



Nova Scotia U15 Major Hockey League Operations Handbook

1.0 Introduction

The handbook has been developed to provide guidelines and direction for the operation of the Nova Scotia U15 Major Hockey League (NSU15Major). The policies stated herein are for NSU15 Major operational use in conjunction with rules and regulations of Hockey Nova Scotia and Hockey Canada, and more specifically under the jurisdiction of Hockey Nova Scotia, as per HNS Regulation 20.2 as well as Hockey Nova Scotia and Hockey Canada rules and regulations as applicable to minor hockey.

2.0 Objectives of NSU15 Major:

- To provide a high caliber of play for skilled bantam age players in all areas of Nova Scotia
- To encourage players to stay within Nova Scotia by providing a viable competition alternative
- To provide a competitive level of hockey under minor hockey rules that provides for an emphasis on education, skill development and sportsmanship.
- To enable skilled players to compete against players of similar level, while limiting the impact on family and travel to players.

3.0 Structure:

The NSU15 Major will consist of twelve (12) regionalized teams located in the following regions or as otherwise prescribed by Hockey Nova Scotia.

Region 1: Cape Breton Region

Region 2: Strait Region including Antigonish and Canso Minor Hockey Associations

Region 3: Pictou County Minor Hockey Association

Region 4: Fundy Region

Region 5: Cole Harbour/Bel Ayr and Eastern Shore Minor Hockey Associations

Region 6: Dartmouth Whalers Minor Hockey Association

Region 7: Bedford Minor Hockey Association
 Region 8: Halifax Hawks Minor Hockey Association
 Region 9: TASA and Chebucto Minor Hockey Associations
 Region 10: Sackville and East Hants Minor Hockey Associations
 Region 11: Western Region
 Region 12: Nova Region

4.0 Competition

4.1 League Schedule:

A league schedule will be approved by the Executive Committee on an annual basis ensuring all teams play in an active schedule commencing mid September and concluding the later part of February, consisting of 33 games subject to the following:

Teams will play an unbalanced schedule with all games played on weekends (Saturday afternoons/evenings and Sunday mornings/afternoons). Exception for weekday games and Sunday evening games, if requested, will be granted so long as the visiting team can return home by 10 pm.

Games played on Saturdays must not commence prior to 4:00 pm, with the exception of interlocking games between teams in Regions 5, 6, 7, 8, 9 and 10, and in any event, must be completed no later than 10:00 p.m. Games played on Sundays must not commence prior to 11:00 am and must be completed at a time to allow the visiting team to return to their home arena by 7:00 pm, with the exception of interlocking games as above, which must be completed by 10:00 pm.

Changes to scheduled games must be approved by the NSMBHL President or league scheduler. Prior to requesting approval for a change in scheduled games the team requesting the change is to obtain approval from the opposing team. It is expected both teams will act in good faith in attempting to reschedule. In the event of a conflict, the Executive Committee of the NSU15 Major will rule, and its decision will be final.

All scheduled games must be completed, and under no circumstances will games be forfeited.

All teams are to provide the League Scheduler, with available dates for home games by June 30th.

The League Scheduler will provide a draft of the proposed schedule by July 31st for review and adjustment, with final schedule concluded by August 15th.

4.2 Game Structure

Each league game will consist of:

- Three stop time periods with period 1 consisting of 15 minutes and the 2nd and 3rd period consisting of 20 minutes.

- A 5-minute warm-up is to be provided prior to the start of each game and it will be permissible to start the warm-up on clean ice.
- At the one minute mark of warm-ups, the buzzer will be sounded to signify to teams to pick up all pucks and to be ready to play at the 0.00 mark when the buzzer sounds.
- The ice is to be re-surfaced between the 2nd and 3rd period, allowing for a 10-minute intermission.
- We will use the 3 point system. 3 points for a win. Should the teams be tied after regular time, 2 points will be awarded to the winner from the overtime or shoot out while the other team shall receive one point
- In the event of a tie, there will be a 2 minute rest, teams will not switch ends and then will play a 5 minute sudden death 4 on 4 over time. Following this, if necessary the teams will go into a 3 player shoot out followed by a sudden death shoot out with no player being allowed to shoot twice until all players have shot. If however unforeseen circumstances were to take place and the overtime and shoot out could not occur, the game will stand as a tie.
- Each team is permitted one 30-second time out
- Game time slots are to be a minimum of two hours in length and all games must be fully completed. "Buzzing Off" will not be permitted.

Should, under unforeseen circumstances that would cause a game to be stopped prior to the end of the third period, the following guidelines would apply:

- If there are 10 minutes or less remaining in the third period when the game is stopped, the score at the stoppage of time will count as the final score.
 - Should there be more than 10 minutes remaining, a new date will be set for the completion of the game. Play will resume from the point in time at which the game was stopped.
 - Arrangements for the completion of the halted game are subject to approval of the League Executive.
- Overtime; at the end of regulation with a tied game, teams will have a 2 minute rest and then a 4 on 4 sudden death overtime period. If this does not declare a winner the teams will then go to a 3 man shoot out. If the game is still undecided the teams will then go to a sudden death shoot out to declare the winner. No player may shoot twice in the shoot out until all players have at least one opportunity to shoot.

4.3 Game Day Protocol:

4.31 Home Team:

- To provide visiting team with a minimum of 25 pucks for use in warm-up
- To ensure there are sufficient game puck
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- To arrange for 2 off-ice officials: one to operate clock, music and public announcements and one to act as scorekeeper. The home team is to ensure the scorekeeper is familiar with governing rules of hockey.
- To arrange for visiting dressing room to be available for use 45 minutes prior to warm-up.
- To pay on-ice officials the going rate per game as prescribed by HNS immediately following each game.
- To ensure the electronic game sheet is properly completed and entered accordingly so the NSU15 Major VP Operations and Statistician immediately following each game receive a copy.
- To call the NSU15 Major Statistician within one hour after the conclusion of the game with the score should there be any issue resulting in the electronic game sheet.
- To provide music, limited to during stoppages of play
- To ensure O' Canada is played prior to the start of each game. Starting line-ups for each team to be on the ice.

4.3.2 Visiting Team:

- To arrive at the arena a minimum of 45 minutes prior to commencement of warm-ups

4.3.3 Both Teams:

At the conclusion of each game, unless otherwise directed by the referee, all players and coaches are to shake hands or fist pump.

4.4 Game Day Cancellations:

In the event, due to poor travel conditions, which at the discretion of the traveling team, prevents the team from safely traveling to the home team arena, the visiting team is to immediately contact, by phone, the following to advise they are unable to travel:

NSU15 Major President or league scheduler
HNS referee liaison
The home team

All reasonable efforts are to be made to reschedule cancelled games. Should participating teams be unable to reschedule the game(s) the NSU15 Major Executive will reschedule the game on pre-determined dates, set aside within the schedule for make-up games.

4.5 On-Ice Officials:

All on-ice officials for regular season, play off and provincial championship will be arranged by the NSU15 Major Executive in conjunction with HNS referee liaison.

The NSU 15 Major has a 4 man on ice officiating system.

The cost of on-ice officials is the responsibility of the Home team for regular season and league play-off games and will be the responsibility of the Host team/committee for Provincial Championship play.

4.6 Admission:

The cost of admission for each regular season and play-off game is \$7.00 each, students (13-18) \$5 and free to those 12 years of age and younger.

4.7 Game Passes:

The NSU 15 Major will provide 6 season passes to be used by team executive members for admission to regular season and playoff games. Executive members of the NSU 15 Major will also be provided season passes.

5.0 Team Responsibilities:

It is the responsibility of each team to provide, as a minimum:

5.1 Team Uniforms to include:

- 2 sets of sweaters – home and away
- matching socks
- gloves
- CSA approved helmets
- Pants or shells

A minimum of 2 – 1 hour practices per week. (exception to the number of practices will be considered for those teams whose Regions involve travel times from home to arena in excess of one hour for some of its players. As an alternative, a minimum of 1 – 2 hour practice per week will be acceptable.

5.2 Player Uniform Protocol:

- The League is to approve team colors.
- Teams will comply with Hockey Nova Scotia requirements to have the “STOP” patch properly affixed to each sweater, including game uniforms and practice jerseys.
- Sponsor bars and/or logos are to be placed in such a position as to appropriately display the sponsors name, however, not to interfere with team name, name bars or numbers.
- Sweaters are not to be tucked in.
- Pant legs must be zippered or sewn closed. Open or ripped pant legs are not permitted.
- Helmets must be either black or comply with team colours.

6.0 Event Permits:

To ensure HNS/HC Insurance coverage is in effect, all events teams participate in must be sanctioned by the League and HNS. Permits are secured as follows:

6.1 Regular Season Games – granted based on approval of regular season schedule as submitted by the League Executive to HNS.

- 6.2 Play-off Games** – granted based on approval of schedule submitted by the League Executive to HNS.
- 6.3 Exhibition Games** – teams are required to submit a request to the League Executive for all exhibition games to include date and time of games, arena, and visiting team. The League Executive will submit a request to HNS to issue a permit.
- 6.4 Spring ID Camps** – teams are required to submit a request to the League Executive detailing dates, times and locations for all activities involved in Spring ID Camps. For all non ice-related activities, details of the activity are required.
- 6.5 Tryouts** – teams are required to submit a request to the League Executive detailing dates, times and locations for all activities involved in tryouts. For all non ice-related activities, details of the activity are required.

Please note permit requests for any event between May 31st and August 14th and December 24, 25, 26, 27, 31 and January 1, will not be considered.

7.0 Discipline:

The league operates under the Hockey Nova Scotia Code of Discipline as applicable to minor hockey. ***Refer to Addenda Item A for details.***

8.0 Player Selection Process:

8.1 Spring Evaluation Camps:

Teams are permitted to conduct evaluation camps from the period not to commence 14 days after the Atlantic Championships for both Pee Wee and Bantam and must be completed by May 31st.

The following conditions apply to Spring Evaluation Camps.

- Only players who reside within a team's Region may attend that team's camp.
- All players who participate in the camp must be listed on the official camp roster which is to be submitted to the League Registrar for approval prior to the team commencing any Spring Evaluation camp activities.
- At the conclusion of the Evaluation Camp, teams annually, must submit a protected all list of not more than 25 players to the League Registrar no later than June 15th. Players who are not included on the team's protected list must be provided with a copy of the official player release immediately upon conclusion of

- the camp. All player release forms must be submitted to the League Registrar with the protected list on June 15th.
- The League Registrar shall forward copies of all team protected lists as well as the each team`s individual players release forms to all member teams no later than June 30th.
- Players who do not participate in their regional team`s spring camp or fall tryouts for personal reasons are not eligible to participate in another teams tryouts. Players who fail to participate in either their regional team`s spring and or fall camps and are not duly released by that team render themselves ineligible to participate on any other league team. In addition, players who are offered a roster position with their regional team and who refuse to accept are also ruled ineligible to participate on any other league team.

8.2 Team Tryouts: Fall Camps

The NS U15 Major league will not conduct any stationed events from May 31st to August 15th inclusive.

Fall Try outs cannot start prior to August 15th.

- All players who are not already listed on a team`s protected list and who will participate in team tryouts must be listed on the official camp roster which is to be submitted to the League Registrar prior to the team commencing tryout camp activities. Any new player added must receive approval from the League Registrar before the player can participate in tryouts.
- Players that are released from tryouts by a team are to be provided with an official player release immediately upon being notified. The team shall also forward a copy of the release to the League Registrar immediately and the League Registrar shall inform all member teams of the player release in a as soon as possible.
- Teams are not permitted to recruit players held by another team until the player has been officially released as notified by the League Registrar. Contacting players in advance to discuss the possibility of a player attending another tryout without first being presented a release from the player`s Regional team shall be considered tampering.
- Released players may tryout for any other league team with no limitation on how many other teams they may tryout for however are only permitted to tryout for one team at a time.
- Any player residing outside a team`s Regional boundary who has been released must present a copy of the official release form as provided by their regional team before the player can participate in any tryout activity.

All teams are to ensure that any player has been formally released prior to allowing the player to participate in their team tryouts.

A core roster of 13 skaters and 1 goaltender is to be submitted by September 4th to the league registrar. Final team selection is to occur no later than September 10th with league play commencing the following weekend.

Teams are limited to a maximum of 6 exhibition games after September 1st.

A P's as per Hockey Canada rulings;

35.a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltenders, exceptions see Regulations B.42, E36(b).

Exhibition and or/ tournament games which are not part of the regular league games or play-off games, are excluded from the number of games referred to in Regulation E35a

There will be no affiliation between NSU15 Major and High School players.

8.3 Player Release Policy:

It is the expectation of the NSU15 Major that once a player is signed, that player will be with the team for the balance of the year, and only under "exceptional circumstances" would a player be released after being signed. Approval of the League President is required, prior to a release being granted once the player has been signed.

"Exceptional circumstances" means circumstances in which a player

(a) is sick or injured; or

(b) moves out of the province and is unable to return to play for the remainder of the season.

Release

1. A release of a player in exceptional circumstances must be obtained prior to November 30th of the current season.

Roster replacement of released player

2. (1) A player signing to replace a player released under exceptional circumstances must have been registered in the tryout process for the team or come from the affiliated players' list for the team.

(2) Players who did not participate in their regional team's tryouts are not eligible to sign.

Not a free agent

3. A released player is not a free agent.

After December 15th a player cannot be released without the approval of the League President as well as approval from the HNS Director at Large/Chair Elite Hockey.

All teams will be permitted 19 player cards to fill. Should for any reason, a player leave a team for any reason other than “exceptional circumstances”, no additional player cards will be extended to a team, therefore reducing their core roster for the remainder of the year.

9.0 Awards:

To recognize the accomplishments of teams and players, the following awards will be presented by the League during the NS U15 Major Provincial Tournament.

Team – League Championship Trophy and Banner presented to the team finishing first overall during the regular schedule (the trophy to be returned to the League by December 31st of the following year).

9.1 Player Awards

- Leading Scorer (goals & assists)
- Top Forward
- Top Defenceman
- MVP Playoffs

9.2 All Star Awards – First and rookie all star awards will be presented to include the position of 1 goaltender, 2 defencemen and 3 forwards for each team.

9.3 Guidelines for Nominations

Each team coach will nominate the player(s) for each of the awards on the prescribed league form. Coaches may nominate players from their team or another team.

Nominations will be forwarded to the League President or designate immediately upon completion of the regular season or at some other date as may be determined.

All nominations will be compiled on a ballot and ballots will be forwarded to each team for voting. For each award, coaches are to name their first, second and third choices. Each award vote must have the three selections and coaches must vote for players from any team other than their own.

All ballots will be forwarded to the League President by February 28. All awards will be presented during the NS U15 Major Provincial Championship. Exception – MVP Playoffs will be awarded at the end of the NS U15 Major Provincial Championships.

10.0 Certification Requirements:

It is the requirement of teams to ensure all team personnel are compliant with Hockey Nova Scotia Regulation 11 – Hockey Nova Scotia Certification Requirements with the following amendments:

All coaches, including assistants, trainers, and managers, shall have completed the Speak Out or Respect in Sport course by October 31st.

Each team is to have one member of their coaching staff certified with level 2 goaltending certification.

11.0 Coach Selection:

Coach selection will be administered by the league clubs; however, all coaches must be approved by the league Executive Committee

12.0 Play-Offs

Play-offs will be held at the end of regular season play, consisting of a best of three play off with the winner advancing to the Hockey Nova Scotia U15 Major Provincial Championship. The initial best of the three play off will be based on regular league standings and consist of:

12	vs	1
11	vs	2
10	vs	3
9	vs	4
8	vs	5
7	vs	6

and played under the following format:

- The lower seeded team will host the first game on the Saturday of the first play-off week-end with an alternate date of the Sunday of the first weekend should ice not be available on the Saturday. When scheduling the games, all host teams are to be mindful of the distance of travel for the opposition. Every effort should be made to have the game start at a time that will allow the traveling team to return home the same day if feasible.
- As with regular season play, games involving HRM teams only, will be able to schedule games on weeknights, if weekend times are not available. Normal start times will apply.
- The higher seeded team will host two games if necessary, on the second play-off weekend. Standard start times will apply.
- If a game is tied at the end of regulation time, teams will have a 3-minute rest without leaving the ice, not change ends, and commence 15 minute stop time sudden victory periods. At the end of the first overtime period and every two subsequent periods, the ice will be resurfaced.

- In the second overtime period, teams will reduce to 4 skaters and 1 goaltender
- In the third and subsequent overtime periods, teams will reduce to 3 skaters and 1 goaltender. In the event a penalty is assessed in the 3rd overtime period, the non-penalized team will add a skater for the duration of the penalty, to a maximum of 5 skaters and 1 goaltender.

12.1 Regular Season Tie Breaking Formula:

If two or more teams are tied in total points, seeding for purposes of establishing play off berths will be determined by:

- 12.1.1 The team with the highest number of wins during the regular schedule
- 12.1.2 The record of the teams in games against each other (Total Points)
- 12.1.3 If still tied, the higher standing will be determined based on the ratio of goals for divided by goals against to three decimal places. In calculating this ratio only the records of the teams against each other will be considered. The higher ratio will be given the higher standing.
- 12.1.4 If still tied, the goal spread in games between the tied teams only. (Goals for minus goals against)
- 12.1.5 If still tied, the team scoring the most goals in games against each other will finish higher.
- 12.1.6 If still tied, repeat steps 2 to 4 but include the record of all teams in the League.
- 12.1.7 If still tied, a single game will be played to determine the highest placed team, at a site to be determined by the NSU 15 Major Executive, with each team sharing the cost or surplus revenue, whichever is applicable

13.0 Provincial Championships:

The format and schedule for Provincial Championship tournaments is established annually and is the responsibility of HNS. All games must be played as scheduled, regardless whether or not they have a bearing on the outcome of the tournament.

The following is the seven-team format to be used by the NSU 15 Major

Thursday

12pm-2pm 7 vs 1

2pm-4pm 6 vs 2

4pm-6pm 5 vs 3

6pm – Opening Ceremonies, league awards

6:30pm-8:30pm 4 vs 7

Friday

8 am -10 am: 2 vs 5

10 am -12 pm: 4 vs 1

12 pm - 2 pm: 3 vs 6
 2 pm - 4 pm: 7 vs 2
 4 pm - 6 pm: 1 vs 5
 6 pm - 8 pm: 6 vs 4
 8 pm - 10 pm: 3 vs 7

Saturday

8am-10pm 1 vs 6
 10am-12pm 2 vs 3
 12pm-2pm 5 vs 4

Top 4 teams advance to semi-finals and are seeded based on tournament play.

Saturday

Awards

5pm-7:30pm 4 vs 1
 7:30pm-10pm 3 vs 2

Sunday

10am-12:30pm Bronze medal game (loser of semi-final #1 VS loser semi-final #2)
 1pm-2:30pm Gold Medal Game (winner semi-final #1 VS winner semi-final #2)

13.1 Tournament Format

Each team will play four games as scheduled above with the top four teams advancing to the final four.

There will be no overtime in round robin play. Overtime will only be used in the semi-finals and Championship games.

The final four will then play semi-finals and be seeded based on their standings in this tournament only. The first place team will play the fourth place team in one semi-final and second and third place teams will meet in the other semi-final. The highest ranked team in each semi-final will be the home team.

The winners of the two semi-final games will meet in the championship game with the team with the highest seeded team in regular season play being the home team.

13.2 Seeding:

The seven teams will be seeded in ranking from one to seven based on their final standings of regular season play.

The first round of Provincial playoffs, all teams that win their series in this first round occupy the top seeds in the provincial tournament according to regular season results and rankings. Any teams that lose their first round series in the playoff round and still advance to the provincial tournament by virtue of being host or a

wildcard will occupy the lower seeded placements. These teams will occupy those lower seeds based on their regular season results and rankings.

Games shall consist of 2 - 15-minute stop time periods, and 1 - 20 minute stop time period with ice resurfacing between the second and third periods.

If a semi final or championship game is tied at the end of regulation time, teams shall have a 3 minute rest without leaving the ice, not change ends, and commence 15-minute stop clock, sudden victory periods. At the end of the first overtime period and every two subsequent periods, the ice shall be resurfaced and the teams will change ends.

- In the second overtime period, teams will reduce to 4 skaters and 1 goaltender
- In the third and subsequent overtime periods, teams will reduce to 3 skaters and 1 goaltender. In the event a penalty is assessed in the 3rd overtime period, the non-penalized team will add a skater for the duration of the penalty, to a maximum of 5 skaters and 1 goaltender.

Hockey Canada player cards or HNS Team Registration sheets, and affiliate player certification must be available and presented upon request. Each team shall designate in writing, a maximum of 19 eligible players, regular, affiliated or any combination thereof who will participate in the championships. This shall be done at the officials meeting prior to the commencement of the tournament and there will be no changes to the list for any reason after the championships begin.

The host Minor Hockey Association must supply minor officials, including scorekeepers and timekeepers.

Failure to present player credentials, to appear for any game as scheduled, or to complete any game, shall result in forfeiture, and possible suspension from further play. Any game forfeited shall carry a score of 5-0 against the offending team. Individual records, if any, shall count in the overall statistics.

13.3 Tie Breaking Sequence Two Teams Tied

If two or more teams are tied at the conclusion of a round robin series, then the following procedure will be used to determine the final ranking before the semi-final and final games are played.

In the event that teams are tied for a playoff position, the following procedure will apply:

- 1) If two teams are tied:
 - a. The winner of the round robin game between the two tied teams gains the higher position.
 - b. The team with the most wins in the round robin gains the higher position.
 - c. If the two teams are still tied after 1) a., and 1) b., have been applied, then the team with the best goal average gains the higher position. The goal average of a team is to be determined in the following manner:

Total number of goals for divided by the total number of goals for and against. NOTE:
All round robin games are included.

Example: For = 10 goals Against = 4 goals

Percentage $\frac{10}{14}$

$$\frac{10}{14} = .714$$

NOTE: The higher percentage gains the higher position

- d. If the two teams are still tied after 1) a, 1) b, and 1) c have been applied, the team with the least number of minutes in penalties throughout all of the round robin games, gains the higher position.
- e. If the two teams are still tied after 1) a, 1) b, 1) c, and 1) d have been applied, then the team which scored the first goal in the game between the tied teams gains the higher position.
- f. If the two teams are still tied after 1) a, 1) b, 1) c 1) d, and 1) e have been applied, a single coin toss will determine which team gains the higher position.

Three or More Teams Tied

Note: The three-team tiebreaker is used to determine the seeding of the 1st, 2nd, 3rd seed. If any step in the tiebreaker only seeds one team, that team assumes that position. The three-team tiebreaker will continue to determine the seeding of the two remaining teams. At no time will teams using this formula go back to the two-team tiebreaker

2) If three teams or more are tied, **the head to head record between tied teams will determine who advances. If the tied teams have not all played each other, proceed to 2a.**

a. The team with the most wins would gain the highest position.

b. If teams are still tied after 2) a, has been applied, then the team with the best goal average gains the highest position. The goal average of a team is to be determined in the following manner: total number of goals for divided by total number of goals for and against.

NOTE: All round robin games are included

Example: For = 10 goals Against = 4 goals

Percentage $\frac{10}{14}$

$$\frac{10}{14} = .714$$

NOTE: The highest percentage gains the highest position(s).

The exercise of 2) b. establishes the team or teams with the highest position(s) by percentage. These teams will advance. If there are still teams tied, they go to the next step. They do not go back to the "Two Team Tiebreaker."

Example;

i. Team A - .714 = 1 seed - Advances

Team B - .500 = 3 seed – Does not advance

Team C - .650 = 2 seed – Advances ii.

Team A - .714 = 1 seed – Advances

Team B - .500 = Still tied with team C – go to next step 2) c.

Team C - .500 = Still tied with team B – go to next step 2) c.

iii. Team A - .650 = Still tied with team B – go to next step 2) c.

Team B - .650 = Still tied with team A – go to next step 2) c. Team

C - .500 = Does not advance

- c. If teams are still tied after 2) a, and 2) b. The team with the fewest goals against (all round robin games played) will gain the highest position.
- d. If teams are still tied after 2) a, 2) b, and 2) c, the team with the most goals for (all round robin games played) will gain the highest position.
- e. If teams are still tied after 2) a, 2) b, 2) c, and 2) d, have been applied, the team to qualify would be the team that received the least number of minutes in penalties throughout all the round robin games.
- f. If teams are still tied after 2) a, 2) b, 2) c, 2) d and 2) e have been applied, a coin toss shall determine the winner. In a 3 team coin toss, the odd team gains the highest position.

14.0 League Governance:

The League shall be administered by an Executive Committee elected by the League membership and approved by Hockey Nova Scotia. The Executive Committee is to consist of:

Chair (appointed by Hockey Nova Scotia)
 President
 Vice President Operations
 Secretary/Treasurer
 Registrar
 Development Representative (appointed by HNS)

14.1 League Meetings: At an annual meeting, to be held in April of each year, the Executive Committee will set a schedule for a minimum of quarterly meetings to be attended by members of the Executive Committee and Presidents of each of the League teams for the purpose of conducting the business of the League. Attendance at the meetings is mandatory for each team President or designate.

14.2 Financial:

14.2.1 League Administration Fee: An annual fee will be assessed to each team and be payable by August 31st. The fee will be set by the Executive Committee in an amount to offset the operational costs of the League.

Each team will be assessed a 1/12th share of the overall cost to operate the League.

Should a team be in default of payment of League fees the team will be considered to not be in good standing and therefore lose it's privilege to vote at League meetings, and may at the discretion of the League Executive, be ineligible to receive event permits.

14.2.2 Annual Budget:for each fiscal year for the period from June 1 The President and Treasurer will be responsible to prepare an annual operating budgetst to May 31st. The budget is to be presented at the annual meeting, at which time approval of the membership will be requested.

Should over the coarse of the operating year, a projected shortfall occur in the overall operating budget, the Treasurer will provide an explanation of the overage and request approval to increase league fees in an amount satisfactory to offset the shortfall. Each team will be required to pay it's 1/12th share of the overage within 14 days of being requested.

14.2.3 Accounting: The President and Treasurer shall be responsible to maintain adequate financial accounting and present financial statements at each quarterly meeting.

14.2.4 Banking: The Executive Committee shall be authorized to open a bank account for the purpose of making deposits and writing cheques as required for the operation of the League. Executive Committee members will be authorized as signators with a minimum of two of the following signatures required for each cheque.

President
Vice President
Treasure
Secretary

14.2.5 Expenses: Expenses incurred for the approved official business of the league will be covered by reimbursement of the expense through League Expense claims, submitted to the League President for approval, with appropriate receipts.

Meal Allowance: While traveling on League business, an allowance for meals will be paid as follows:

Breakfast	\$20.00
Lunch	\$20.00
Supper	\$30.00

Mileage: Will be reimbursed at a rate of \$.50 per kilometer.

- 14.2.6 Communication Allowance:** A monthly allowance of \$75.00 will be paid to Executive Committee members to offset normal costs associated with long distance charges, fax charges, internet charges, etc. Receipts for these expenses are not required.
- 14.2.7 Administrative Costs:** To include such items as postage, stationary, courier costs, etc., will be reimbursed. Receipts are required. Submission of expense reports is required within 60 days of the expense being incurred.

Addenda Item A: