



ELITE HOCKEY OPERATIONS MANUAL

MAJOR U18 FEMALE

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1.0 Purpose

The purpose of elite level hockey is to provide competitive development hockey programming to interested Hockey PEI players. To provide a hockey environment that assists in the development of individual player skills, expands opportunities within skill development potential and advancement opportunities to the next desired hockey level, which may also include positive educational opportunities.

1.1 This Operations Manual is for Major U18 Female level hockey teams under the jurisdiction of Hockey PEI. This manual provides a clear understanding of registration related policies and procedures.

- Major U18 Female Hockey (2 teams playing in the Maritime Major Female Hockey League)

1.2 Hockey PEI reserves the right to change or make exceptions to policies governing registration in PEI wherever and whenever necessary.

1.3 The operational guidelines provided herein are for Hockey PEI's Elite Hockey Team use in conjunction with the rules and regulations of Hockey PEI and Hockey Canada, and more specifically under the jurisdiction of the Leagues in which the Hockey PEI elite level teams participate.

1.3 It is acknowledged that not all contingencies can be covered in a single manual. As a result, Hockey PEI has the authority to exercise judgment and flexibility in dealing with unusual situations that do not fall within parameters of this manual. Hockey PEI will exercise its authority as deemed necessary to maintain the aim and objectives of elite programs in PEI while acting in a fair and judicial manner.

1.4 Teams must abide by and comply with providing the required components outlined in this manual each year by August 1st. Refer to Section 20.0 - Checklist

2.0 Registration Fees

2.1 Registration and Assessment Fees shall be paid annually. Fees shall be determined by the Hockey PEI Board of Directors.

2.2 Hockey PEI Fees	
Player Membership Fee	\$42.85
Player Insurance Fee	\$26.73
Team Official Membership Fee	\$42.85
Team Officials Insurance Fee	\$26.73
Team Membership Fee	\$300.00
ELECTRONIC GAMESHEET INC FEE	\$92.00
Officials Mileage Assessment	\$700

*The mileage assessment fee will be reconciled to actual expenses incurred. Teams will be invoiced for additional amounts owing or receive a refund for any overpayments.

2.3 All fees from prior season must be paid in full and fees submitted.

2.4 Teams may also be responsible for league/team fees required of their respective leagues. These fees are in addition to Hockey PEI fees and can be managed solely by the League Administrators.

3.0 Team Executive Management

- 3.1 Teams must submit a list of team executive members annually by August 1st for approval by Hockey PEI. This should include all team executive positions such as president, governors, secretary etc. Please use the Team Executive Form – See APPENDIX A.
- 3.2 If either team wishes to add or remove executive members during the season, they must advise Hockey PEI in writing of such immediately and provide updated contact information.
- 3.3 Team management will oversee the general operations of the team ensuring all operations of the team meet expectations and abide by the rules and regulations of Hockey PEI, Hockey Canada, and the League in which the team is registered.

The following table provides the minimum requirement management structure for Elite Level Teams within Hockey PEI

Table 1: Team Management	Major U18 FEMALE
President (primary team contact, responsible for all team operations, conduct team meetings, attend league meetings)	X
Board of Governors (advisory group that oversees team activities, provides team direction. Minimum of 3 governors, max. 2 parents)	X
Secretary/Treasurer (record minutes of team meetings, maintain proper accounting of team finances)	X
Manager (Day to day team operations, budgeting/accounts, scheduling, league contact)	X

4.0 Financials

- 4.1 Teams must submit a team operating budget each season by August 1st to Hockey PEI. Financial statements will be made available to Hockey PEI at any time if requested.
- 4.2 Team operating budgets will be held internally and not shared between teams or other parties.
- 4.3 Team budgets must include the total registrations fees to be collected from each player to be a member of the team. Teams shall outline what is included within the fee, for example equipment, travel, accommodation etc. Teams must also identify if there are any fundraising requirements of each player.
- 4.4 Teams must also detail the process for the issuing of refunds (i.e. a player requests a release, or the team releases a player).
- 4.5 At the conclusion of each season, teams must provide a season report which includes an updated financial report with actuals vs pre-season budget. This report must be submitted by April 30th.

5.0 Team Selection

- 5.1 Teams must abide by the U18 Major Female Player Selection Policy. See Appendix B.

5.3 Team staff selection will be administered by each team management group. Each Team Management group will provide a copy of their coach selection policy by August 1st each season. This policy must also contain the process required should Team Management wish to remove or replace any bench staff position.

A list of team staff must be submitted to Hockey PEI prior to public announcement and/or commencement of team selection to ensure proper certification as outlined by Hockey PEI/Hockey Canada rules and regulations.

The following table provides the minimum certification requirements for Elite Level Teams within Hockey PEI.

Table 2: Bench Staff Requirements					
Team	Head Coach	Asst. Coaches	Goalie Coach	Trainer	Equipment Manager
U18 Major FEMALE	High Performance 1	Development 1	Goal Coach 1 or Development.1	Safety Trainer	Safety Trainer
RESEPECT in SPORT: All team officials including managers must be have Respect in Sport certification by December 1st.					
CRC-VSC: All team officials including managers must obtain a valid criminal record check / Vulnerable Sector check by December 1st.					
MAJOR U18 FEMALE – At minimum 1 coach position and 1 other team official position must be a female. Team Management groups are encouraged to foster, develop and promote female coaching opportunities.					

5.4 **Player Eligibility** – As per Hockey Canada Regulation U18 level hockey is open to the following age players. Ages are determined as of December 31st.

- The Major U18 Female league is open to ALL Female players 15-17 years of age as of December 31st of the current playing year.

5.5 **Try-Outs**

- Any player attending try-outs for U18 Major Female must attend in the zone from which their home association is located.
- Players are not eligible to tryout for the Major U18 Female team in their non-designated zone unless released after participating in their home zone tryout process.
- Teams must immediately notify the League Coordinator the names of any released players.
- Any player signing with a Major U18 Female team, outside of their designated zone is only required to commit for one season. Players must return to their home association and designated zone at the end of the season.
- Any player released from their non-designated Major U18 female team prior to completing their one-year commitment is eligible to return and play in his/her home association.

5.6 **Underage Player Eligibility**

- Please refer to the Hockey PEI Exceptional Player Policy.
- Underage players are NOT permitted to attend tryouts in a higher category unless it is for the purposes of evaluation required of the Exceptional Player Policy.

6.0 Zones

61 The U18 Major Female zones as set forth by Hockey PEI Female Council are as follows:

Eastern Zone: Sherwood, Charlottetown, Pownal, Belfast, Northumberland, Montague, Georgetown, Morell, and Souris.

Western Zone: North River, North Star, Southside, Kensington, Summerside, Evangeline, Tyne Valley, O'Leary, Alberton, and Tignish.

7.0 HCR Registration of Player and Team Officials

7.1 Elite level registration will be governed by Hockey Canada Regulations relating to registration except where defined within Hockey PEI rules and regulations or herein;

7.2 Player and Team Official Registration Certificates can be made available by August 1st of each year.

7.3 The following certificates will be allocated to U18 teams as per Hockey Canada Regulation E.

- Each team will be allocated (25) player certificates as per regulation.
- At no time, may a team have more than 20 players registered at any one time.
- The Minimum Roster size for a Major U18 Female team is 16 players and 2 goaltenders as per the recommendation of Hockey PEI Development Council.
- The Maximum Roster size as per Hockey Canada regulation is 18 players and 2 goaltenders.

7.4 Teams or Leagues not managing their own HCR registrations shall adhere to the following process. The following must be complete prior to approval of any participation in sanctioned League and/or Play-off Games:

- a) A Hockey PEI Registration Certificate must be completed in full for all Registered Players and Team Officials.
- b) Certificates may be emailed to info@hockeypei.com or dropped off to the Hockey PEI office.
- c) 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.
- d) Written authorization must be received from the Hockey PEI Executive Director or designate prior to a player participating in League Games.
- e) Certificates that are not legible will be returned to the team to be submitted in another format.
- f) Incomplete certificates will not be processed and returned to the respective team.
- g) No player or team official shall participate in any league game until the Executive Director approves the certificate. Failure to comply will result in the use of an ineligible player/team official and sanctions may be imposed on the team responsible.

8.0 Affiliation

8.1 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.

- 8.2 Teams will be governed by Hockey Canada Regulations E, except where defined herein.
- 8.3 Teams may have nineteen (19) specially affiliated players whom at least (2) must be goaltenders.
- 8.4 Players affiliating to a Major U18 female team are not permitted to affiliate outside of their designated U18 Major Female zone.
- 8.5 For utilization of affiliated players, teams must submit a Special Affiliate Player Certificate to the Hockey PEI office. Affiliate Forms must be submitted prior to player participating. The final deadline to file forms is January 15th. Affiliation Forms will not be accepted after this date.
- 8.6 Incomplete forms will not be accepted and will be returned to the respective team.
- 8.7 No player will be permitted to play as an affiliate without written authorization of the Hockey PEI Executive Director or designate.
- 8.7 Teams may only affiliate from other Female Teams as per Hockey PEI Regulation 5.06.
- 8.8 As per Hockey PEI Regulation 5 – Affiliation, a maximum of ten (10) affiliation games are permitted. Exhibition and tournament games do not count toward the ten.

Table 3: Team Affiliation

Team	Affiliate Teams	Number of Affiliate Players Allowed
U18 AAA (F)	U18 AA, A (F), U15 AAA, AA, A (F)	19 (17 skaters + 2 goalies)

9.0 Pre-Season Activities

- 9.1 Pre-Season Activities are defined as on and off ice training, try-outs, practices and games prior to the commencement of the Leagues Regular Season.
- 9.2 Teams will be permitted to begin Pre-Season Activities (ie. training camp) no earlier than August 15th annually. Teams must submit details related to training camps including detailed schedules, costs etc.
- 9.3 Teams are not permitted to host sanctioned organized team activities between June 1st and August 15th unless approval is granted by Hockey PEI.
- 9.4 A request to play an exhibition game at any time during the season in any branch must be filed 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 (48) hours in advance.
- 9.5 If a player becomes injured or suspended during a pre-season game, such individual must sign a player certificate.

10.0 Spring ID Camps

- 10.1 At the conclusion of the season, teams will be permitted to host a Spring ID camp. Teams are required to submit a request in writing to host a camp providing details related to schedules, costs etc. All camps shall be complete by May 31st.

- 10.2 Teams may invite any players within their zone that were not registered in the previous season with the other Major U18 team, unless said player has been officially released from the previous team.

11.0 Provincial Championship Playdown

- 11.1 Teams will follow the format as set by Female Hockey Council to determine a Provincial Champion.
- 11.2 Game Splits - All ice time, administrative and venue expenses are the responsibility of the home team throughout the Provincial Championships Series. In the event of the series ending on an odd numbered game, any profits after expenses will remain with the home team. Revenues from 50-50 remain with the home team.

12.0 Hockey PEI Representative

- 12.1 Female Council will assign a League Coordinator to oversee the activities of the U18 Major Female League.
- 12.2 Hockey PEI will assign a board representative to elite teams to meet periodically with team management members, team officials, and league representatives to gather updates related to the operations of the team and league level. The Hockey PEI rep will be responsible for ensuring elite teams are operating in good faith and provide any support or resources required for each team.

13.0 Regulations

- 13.1 Teams shall abide by all Hockey PEI regulations and policies.
- 13.2 Elite teams shall also abide by any rules and regulations specific to their governing league body.

14.0 Complaint Resolution Process

- 14.1 Teams must submit a copy of a Complaint Resolution Process that will be part of the team's operations. This could relate to player selections, discipline, player release etc. This information is due by August 1st annually.

15.0 Operational Policies

- 15.1 Teams shall submit to Hockey PEI any other related team operational documents that they may use annually, which may include operational manuals, constitutions, player/parent handouts etc.

16.0 Enforcement

- 16.1 The Interpretation, enforcement and administration of the Policy Manual will be the responsibility of the Hockey PEI Executive Director or designate.
- 16.2 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.

- 16.3 Under no circumstance should a player participate when the contrary has been communicated to the team. In the event proper documentation was not filed with the 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 choose to impose discipline through suspensions and/or fines.

17.0 Franchise Renewal/Transfer

- 17.1 At the conclusion of each season Hockey PEI will meet individually with league teams. Upon satisfactory review of the terms of operation, Hockey PEI shall renew the franchise going forward. If Hockey PEI should consider the withdrawal of a franchise from its existing management group, Hockey PEI may provide prior written notice to the franchise identifying areas of concern. The franchise will be given the opportunity to address these concerns. Upon review, Hockey PEI reserves the right to either renew the franchise going forward, grant a probationary period, or withdraw from the existing management group.
- 17.2 In the event of Hockey PEI invoking the “withdrawal of a franchise” all team assets will be pro-rated at fair market value and offered to the new franchise group. Should a franchise choose to withdraw on its own accord, written notice must be received by the Hockey PEI office by May 1st.
- 17.3 Neither team has the authority to transfer a team to another “management group” or location without the prior approval of Hockey PEI. If a team should cease operations, then Hockey PEI will determine any process of how that team will be reassigned to another location or dissolved. Further to that, neither team is permitted to sell the “franchise” to another party. You may sell any assets acquired (ie. equipment etc.) but not permitted to sell the rights to host a team.

18.0 Travel Permits

- 18.1 Please refer to Hockey PEI Regulation 19 – Travel Permits
- 18.2 Major U18 AAA Female teams will be permitted 3 permits as per regulation.

19.0 Important Dates

July 1	Hockey Canada Registration Permitted. Major U18 teams are permitted to sign and register players for the current season.
August 1	Information due to Hockey PEI as outlined in this Operations Manual
August 15	Teams may begin Pre-Season activities (ie. Training Camp)
December 1	Deadline for team officials/volunteers to obtain required certifications.
January 15	Final date to sign Special Affiliate Players. All Special Affiliation Player Forms must be submitted to the Hockey PEI office prior to a player participating. Forms will not be accepted after this date.
February 10	Final player registration date. Any player to be used for the remainder of the season must be submitted no later than this date. Players may not be signed after this date.
April 30	Season Report / Financial Update due to Hockey PEI
May 31	Final date to host Spring ID Camps.

20.0 Team Checklist

Teams are required to submit the following annually by August 1st.

- Team Executive
- Annual Operating Budget
- Team Selection Process
- Team Fees/Refunds
- Complaint Resolution Process
- Team Officials
- Training Camp Dates
- Other Operational Policies

APPENDIX B - MAJOR U18 FEMALE - PLAYER SELECTION POLICY

SPRING IDENTIFICATION CAMPS

1. Teams are permitted to conduct a spring identification camp following the Atlantic Championships.
2. Spring identification camps must be completed by May 31st of each year.
3. Only players who reside within the team's zone and those players carded to the team from outside the zone are permitted to attend that team's spring identification camp.
4. All camps must be approved in advance by Hockey PEI through a written request.

MAJOR U18 AAA Female TRYOUTS

- Major U18 AAA Female hockey within Hockey PEI is represented by two zones across the Island.

Eastern Zone: Sherwood, Charlottetown, Pownal, Belfast, Northumberland, Montague, Georgetown, Morell, and Souris.

Western Zone: North River, North Star, Southside, Kensington, Summerside, Evangeline, Tyne Valley, O'Leary, Alberton, and Tignish.
- Any player attending tryouts for a Major U18 AAA Female team must attend the zone in which their home association is located.
- Players are not eligible to try out for the Major U18 AAA Female team in their non-designated zone unless released after participating in their home zone tryout process.
- Released players cannot attend the non-designated zone tryout until after the first set of cuts of the Major U18 AAA Female player selection process. **Exception:** Goaltenders are permitted to attend non-designated zone tryouts once released at any time throughout the player selection process, provided they have attended the first tryout session in their home zone and have a written release from their home Major U18 AAA Female team.
- Any player signing with the Major U18 AAA Female team in a zone not determined to be her home zone must commit to be part of that Major U18 AAA Female team for a one (1) year period.
- Minor U18 players and U15 players affiliating to a Major U18 AAA Female team are not permitted to affiliate out of their designated Major U18 AAA Female zone.
- Underage players are not permitted to attend tryouts unless for Exceptional Player Policy evaluations coordinated with Hockey PEI Technical Director.

ROSTER SIZE

- The minimum roster size for a Major U18 Female team is 16 players and 2 goaltenders.
- The Maximum allowable roster size is 18 players and 2 goaltenders.

Updated: September 2024

APPENDIX C - BUDGET TEMPLATE

TEAM NAME:		
2024-2025 BUDGET		TEAM NOTES
REVENUE		
<i>Profit or loss from previous year</i>		
Registration Fees		# of players @ \$
Camp & Evaluations		# of players @ \$
Corporate Sponsor		WHO
Fund Raising		
Season Passes		
50/50 Sales		
Admission		
Program Advertising		
Other Revenue		Specify from where
Net Sales	\$ -	
Total Revenue	\$ -	
EXPENSES		
Advertising & Promo		
Bad Debts		
Team Staff Expenses		Meals / gas / hotels
Player Development Expenses		Gym / Trainer
Officials / Time Keepers		
End of Year Expenses		
Ice Rental		
Team Building		
Equipment / Clothing		
Insurance HPEI		
Office Supplies		Include bank charges
Tournament Fees		What Tournaments, location & cost
Travel / Bus		
League Fees		
Program Expenses		
Honorariums		Paid to who and \$?
Net Expenses	\$ -	
Total Expenses	\$ -	
Net Income	\$ -	
Additional Notes:		
* Financials cycle = Spring ID Camp (April) to Year end (March)		
*Team Budget due to Hockey PEI August 1st		
*Final Report due to Hockey PEI April 30th		