forfeiture of all games in which the illegal player participated.

It is the responsibility of all players in the League to assist in policing this very important rule and policy. It is impossible for League officials to attend each and every League game, therefore, the League relies on the assistance of League members in this crucial area. Any member of a team that utilizes an illegal player can report, anonymously, an infraction to the League Office.



## Incomplete Games

## Insurance

## Intentional Forfeits

## Late Fees

## League Championship Playoffs

## League Evaluation Skate

## Local League Administrator

## Military Leave

**Incomplete Games:** A game is considered complete and counts in the standings after two complete periods of play. Any game that does not complete two periods will be rescheduled and replayed in its entirety. To re-emphasize, in all cases if two complete periods are played, regardless of the time of year or season, the game will be considered complete.

**Insurance.** Medical Insurance Guidelines. Medical insurance coverage is mandatory for all HNA members. Each HNA member is responsible to ensure that their medical plan will cover injuries related to sports activities. Practicing professionals (such as business owners/partners, executives, medical professionals, etc..) should also consider disability coverage that protects against sports injuries.

While injuries, especially serious injuries, in HNA are not frequent they are possible given the nature of the sport of Ice Hockey.

The member assumes all responsibility for maintaining proper medical coverage at all times.

**Intentional Forfeits:** Any team that intentionally forfeits a league game will be subject to further disciplinary action from the League. Examples are: Not showing to play in order to affect playoff pairings or eligible teams; Refusing to participate at a specific arena location or date that is not a national holiday; not showing in order to attend a non-HNA tournament or non-HNA league game; Please also see "Scheduling Requests" in this section. Games intentionally forfeit will not be made up. Possible disciplinary action could include any, or all, of the following: Removal, without refund, from the league schedule; Disqualification from post season play or tournaments; Suspension of individual members or team leadership.

**Late Fees:** Players are subject to a late fee if payment for the winter season is made after the start of the season. In addition, players that wait until after the final registration deadline, or only make partial payments are not guaranteed an open roster spot for their previous team and may be denied registration.

**League Championship Playoffs:** The Championships playoffs are a very important, and fun, aspect of the League. Upon qualification, team leadership will receive from the League Office a packet of information concerning the Championship tournament. More specifically, contained in the packet are documents that the team must return to the league office by the specified date in order to be placed on the tournament schedule. Without exception, if the required documents are not returned, the team will not be included on the tournament schedule. Be sure to appoint a person that is organized and responsive as the team coordinator for the tournament.

All HNA tournaments are handled exclusively by the League Office staff. All questions and issues concerning an HNA tournament should be directed to the appropriate League Office staffmember.

**The League Evaluation Skate™:** An evaluation skate is a scrimmage type workout where prospective players in the League, responding to League and word-of-mouth advertising, are initially brought into the program. The evaluation skate is an investment by the League in competitive parity between member teams. There is no cost to attend an evaluation skate. Prospective players are required, however, to be in full playing gear and ready to skate. During the course of the skate, League officials determine the eligibility of the prospective players and notify the players of such at the conclusion of the season.

If approved for play, and if the player wishes to join the league, the player will then be expected to complete a terms of registration form, make full payment of League fees, and order and pay for his League jersey. No person will be considered part of any team or eligible to play in any game until the registration process is complete.

**Local League Administrators:** The powers and responsibilities of the local League Administrator are set out in several areas in the rulebook and players are encouraged to read those provisions so as to better understand this important and difficult position. Further, players are encouraged to provide input to the local administrator with regard to ways to improve the program and the performance of the League's employees.

**Military Leave:** Hockey North America supports the members of both the US and Canadian military forces. In the event an HNA member is called from reserves to active duty, or is current full time military and is deployed on a combat or peace keeping assignment, the player's fees will be fully refunded for any unplayed regular season games. The player also has the option of holding his / her roster spot if the deployment is temporary in which the player might return in time for any remainder of the season. Any unplayed games will be credited to the player's account. There is a wide range of latitude on this policy to accommodate the deployed player entering a high stress military assignment.

## Overtime

## Playoffs

## Privacy

## Protests

## Recruiting

**Overtime:** Overtime is an option during regular season League play as well as the playoffs. During the regular season, if time is available and allowed by arena management **and** the referee agrees to continue – a five minute, running time period will be played. Overtime is sudden death, with the first team to score declared the winner (the winner shall receive two points, the losing team one point, in the standings). If no team scores a goal by the end of the five minute period, the game end in a tie, with each team receiving a point in the standings.

During playoffs, if time is available and allowed by arena management **and** the referee agrees to continue – a 10 minute, stop-time, sudden-death period will be played, with additional periods of extra time played, time permitting, as needed. The first team to score will be declared the winner of the game. If the game can no longer be played, after all avenues for additional time have been exhausted, the team with the better regular season record shall be declared the winner.

For playoffs only, each member HNA program has the option of instituting a playoff shootout as a means of resolving a tied playoff game. Acceptance or declining the shootout option will come from simple majority vote of League Captains, which is to take place prior to the start of the playoffs. Specifics for the shootout format will be supplied to local league administration prior to a vote taking place so that those participating in the vote can understand the positives and negatives associated with a shootout.

**Playoffs:** Post season competition is an honor that a team must earn. There are both fiscal and competitive requirements in order to qualify, which are: Full payment from all members of the team; Full payment of all roster buy-out spots, if any; Full compliance to color coordination; All team members must have a signed terms of registration form on file.

With each member program the actual format of the local playoffs varies. The requirements for a local playoff tournament should, however, utilize the following guidelines: The playoffs should be double elimination; The format should fit in with the League Championship Playoffs slots allocated for your city; The total number of teams participating in the playoffs should not exceed 40-45% and be evenly distributed amongst the varying levels of play.

Playoff format should be announced in its final form prior to January 1 so that all participants know exactly how to qualify. It is a requirement of all local administrative staff that local playoffs follow these guidelines, without exception, without change. This format, whose integrity is critical to successful and fair operations of the League, once announced by the League Office – is not subject to any kind of change by any member of League Staff or League players.

Beginner Level playoffs are single elimination only. There are no regional or League championship playoff tournaments amongst Beginner levels between cities. The emphasis during the first year of playing hockey is on learning.

**Privacy.** Privacy Statement. HNA values the privacy of each individual member. HNA does not share, sell, market, collect, compile, or in any other way disseminate personal information about any HNA member. Further, HNA does not itself engage in telemarketing or permit direct telemarketing to its members by any 3<sup>rd</sup> party.

As a matter of maintaining membership records, HNA does collect routine contact information so that we can contact you should the need arise. Contact is strictly for hockey related matters only.

**Protests:** Protests of the result of a game shall be made only to the League Office and may not be based upon any except the most extreme circumstances. All protests must be filed in writing with the League Office prior to the next scheduled game. All protests are considered individually on a case-by-case basis. Please note that disagreeing with an official's call is not the basis for a game protest.

**Recruiting:** League teams are encouraged to recruit players for their teams. All players recruited to join teams in the Intermediate level must attend an evaluation skate. Because the Intermediate level is a controlled level of play, here the local management staff and the chief instructor will assess the player's hockey skills for approval and placement. If the recruit is a player whose skill is consistent with Intermediate level play, he will be placed on the team that has recruited him.

Intermediate level recruits attending an evaluation skate, which in their case shall constitute a tryout and evaluation, will not be subject to a draft. No unrecruited player attending an evaluation skate may be recruited by any team, but must be assigned to a team by the way of the draft (or if a draft is not conducted, by way of direct assignment by local administration).

Teams in the Beginner level may recruit players but they must be individuals with little or no skating and hockey experience. Such recruits may join the team recruiting them if approved by League management staff or the chief instructor.

## Referee Absence

## Refunds

## Register, New Player

## Returned Checks

## Roster Buy-Out

Teams are reminded that the local League Administrator has been given broad authority and power to summarily reassign any Intermediate level recruit whose skill in game situations appears to be substantially better than that displayed at the evaluation skate.

**Referee Absence:** No game may be played in the absence of a League approved referee. If an official is not present for a scheduled game, the game is void and the teams may use the ice slot for practice. The game will be rescheduled.

**Refunds:** Any player wishing to request a refund should check the refund deadline date on the registration material. Generally speaking, for winter league, the refund deadline date is September 1 or the date of the first contracted ice time for the city, whichever comes first. For summer league, the refund deadline date is May 1 or the date of the first contracted ice time for the city, whichever comes first.

All refund requests must be sent in writing via certified mail to the League Office prior to the deadline date. There are no exceptions, extensions, or further considerations given to requests submitted after the deadline date. No member of local administration has the ability to determine the status of a refund request, nor do they have the ability to grant an extension or exception to this policy. Approval for any refund is decided solely by the League Office.

Additional notes regarding refunds: There are no refunds for canceled games that are rescheduled at a time deemed inconvenient by the player. There are no refunds or credits for games that the player, of his own free will, chooses not to participate in. There are no refunds or credits for games that fall on religious, national, state, or local holidays. There are no refunds for games a player misses due to suspension, expulsion, or other disciplinary actions.

**Beginner Level:** A Beginner player must submit his refund request prior to the start of hockey school. Once hockey school has begun, all requests will be denied.

**HNA Canada or Team Registration (All programs):** Payment is made to the League via a team account. Players wishing to request a refund who registered as part of team or in a city with team registration should settle the matter with their team manager.

**Registering a New Player:** Beginner Level: New players are signed up via a registration interview with the League Office. Administrative requirements are executed at a team meeting prior to the start of hockey school. Players at this level should have little or no skating experience.

**Intermediate Level:** All new players to Intermediate Level must first attend a League sponsored evaluation skate. The skate takes place in order to ensure competitive parity within the League. There is no cost to a prospective player to attend an evaluation skate.

Once approved to play, however, full payment of League fees will be expected that night. If the player does not make payment, he will not be able to participate or in any way be considered part of any team until such time that all fees are paid in full. Partial payments will not be accepted. In addition, a new player will be expected to order and pay for his League jersey from Jonco Enterprises, the official supplier of uniforms to Hockey North America. All players must be fully color-coordinated, no exceptions. A player who delays or refuses to order his jersey could have his playing privileges suspended until he is in compliance with uniform regulations.

**Returned Checks:** Players are subject to a penalty equivalent to \$50 US dollars for every check paid to the League that is returned by their bank for any reason. Further, any player notified of a dishonored check must immediately provide guaranteed payment in the form of a certified check, money order or cash as a substitute for the returned cheque. A player with a delinquent account, is considered – until the account is brought current – an illegal player (Rule 206, Hockey North America Rule Book).

**Roster Buy-Outs:** (applies only to team registrations or Intermediate Winter League) When any team or its members register to play in Hockey North America they are agreeing to pay for the minimum number of roster spots for that program. While with many HNA programs registration is conducted on an individual basis, every team and their members are responsible for payment of the required number of roster spots (usually 18 fully paid spots) regardless of the money collection method employed. With most teams a short roster is a non-issue, however, in those cases when a team's roster is short its required number of paid roster spots, the team must pay for those extra spots.

**Winter League:** Payment to the League for a roster buy-out is due by the fifth game of each season. The team may still fill any spot with a player up until the Intermediate roster freeze date of December 31. Fees due from any late additions would be paid directly by the player(s) to the team.



## Running Time

## Sponsorships

## “Stacking”

## Suspensions

## Team Captains

## Team Name, Logos, and Uniforms

Summer League, Team Registration: Full payment is due prior to the start of the season in order to be included in the game schedule.

Payments made for a roster spots allow the League to meet its budget requirements, helps keep prices down by spreading all costs evenly amongst member teams, and allows the League to provide all advertised services in a professional manner. Any team that does not completely meet all of its financial obligations will not participate in any playoff game of that season and could have its regular season play ended prematurely, without refund.

Implicit with registration is acceptance of this important requirement.

**Running Time:** Occasionally, a game will be delayed for a variety of reasons. If the delay threatens to cause the game to run in excess of the scheduled ice rental slot, the referee may require the game supervisor to allow the clock to run continuously, stopping it only for the scoring of goals or the assessment of penalties.

**Sponsorships:** League teams are free to seek sponsorship. Proposed sponsors must be approved by the League Office, but the League will not veto the reasonable efforts on the part of the team. Teams may wear promotional material on their sweaters on behalf of their sponsor, the content and form of which must be approved in advance by League management (in general, administration looks to make sure no obscene, profane, or defamatory team names or visuals are present on a team uniform).

**“Stacking”:** In Beginner and Intermediate level, there is no stacking of players or lines until the final five minutes of a game. The official League rules dictate that an offending team that continues to violate the rule after being warned will be assessed a bench minor penalty and the Team Captain/Team Manager will receive a ten-minute misconduct penalty. Continued violation of this rule will result in forfeiture of the game and assessment of game misconduct penalties against the Captain/Manager and team officials.

The League is designed to be a recreational league for players of all abilities. It is the hope of the League that the severe penalties mandated by this rule will never be assessed because of voluntary compliance on the part of the teams.

Players who feel they are not getting their fair share of ice time should discuss the issue with their captain. If the issue is not then settled, the player should call the League Office for assistance.

**Suspensions:** Any suspensions mandated by League rules are effective immediately upon their assessment by the referee. All players are presumed to know when they have received a game misconduct penalty or gross misconduct penalty and they must begin to immediately serve their suspension regardless of any actual notice from the local administrator or League Office.

All players are free to request, in writing, a review of the imposed suspension and the local League Administrator is authorized to modify or waive all suspensions pursuant to the conditions outlined in Rule 410 (Hockey North America Rule Book). Such a written appeal, however, does not delay the implementation of the suspension. Please also see the discussion of “Appeals” in this section.

**Team Captains:** Team Captains are the elected representative of the team. All Captains are responsible for conveying official information to team members as well as acting as a conduit of inquiry between the team members and the local League Administrator. Further, Captains are obligated to support and enforce League policy and to lead their teammates through mature example. Captains should be selected on the basis of accessibility, reliability, and responsibility. The importance of this position cannot be overemphasized.

Captains are to be selected by a simple majority vote of the player's and serve for a term of one year. Voting usually takes place just prior to the beginning of the season. The incumbent Captain is eligible to serve an unlimited number of one year terms, provided that selections are held annually.

Due to the enhanced responsibilities and duties of the Captains, the Local Administrator is authorized to summarily remove any individual from the post and appoint a team member as interim captain until an election may be held. This action is usually only taken in a situation where the elected individual is not performing the critical tasks associated with running a team.

**Team Name, Logos, and Uniforms:** Teams in the League are free to change their team names, logo, or uniforms. All proposed changes must be approved by the League Office, but no reasonable effort on the part of the team will be vetoed. No name, logo, or uniform can be approved if it is obscene, offensive to community standards, violates any trademark or is

## Team Rosters

## Team Status Report

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confusingly similar to names or logos already in use. Further, teams must release their name, logo, or uniform for use by teams in other League cities.

All jerseys must be purchased through a League approved supplier. Requests to purchase jerseys outside of a League approved supplier must be submitted to the League Office along with a sample prior to purchase.

**Team Rosters:** The maximum size of a roster is 22 skaters and 2 goalkeepers. Please see also "Roster Buy-outs." All Winter League Intermediate team rosters are frozen on December 31. No additional players may be added to the team after that date. Please note that a team is not required to carry 22 skaters, but the option is there to add players up to that amount, at the team's discretion. If you find your team routinely carries 19 or more players, please contact the League Office to discuss a team registration format, which is a lump sum payment, but is less expensive per player.

**Team Status Report (TSR):** The Team Status Report is a document generated by the League Office to inform teams participating in the League of their financial status during the re-registration period. The TSR is sent weekly to every team captain in cities with individual registration. Reports begin the first week of August and continue weekly until the first week of November.

Captains that receive the TSR are responsible for making sure that all players listed are correct, that personal player information is correct and up-to-date, and that delinquent financial information is conveyed to the offending player – with playing privileges withheld, if appropriate.

Readers of the TSR should keep in mind that the report is a financial one and does not reflect receipt of a completed Terms of Registration Form. Likewise, the TSR does not supercede the League's authority on determining the playing eligibility of any member.

**Team Transfer:** Players in the Beginner or Intermediate levels must obtain permission to change teams from the local League Administrator. Permission will be granted if the Administrator feels the reason for the change is appropriate or in the best interest of the League. The Administrator may consider the possible effect on the League's parity in determining whether to approve the transfer.

**Terms of Registration Form (TOR):** The Terms of Registration Form (TOR) is a very important document that outlines the relationship between the League and its players. It is required that all members complete this document, with a copy on file at the League Office. A copy of this form is available for download from the League website.

Once completed by the player, the TOR does not need to be submitted every season so long as the player maintains HNA League membership in consecutive winter seasons. Should a player leave the League for one or more winter seasons he/she is required to complete and submit a new TOR prior to participating in any game or league sponsored event.

On occasion, when the TOR is updated or somehow changed by the League, all players will be required to resubmit an updated TOR to the League Office.

The TOR is distributed to all League captains in late August, is available at any League evaluation skate, any beginner organizational meeting, or by calling the League Office at 800-446-2539.

Completing the Terms of Registration form is the second part of the required League registration process, with full payment of the League fees being the other. No League member may participate in any League activity without completing both requirements.

**Tiebreaking Procedures:** HNA breaks ties using the following format

1. Points (2 points for a win, 1 for a tie, 1 for an OT Loss)
2. Wins
3. Head-to-head competition (games against each other)
4. Better Division Record (common opponents)
5. Fewer Goals Against
6. Goals For
7. Fewer Team Penalty Minutes
8. Coin Toss

## Tied Games

**Tied Games:** During the regular season, the League makes available the option of overtime to break tied games. The format shall be 5 minutes of sudden death, running time. Should a goal be scored during overtime the winning team will receive two points in the standings, the losing team shall receive one point. For overtime guidelines during the playoff round, please refer to "Playoff" section of this publication. Overtime will only be played after the referee determines that there is sufficient time left in the scheduled ice time.

Should the game remain tied, the game will end and both teams will receive one point.