



2012-2013

# **Junior Policy Manual**

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For More Information:

**Hockey PEI**  
40 Enman Crescent  
PO Box 302  
Charlottetown, PE  
C1A 7K7  
P: 902-368-4334  
F: 902-368-4337  
[www.hockeypei.com](http://www.hockeypei.com)

## 1.0 INTRODUCTION

This manual is for Junior Teams who are registered members of Hockey PEI. This manual provides a clear understanding of several registration related policies and procedures.

### 1.1 CHANGES IN POLICY

Hockey PEI reserves the right to change and make exceptions to policies governing registration in PEI wherever and whenever necessary. Members have the ability to influence policy through the respective Junior Council.

### 1.2 QUERIES

Any questions or interpretation required of the policies contained in this manual should be directed to the Hockey PEI Executive Director, or their designate.

### 1.3 INTERPRETATION

Should errors occur; the contents of this Policy will be interpreted and/or modified by the Hockey PEI Executive Director.

## 2.0 REGISTRATION

Registration and Assessment Fees shall be paid annually by all registered Junior teams and leagues under the jurisdiction of Hockey PEI. Fees shall be determined by the Hockey PEI Board of Directors.

Please refer to the Fee and Payment Schedule on page 9.

### 2.1 LEAGUES

All Leagues must register on a Hockey PEI League Registration Form and must annually submit the following:

- A. Copy of League Constitution.
- B. Season Playing Schedule.
- C. List of Member Team Executives and Identify Team Contact information. (Form attached)

Team registrations will not be accepted until Member League(s) have completed ALL requirements of League Registration.

### 2.2 TEAMS

After League Registration has been filed, member teams may register with Hockey PEI. **All fees from prior season must be paid in full and scheduled fees submitted.**

## 3.0 PRE-SEASON ACTIVITIES

Pre-Season Activities are defined as on and off ice try-outs, practices and games prior to the commencement of the Leagues Regular Season.

### 3.1 REGISTRY CERTIFICATES

Prior to participating in any sanctioned pre-season activities, teams must meet all financial requirements before player registration is permitted for the current season. The new Hockey Canada Registry System Certificates will be made available from the Hockey PEI Office as of August 1<sup>st</sup> of each year. Online registrations posted will not be accepted nor approved until the permitted August 1<sup>st</sup> registration start date. Teams using the online Registry System **must** submit copies of the registry certificates to the Hockey PEI Office.

The following is the maximum number of signed players permitted per League:

- |          |                                   |
|----------|-----------------------------------|
| Junior A | - not more than (45) certificates |
| Junior B | - not more than (45) certificates |
| Junior C | - not more than (45) certificates |

## PLAYER REGISTRATION CUT DOWN DATES

### Junior A, Junior B, and Junior C

On **December 1**, all teams must reduce to not more than twenty-five (25), the total of the following:

a) The number of registered players on their active list. If twenty-five (25) players are listed, at least two (2) must be goaltenders.

On **January 10**, all teams must reduce to not more than **twenty-three (23)** of the following:

a) The number of registered players on their active list. If all registration certificates are used, twenty-three (23), at least two (2) must be goaltenders.

**Note:** The December 1 and January 10 lists must be in the hands of the Branch Executive Director or forwarded by fax, or via electronic mail, no later than midnight December 1 and/or January 10 (whichever date applies). Teams using the online Registry System (HCRS) must still file an Active List form with the Branch Executive Director as per the deadline(s) above.

Any team failing to abide shall be declared ineligible from further competition until the preceding outlined provisions are met and provided further, that non-compliance shall result in all players being declared released from membership with the team, under the authority and guidelines of the Branch Executive.

**REMINDER:** All registrations and transfers must be completed and filed with the Hockey PEI office at least 48 hours prior to your first league game.

### 3.2 TRAINING CAMP ROSTERS

Teams must submit training camp rosters to the Hockey PEI Executive Director. Any player additions must be submitted upon participation.

### 3.3 OUT-OF-PROVINCE PLAYERS

Defined as, players who were last registered members of another Hockey Canada Branch or IIHF Member Federation.

#### 3.3.1 ELIGIBILITY

Prior to a player participating per 3.3, teams MUST provide either a copy of a release from the players last registered team, (unless quoting pertinent Hockey Canada regulation which does not require a release) or provide written confirmation that permission for such player has been granted to participate in a tryout camp. An official league tryout form may be submitted as additional supporting evidence. Teams should use the "Tryout Permission" form.

#### 3.3.2 EXHIBITION GAMES

Out-of-Province players, who have met requirements of 3.3.1 and have received written approval from the Hockey PEI Executive Director, are permitted to participate in sanctioned pre-season exhibition games without processing of an Inter Branch Transfer (IBT). **However, an IBT must be processed prior to the players participation in his first Regular Season Game.**

### 3.4 PRE-SEASON – EXHIBITION GAMES

Defined as a game, which is not part of the regular season or play-off schedule.

A request to play an exhibition game must be filed by the home team with the Hockey PEI office in writing, stating the name of the teams proposing to play such a game, the date, time and location of the game.

Teams participating in such games must submit (24) hours in advance an Exhibition Roster Form to the Hockey PEI office for authorization. The Exhibition Roster Form must include roster stating the players' names, and the names of all management personnel of such team (coaches, manager, trainers, etc.). Forms can be obtained from the Hockey PEI office or on the website at <http://www.hockeypei.com>

Before participating in any exhibition game, the Hockey PEI Executive Director must approve the Exhibition Roster Form to ensure a permit has thus been granted. A signed copy of the Exhibition Roster Form will be returned to the team upon authorization.

**Note:** If an exhibition game is held on a weekend, forms must be submitted by 12:00 pm (noon) on Friday of that week.

ALL TEAMS competing in another Hockey Canada Branch for pre or in-season exhibition games must obtain authorization from the Hockey PEI Office. Teams must still submit an Exhibition Roster Form.

### **3.5 SUSPENSION OR INJURY**

If a player becomes injured or suspended during a pre-season game, such individual must sign a player certificate.

## **4.0 AFFILIATION**

### **4.1 PURPOSE**

To provide an opportunity for higher Division or Category teams to dress the maximum number of players allowable for a game in accordance with the Playing Rules.

### **4.2 GOVERNANCE**

Hockey PEI Member Junior Teams will be governed by Hockey Canada Regulations E, except where defined herein.

### **4.3 GEOGRAPHIC SUBDIVISION**

For the purpose of Junior Affiliation, the Province of PEI is defined as one (1) Geographic Subdivision.

### **4.4 AFFILIATION OPTIONS**

Hockey PEI Junior Teams may have nineteen (19) SPECIALLY AFFILIATED PLAYERS WHOM AT LEAST (2) MUST BE GOALTENDERS, FROM LOWER Division or category Teams defined herein.

For utilization of affiliated players, teams must submit a Special Affiliate Player Certificate to the Hockey PEI office. Teams may only submit Special Affiliate Player Certificate to the Hockey PEI office up to January 15<sup>th</sup>. Forms may be obtained from the office or at [www.hockeypei.com](http://www.hockeypei.com). Incomplete forms will not be accepted and will be returned to the respective team.

No player will be permitted to play as an affiliated without written authorization of the Hockey PEI Executive Director, or their designate.

### **4.5 CANADIAN DEVELOPMENT MODEL**

The Canadian Development Model was developed out of the desire to create a better system for the progression and development of Canadian hockey players within the club system in Canada.

The objective is to develop a Canadian hockey model that provides Canadian players with a program that meets their entire hockey and education needs within Canada.

For further details, please refer to Hockey Canada's website <http://www.hockeycanada.ca> to obtain a copy of the 2012-2013 Regulations Manual for further detailed information. Refer to Regulation F53. Manuals may also be picked up at the Hockey PEI office.

Please contact the Hockey PEI Executive Director with any questions or inquires surrounding the application of the Canadian Development Model.

### **4.6 PERMANENT AFFILIATE**

A "Permanent Affiliate" is defined as a player who registers on a lower category team for the express purpose of affiliating on a full time basis to the higher category team.

With the birth of the Canadian Development Model, Hockey Canada has distinguished that PERMANENT AFFILIATES are no longer permitted.

**IMPORTANT:** Special rules apply for the affiliation of a 15 year old. Please refer to F53C of Hockey Canada Manual for further details.

#### 4.7 MARITIME JUNIOR HOCKEY LEAGUE

Exclusive to Hockey New Brunswick, Hockey Nova Scotia and Hockey PEI, a Maritime Branch Agreement for the signing of 17 year old players has been agreed upon for the 2012-2013 season. Questions or inquiries related to this agreement should be directed to the Executive Director of Hockey PEI.

#### 4.8 AFFILIATION PROCEDURE

The following process must be followed for any affiliate player to be eligible to participate with a Hockey PEI Junior Team:

1. Special Affiliation Player Certificate properly completed.
2. Special Affiliation Player Certificate filed with Hockey PEI Office via facsimile or email.

**Written confirmation of approval of any Special Affiliate MUST be obtained from the Hockey PEI Executive Director, or designate PRIOR to any participation in sanctioned games with the Higher Category Team. Online branch approval will be provided to participating teams.**

### 5.0 PLAYER & TEAM OFFICIALS REGISTRATION

Hockey PEI Junior Teams will be governed by Hockey Canada Regulations relating to registration except where defined herein.

#### 5.1 PLAYER PROCEDURE

All Hockey PEI Junior Teams must follow the process laid out herein prior to allowing **ANY** player to participate in sanctioned League and Play-off Games:

1. A Hockey Canada registry certificate must be completed for all Registered Players (refer to *Section 6.0 Player Transfers* for players transferring from other Hockey Canada Branches, USA Hockey or IIHF).
2. Certificates may be dropped off at the hockey PEI office or sent via fax or scanned email with the Hockey PEI Office (if sent via fax or email, original copies of the certificates must be forwarded ASAP). A copy of the signed registry certificate with a minimum of the following information must be filed with Hockey PEI Office:
  - Complete Name
  - Complete Address
  - Names and seasons of last 2 teams registered with
  - Parents Signature IS NOT required for Majority Aged players
3. Copy of PROPER release must accompany card where required by Hockey Canada regulations. Contact Hockey PEI Executive Director, or designate for further clarification on this process.

**Important:** Inter-branch transfers may take up to 5 business days to grant approval. Hockey PEI will make every effort to expedite the process. A player requiring a release from a team outside of the branch will not be permitted to participate in any game until the release has been obtained by Hockey PEI from the player's previous registered team.

4. Written authorization must be received from the Hockey PEI Executive Director, or designate prior to player participating in League Games.
5. Certificates that are not legible will be returned to the team to be submitted in another format.
6. Incomplete certificates **will not** be processed and returned to the respective team.
7. No player shall participate in any league game until the Executive Director approves the players' certificate. Failure to comply will result in the use of an ineligible player and sanctions may be imposed on the team responsible.

**Note:** Please refer to **Section 8.0 Hockey PEI Office Services** for rules related to processing of player certificates.

#### 5.2 TEAM OFFICIAL PROCEDURE

All Hockey PEI Junior Teams must follow the process laid out herein prior to allowing **ANY** Team Official to participate in sanctioned League and Play-off Games:

1. A Hockey Canada registry certificate must be completed for all Registered Team Officials.
2. The original and/or copy of the signed registry certificate with a minimum of the following information must be filed with Hockey PEI Office via fax or scanned email:
  - Complete Name
  - Complete Address
  - Names and seasons of last 2 teams registered with
  - Name of Team Registered with listed
  - Position with Team
  - Certification Level noted
3. Written authorization must be received from the Hockey PEI Executive Director, or designate prior to the team official participating in League and/or playoff games.
4. Certificates that are not legible will be returned to the team to be submitted in another format.
5. Incomplete team official certificates **will not** be processed and returned to the respective team.
6. No team official shall participate in any league or playoff game until the team receives a signed copy of such certificate from Hockey PEI. Failure to comply will result in the use of an ineligible team official and sanctions may be imposed on the team responsible.

#### 5.2.1 BENCH STAFF

Defined as those team officials eligible to participate in sanctioned games on the players bench. A maximum of five (5) bench personnel are permitted on the bench for games and may consist of Head and Assistant coaches and trainers.

#### 5.2.2 TEAM OFFICIAL CERTIFICATION REQUIREMENTS

Hockey PEI Junior Team Officials must meet the following Certification requirements by December 31<sup>st</sup> each season:

1. All teams must have at least one member of the bench staff certified in the Hockey Canada Safety Program (HCSP).
2. All Registered trainers must be certified in the Hockey Canada Safety Program (HCSP).
3. Speak Out or Respect in Sport Certification is **MANDATORY** for all registered team officials. Failure to comply shall result in the removal of individuals from the team after December 31<sup>st</sup> of the applicable season.

The deadline for certification each season is December 31<sup>st</sup>.

## 6.0 PLAYER TRANSFERS

### 6.1 PLAYERS FROM OTHER HOCKEY CANADA BRANCHES, USA HOCKEY, or INTERNATIONAL ICE HOCKEY FEDERATION (IIHF)

All players who were last registered with another Hockey Canada Branch, USA Hockey or the IIHF must be properly transferred per Hockey Canada Regulations.

### 6.2 TRANSFER FEES

#### 6.2.1 INTER-BRANCH TRANSFER FEES

- A fee of \$100.00 is required for ALL Inter Branch Transfers.
- Inter Branch Transfer fees will be invoiced to accounts as transfers are processed.
- Fees are due payable within 5 days upon receipt of invoice.

#### 6.2.2 USA HOCKEY TRANSFER FEES

- A fee of \$150.00 is required for ALL USA Hockey transfers.
- A player CANNOT participate until required USA Hockey transfer fee has been received by the Hockey PEI Office.
- Hockey PEI Junior Teams are permitted to forward monies on account to expedite the transfer process.

### 6.2.3 IIHF TRANSFER FEES

- A fee up to \$2,400.00 may be required for ALL IIHF transfers.
- A player CANNOT participate until required IIHF fee has been received by Hockey PEI Office.
- Hockey PEI Junior Teams are permitted to forward monies on account to expedite the transfer process.
- A new IIHF transfer must be processed each year, with applicable fees, for players who were transferred during the previous season from an IIHF Federation.
- Proof of Primary Medical Coverage must be provided for all IIHF Transferred Players.

### 6.3 TRANSFER PROCESS

Prior to a player from another Hockey Canada Branch, USA Hockey or IIHF participating in Sanctioned League or Play-off games, the following process must be followed:

- Applicable fee forwarded to Hockey PEI.
- Applicable Transfer form signed by player and faxed or scanned email to the Hockey PEI Office. **Inter Branch Transfer form must state applicable regulations if player does not require a release or qualifies as a Non-Import.**
- **Proper release where required forwarded with application form. If no release, applicable Hockey Canada regulation must be stated.**
- Proof of Primary Medical Coverage must be provided for all IIHF and USA transferred players.
- WRITTEN PERMISSION TO ALLOW PLAYER TO PARTICIPATE MUST BE RECEIVED FROM HOCKEY PEI, EXECUTIVE DIRECTOR, OR DESIGNATE.

### 6.4 TRANSFER NOTES

Per Hockey Canada regulations, the approval of a transfer may take up to (5) five business days to complete. Hockey PEI Staff will work to reply in an expedient manner, but at times, full (5) business days will be the period of response.

Players transferring who do not require a release under Hockey Canada Regulations will not be permitted to participate in sanctioned games (pre-season, league or play-off) until the transfer has been approved by the former Branch or written notice received from the Hockey PEI Executive Director, or designate.

## 7.0 OVERAGE PLAYERS

Junior B and C teams may carry, at any given time, up to a maximum of four (4) over age players as of December 31 of the current season. Each league defines the criteria of an overage player. Decisions related to a player's status as overage will reside with the respective league commissioner or president based upon the leagues constitution.

## 8.0 HOCKEY PEI OFFICE SERVICES

Please note the following is aimed to improve the administrative efficiency and service to the Junior membership to ensure that equal opportunities and services are provided to registered members.

### 8.1 HOURS OF SERVICE

#### 8.1.1 Monday - Thursday for requests on Players to Participate THAT DAY.

- Requests for Transfers and Player registration forwarded on game day will not be processed after 12 Noon daily.
- Player cards or transfers received after 12 Noon will not be eligible to participate THAT DAY/EVENING.
- When requests for transfer or registration are forwarded on game day prior to 12 Noon, Hockey PEI cannot guarantee approval, but will work towards processing all requests forwarded prior to 12 Noon.
- To ensure receipt, requests forwarded should be followed up by a phone call to the Hockey PEI Executive Director, or designate.
- In ALL CASES, written approval must be received from Hockey PEI Executive Director, or designate PRIOR to player participating.

#### 8.1.2 Friday - Sunday Requests will not be processed after 12 Noon Friday.

- Requests for Transfers and Player registration to participate in Friday or weekend games will not be processed after 12 Noon Friday.
- Player cards or transfers forwarded after 12 Noon will not be eligible to participate THAT WEEKEND.

- When requests for transfer or registration are forwarded on Fridays prior to 12 Noon, Hockey PEI cannot guarantee approval, but will work towards processing all requests forwarded prior to 12 Noon.
- To ensure receipt, requests forwarded should be followed up by a phone call to the Hockey PEI Executive Director, or designate.
- In ALL CASES, written approval must be received from Hockey PEI Executive Director, or designate PRIOR to player participating.
- Requests outside of those defined herein to a Hockey PEI Board member, the Chair Junior Council or the Hockey PEI Executive Director will not be accepted or entertained.

**IMPORTANT: WHEN A HOLIDAY OCCURS ON A FRIDAY, THEN REQUEST LISTED IN SECTION 8.1.2 ABOVE WILL NOT BE PROCESSED AFTER NOON ON THURSDAY OF THAT WEEK.**

## **8.2 REGISTRATIONS SENT VIA EMAIL or FACSIMILE**

Faxed and/or scanned email registry certificates, which have been approved in writing by Hockey PEI Executive Director, or designate, may be accepted as valid registration. Teams are required to forward originals in a timely manner.

## **9.0 ENFORCEMENT**

The Interpretation, enforcement and administration of the Junior Policy will be the responsibility of the Hockey PEI Executive Director, and the Junior Council Chair, or designate.

### **9.1 SANCTIONING**

Failure to receive proper sanction for exhibition games outlined in Section 3 may result in refusal of future permits, as well as potential fines and suspensions of Team Personnel.

### **9.2 PLAYER REGISTRATION, AFFILIATION, AND TRANSFERS**

When it has been determined proper process has not been followed for the registration of players, affiliates or processing of transfers, the matter will be reviewed by the Hockey PEI Executive Director or designate. Upon review, if a player plays without having received proper approval, the team will have played the player AT RISK and may be subject to League sanctions and/or Hockey PEI disciplinary action.

In the event proper documentation was not filed with Hockey PEI Office, **the teams League will be notified of potential participation of an ineligible player. In addition to any potential League sanctions, Hockey PEI may discipline the team as per 9.3.** Under no circumstance should a player participate when the contrary has been communicated to the team.

**NO PLAYER MAY PARTICIPATE WITHOUT A REGISTRY CERTIFICATE SIGNED/APPROVED BY THE EXECUTIVE DIRECTOR.**

### **9.3 FINES**

- 1<sup>st</sup> Infraction - Written warning.
- 2<sup>nd</sup> Infraction - \$125.00 fine and/or 1 game suspension of Head Coach.
- 3<sup>rd</sup> Infraction - \$250.00 fine and/or 3 game suspension of Head Coach.
- 4<sup>th</sup> Infraction - \$500.00 fine and/or 5 game suspension of Head Coach.
- 5<sup>th</sup> Infraction - Referral to Hockey PEI Junior Council Chair.

- Notification of fines will be sent via email.
- Payment of fine is due within 7 business days of receipt of notification.

Note: Hockey PEI reserves the right to fine and/or suspend any individual as it sees fit. The above list of fines is a guideline only.



## 10.0 IMPORTANT DATES TO REMEMBER

Dates listed are for the 2012-2013 season.

<b>August 1</b>	Hockey Canada Registration Permitted.
<b>December 1</b>	Junior teams must reduce their roster to not more than 25, the combined total of registered players and unused registration certificate and submit an active list form to the Hockey PEI office.
<b>January 10</b>	Junior teams must reduce their roster to not more than 23 the combined total of registered players and unused registrations and submit an active list form to the Hockey PEI office.
<b>January 15</b>	Final date to sign Special Affiliate Players. All Special Affiliation Player Certificates must be submitted to the Hockey PEI office. Forms will not be accepted after this date.
<b>February 10</b>	Final registration date. Any player to be used for the remainder of the season must be submitted on this date. Players may not be signed after this date.
<b>February 10</b>	Final date for player transfers.

**NOTE: IF ANY LISTED DATES FALL ON A SATURDAY OR SUNDAY, THE DEADLINE FOR SUBMISSION OF FORMS TO THE HOCKEY PEI OFFICE WILL BE ON THE LISTED DATE AND NOT ON THE NEXT BUSINESS DAY (i.e. Monday). NO FORMS WILL BE ACCEPTED AFTER MIDNIGHT OF THE LISTED DATE.**

### INFORMATION:

Visit [www.hockeypei.com](http://www.hockeypei.com) for:

**Hockey Canada Bylaws and Regulations**  
**Hockey Canada Rulebook**  
**Safety Requires Teamwork Insurance Information**  
**Other Important Forms**

## REGISTRATION AND INSURANCE FEES

JUNIOR "A" MHL				
		FEE/RATE	ESTIMATE #s	ASSESSMENT
TEAM REGISTRATION		\$2000.00	-	\$2000.00
HOCKEY CANADA INSURANCE	PER TEAM	\$3,000.00	-	\$3,000.00
HOCKEY CANADA INSURANCE (ADD/MMD)	PER PLAYER	\$4.00	x 23	\$92.00
HOCKEY CANADA INSURANCE	PER TEAM OFFICIAL	\$16.15	x 5	\$80.75
HOCKEY PEI MEMBER REGISTRATION	PER PLAYER	\$28.85	x 23	\$663.55
HOCKEY PEI MEMBER REGISTRATION	PER TEAM OFFICIAL	\$28.85	x 5	\$144.25
AFFILIATION FEE	PER TEAM	\$100.00	-	\$100.00
HC JUNIOR ASSESSMENT FEE		\$400.00	-	\$400.00
<b>TOTAL TEAM ASSESSMENT</b>				<b>\$6480.55</b>
JUNIOR "B"				
		FEE/RATE	ESTIMATE #s	ASSESSMENT
TEAM REGISTRATION		\$1,750.00	-	\$1,750.00
HOCKEY CANADA INSURANCE (1/2 VISOR)	PER PLAYER	\$51.15	x23	\$1,176.45
HOCKEY CANADA INSURANCE	PER TEAM OFFICIAL	\$16.15	x5	\$80.75
HOCKEY PEI MEMBER REGISTRATION	PER PLAYER	\$28.85	x23	\$663.55
HOCKEY PEI MEMBER REGISTRATION	PER TEAM OFFICIAL	\$28.85	x5	\$144.25
AFFILIATION FEE	PER TEAM	\$100.00	-	\$100.00
<b>TOTAL TEAM ASSESSMENT</b>				<b>\$3915.00</b>
JUNIOR "C"				
		FEE/RATE	ESTIMATE #s	ASSESSMENT
TEAM REGISTRATION		\$750.00	-	\$750.00
HOCKEY CANADA INSURANCE (FULL FACE MASK)	PER PLAYER	\$26.15	x23	\$601.45
HOCKEY CANADA INSURANCE	PER TEAM OFFICIAL	\$16.15	x5	\$80.75
HOCKEY PEI MEMBER REGISTRATION	PER PLAYER	\$28.85	x23	\$663.55
	PER TEAM OFFICIAL	\$28.85	x5	144.25
AFFILIATION FEE	PER TEAM	\$100.00	-	\$100.00
<b>TOTAL TEAM ASSESSMENT</b>				<b>\$2340.00</b>

PAYMENT SCHEDULE		
PAYMENT	DUE DATE	AMOUNT DUE
#1	SEPTEMBER 1, 2012	TEAM REGISTRATION JR A \$2000, JR B \$1750, JR C \$750
#2	OCTOBER 15, 2012	REMAINING BALANCE

- September 1<sup>st</sup> payment is to be remitted on time. Approval of registrations or processing of inter-branch transfers WILL NOT take place until payment #1 is received.
- Inter-Branch Transfer fees of \$100.00 are due payable within 5 days upon receipt of invoice.
- NSF/returned cheques or late payments will incur an administration fee and team will not be a member in good standing until corrected.