

New Zealand Ice Hockey Federation



National Championships Events Manual

v2.0 May 2011

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Approved by:

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FAIR PLAY
AND RESPECT



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Part 1: General Information & Administration

1.1 NZIHF Contact Details

Name: New Zealand Ice Hockey Federation

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Authorisation of the Organisation:

NZIHF President

Grant Hay

Date

1.2 Terminology Used In This Document

Acronyms

The following acronyms are used throughout this document:

NZIHF	New Zealand Ice Hockey Federation
IIHF	International Ice Hockey Federation
NZIHL	New Zealand Ice Hockey League
AIHA	Auckland Ice Hockey Association
CIHA	Canterbury Ice Hockey Association
SIHL	Southern Ice Hockey League
SPARC	Sports and Recreation New Zealand
NCAP	National Coaching Accreditation Program
NPDP	National Player Development Program
NCC	National Coaching Coordinator
NSO	National Sporting Organisation

1.3 Overview Of The Document

The purpose of this document is to outline the procedures, responsibilities and tasks associated with the successful running of a regular National Championship tournament. This document is one of four Events Manuals produced by the NZIHF. The others being the NZIHL Events Manual, the NZJEL Events Manual and the Visiting International Teams Events Manual.

1.4 General Guidelines

All regular NZIHF events will be franchised and will be allocated to NZIHF regional Associations by application at least two years in advance. The events shall be run as per the format detailed in this Manual.

All fees for the franchised events must be paid to the NZIHF by the Association, by the due dates as listed in this Manual. Failure to do so may result in that Association being ineligible for further events.

Non-regular events, such as visits by overseas teams or other events involving the National Teams, may be run entirely by the NZIHF or franchised to the Associations.

The NZIHF treasurer or his nominee will be the coordinator for NZIHF events and cost sharing relating to those events.

Associations must be full financial members of the NZIHF to be eligible to compete at National Championships. i.e. Paid the \$250 Association levy and have no outstanding debts with the NZIHF.

Part 2: Team Member Eligibility for Championships

2.1 General

The National Championships are open to all regional member Associations of the NZIHF. Each region may enter one team into the Championships, with the exception being the National Club Championships, where a number of teams from one member Association may be entered.

All Regions are to notify the NZIHF office of each grade they intend competing in at the Nationals, twelve (12) weeks prior to the start of the tournament, along with a non-refundable deposit of \$250.00.

National Women's Competitions are restricted to female players only. Proof of gender (if required) shall be provided by submission of a birth certificate and/ or medical certificate.

In all NZIHF competitions females are permitted to play in checking competitions with males in the U16 age category or below. If 16 years of age or older, females are permitted to play in non-checking competitions only and are not permitted to play in checking competitions with males of age 16 years and older.

The NZIHF recommends that Regional Associations adopt the rule as written above.

To be eligible to play in the Senior Non-Checking National Club Championships, players must abide by:

1. Must not have played in a checking league during the current season.
2. Must only be registered in a non-checking league. Must have played at least one third of the scheduled games in the Non-Checking League.
3. Must be 16 years of age or older at 1st January in the year of competition.
4. May be male or female.

2.2 Registration

For all NZIHF events, only players registered with the NZIHF through their affiliation with the regional member Associations for that current year are eligible to compete.

The closing date for registration, for eligibility in NZIHF events, is June 30 in each year for all regions. Each Region shall email their registrations to the NZIHF Registrar on 1 July. For National Club Championships, the closing date for registration shall be two months before the event.

2.3 Age Requirements

- | | |
|-------|---|
| U13 - | The player has his/ her 12th birthday in the year of the competition or younger. |
| U16 - | The player has his/ her 15th birthday in the year of the competition or younger. |
| U19 - | The player has his/ her 18th birthday in the year of the competition or younger. |

- Women's - The player has her **13th** birthday in the year of the competition or older.
- Club - The player must be 16 years of age or older at 1st January in the year of competition.

2.4 Foreign Player Eligibility

The maximum number of 'Import Players' shall not exceed more than 4 players on the Squad. All players born outside New Zealand shall be considered to be an 'Import Player', with the following exceptions:

An 'Import Player' will be considered to be a 'New Zealand Born Player' if they are a New Zealand citizen, holding a valid New Zealand passport and have applied and paid for an 'International Transfer Card' (ITC) or have obtained a 'Letter of Approval' (LOA), if under 18.

If an 'Import Player' is under the age of 18 as of the first of January of the year of competition, an ITC is **not** required. Instead the player will require a LOA from the IIHF. Upon reaching his/her 18th birthday the LOA substitutes for an ITC.

Any 'Import Player' at the age of 18 years and over as of January 1st of the year in the competition, will require an ITC or at least have applied for an ITC and paid the NZIHF requested fee or have acquired a LOA before their 18th birthday.

An ITC can be requested through the NZIHF President. There may also be an additional processing fee charged depending on the National Association of the country the applicant comes from.

Players may be named in the Squad without holding a LOA or an ITC but they are **not** eligible to play in any games until one of the before has been applied for.

Part 3: Host Region Responsibilities

3.1 Event Committee

The host Association will set up an Event Committee to organize the competition and must make themselves available to organize accommodation and transport for any of the visiting teams and on-ice officials should they require it. The Event Committee will be responsible for booking and paying for ice-time. They will also be required to roster the games according to the format detailed below. A budget for the event must be prepared and presented to the NZIHF AGM for approval. The host Association will ensure that suitable time is available for the National Anthem to follow the on-ice presentation of trophies and medallions.

Two copies of the Event Program are to be sent to the NZIHF Archivist.

3.2 Event Fees

The Event Fee will be paid by each competing Association at the T.R.I.M. Briefing or before and will cover:

- 1) Ice time
- 2) On & off-ice official's fees
- 3) Medallions with ribbons
- 4) Presentation pucks & pennants, U13 participation certificates
- 5) Medical personnel
- 6) Game pucks
- 7) Program production and printing
- 8) Any other costs associated with running the Tournament are the host Association's responsibility.

Note: For non-regular events, the NZIHF may either permit an Association to be the host under a similar arrangement, or the NZIHF may act as the host, incurring all costs and receiving all income connected with the non-regular event.

3.3 T.R.I.M. Briefing

The hosting committee will organize a T.R.I.M. briefing to take place at least 2 hours prior to the first game. TRIM stands for Team, Rule, Information, Meeting and involves Organizers, Managers, Coaches, Officials and supervisors and is used to explain guidelines that officials will apply during the tournament. The Agenda for T.R.I.M. meeting is included in Appendix 1.

3.4 Game Officials Fees

The after tax fees to be paid to referees is \$20 per game and linesmen \$10 per game. Payment to Scorer, Time Keeper, Goal Judges and Penalty Box Supervisors are at the organizer's discretion.

3.5 Disciplinary Committee

The Event Committee will, before the start of the event, set up a Disciplinary Committee, comprising of a Convener and four registered NZIHF members. Details of how Disciplinary Hearings will be conducted are found in the NZIHF document Disciplinary Rules and Appeals.

3.6 Trophies/Awards to be Presented

Player of the Game Award for each team shall be a black puck inscribed with:

- a) Player of the Game
- b) NZIHF Logo
- c) Location of tournament
- d) Year

Team MVP Award shall be a black pennant inscribed with:

- a) MVP (Region)
- b) NZIHF Logo
- c) Location of tournament
- d) Year

Winners Trophy shall be awarded for the first placed team in each division.

Gold Medals (24) shall be awarded to the first placed team in each division.

Silver Medals (24) shall be awarded to the second placed team in each division.

Gold Medals (24) shall be awarded to the first placed team in each division.

Participation Certificates (24) shall be awarded to the third placed team in the U13 age category supplied by the host association.

Pennants shall be awarded to the Best Forward, Best Defence and Best Goaltender for the tournament in each division inscribed with;

- a) Description of Award
- b) NZIHF Logo
- c) Location of tournament
- d) Year

Trophies are to be held under security by the Association of the winning player or team. It is the responsibility of the Team Manager from each Region to track down trophies and return them to the T.R.I.M. meeting.

All trophies, pucks, pennants, medals & ribbons will be supplied at cost by the NZIHF to the host association who will budget for the costs in the tournament fee.

Awards are to be recorded on NZIHF Awards Selection Sheet, Appendix 5.

3.7 Prize Giving Selections

At the New Zealand National Championships Prize Giving selections shall follow the IIHF Championship format.

In all grades a Player of the Game shall be selected by the participating Team Coaches for each game played. Names are to be announced at the conclusion of each game and the presentation of the award is to be made. Coaches will be asked to name their selection to a designated Tournament Official with 10 minutes remaining in the game.

As well, after the final game in each grade, a Best Forward, Best Defence and Best Goalie will also be selected. The Selectors will be the Head Coaches from each participating team. The Tournament Organiser will coordinate a selection meeting between the 2nd and 3rd period of the last game to form a consensus and finalise their selections. Coaches may appoint a representative to attend the selection meeting on their behalf.

The Best Goalie will be selected by using the following criteria:

- Save Percentage
- Goals Against Average
- Player ability

Note: To be eligible for awards, Goaltenders must play a minimum of 40% of his/her Team's total minutes during the round-robin.

At the same meeting, each team shall name a Team MVP for the tournament. Selection is again up to the Head Coach of each respective team or his designated representative. Presentation is to be made at the final Prize Giving.

3.8 Game Conditions

3.8.1 Game Duration

All games in these competitions are to be of three fifteen (15) minute stop-time periods. Five (5) minutes warm up with two (2) minutes between periods when no groom, fifteen (15) minutes will be allowed between periods when there is a groom. All games shall be completed within a 1.5 hr time slot. An NZIHF approved Run Sheet is provided in Appendix 2: Pre Game Count-Down & Game Flow Details.

If, for whatever reason, there is not enough ice time available to complete a game (within the predicted ice time available) the breaks between periods may be reduced to the shortest time possible (to still allow for flood and some drying time, when necessary). This is to be determined by the Game Referee. Should this still not leave enough time to complete the game, the last period shall be played with running time only (to be determined by the Game Referee). The Referee is to advise the player benches and Score Bench between 2nd and 3rd period.

Four (4) copies of the score sheet for all games shall be made by the host Association - one copy for each of the competition teams and one copy for the NZIHF. The NZIHF copy, along with the NZIHF Event Report Form, shall be sent directly to the Registrar of the NZIHF, as soon as possible after the Championship. A sample NZIHF approved Game Sheet is provided in Appendix 3: NZIHF Game Sheet.

3.8.2 Game Officials

All games shall be officiated by a referee and two linesmen on ice, with two goal judges and a timekeeper and scorer off ice. The NZIHF Referee-in-Chief or his nominee shall be available to officiate at the competition and shall be in charge of all on-ice officials actively involved in the games. All payments to the officials shall be the responsibility of the Event Committee and should be made before the Final game of the tournament. The off-ice expenses of the Referee-in-Chief or his nominee will be met by the NZIHF. The on-ice officials are to be rostered by the NZIHF Referee-in-Chief or his nominated delegate.

Goal judges at all venues are to be equipped with hand switched red light to indicate goal scored as a minimum. The scoreboard is to have siren or hooter to indicate end of period.

All on-ice officials taking part in NZIHF events must be currently registered members of the NZIHF, and certified with minimum IIHF Level 1. Each Region to nominate up to 6 on-ice officials to the NZIHF Referee in Chief, who will select and name the suitable officials.

Suitably qualified First Aiders must be in attendance and any costs associated to also be part of the Event Fee.

3.8.3 Ice Resurfacing

No more than two periods will elapse between ice- resurfaces.

3.8.4 Competition Format for All Championships

3.8.4.1 Draw For a Three team Competition

Teams - 1, 2 & 3 (allocated by placing in the previous years' competition) in a Double Round-Robin format.

	Home Team	Away Team
Game One	Team 1	Team 2
Game Two	Team 3	Team 1
Game Three	Team 2	Team 3
Game Four	Team 2	Team 1
Game Five	Team 1	Team 3
Game Six	Team 3	Team 2

3.8.4.2 Awarding of Points

- Win - 2 points
- Draw - 1 points
- Loss - 0 points

3.8.4.3 Final Placing Determination

To determine the final placing of the teams in this competition, the team with the highest points earned at the culmination of the round robin shall be named as National Champion.

In case of equality of points for two or more teams the final ranking shall be determined by following IIHF Bylaw 611 as follows:

1. Where two or more teams have equal points, their positions will be determined by the results of the games played between such teams.
2. If point equality from mutual games of all such teams still exists, then the goal system shall be applied as goal differential in games played between the tied teams. The team with the greater positive surplus shall take precedence. If teams are also equal on goal difference, the team with the greater number of goals for shall take precedence.
3. If equality still exists, then the goal system as above shall be applied to the whole tournament.

3.8.5 Safety Equipment

The IIHF rules regarding safety shall apply as given below, i.e. rule numbers:

223 – Players Helmet

During the game and pre-game warm-up, all players must wear a hockey helmet that meets approved international standards, with chinstrap properly fastened.

A helmet shall be worn so that the lower edge of the helmet is not more than one finger-width above the eyebrows, and there should only be room between the strap and the chin to insert one finger.

224 – Players Visor

Players in Senior Men's Championship shall wear, as a minimum, a visor that meets approved international standards.

The visor shall extend down to cover the lower edge of the nose.

224 – d) Women Wearing Full Face Masks

Full face masks, which meet approved international standards, shall be worn by all women ice hockey players.

The following changes to IIHF Rules have been adopted by the NZIHF:

224 – e) Under 19 Category and Younger Wearing Full Face Masks

Players and goalkeepers in the category Under 19 years and younger must wear a full face mask which meets approved international standards.

226 – b) Under 19 Category and Younger Wearing Neck and Throat Protectors

Players and goalkeepers in the category Under 19 years and younger must wear a neck and throat protector.

555 – Mouth Guards

The wearing of a mouth guard is recommended for all grades at the NZIHF National Championships.

For players wearing a full face mask, the wearing of mouth guards is not required but is recommended.

For players wearing a visor, the wearing of mouth guards is compulsory. It is up to coaches and managers to ensure that players are wearing them correctly and as prescribed.

Concussions

Any player who suffers a concussion, will have a mandatory, minimum 21 day stand-down, or have a doctors clearance to resume playing.

3.8.6 Body Contact

All NZIHF U13 Competitions will be non-checking and will have no shot restriction.

All NZIHF Women's competition will be non-checking and will have no shot restriction.

3.8.7 Disciplinary Matters

All disciplinary issues are to be heard by the Disciplinary Committee. The New Zealand Ice Hockey Federation Disciplinary and Appeals Rules are to apply (current published version).

This Committee will meet at the earliest possible time following a notifiable infraction, (before the next game involving the teams) or any other serious incident that warrants a decision by the Disciplinary Committee. Reports from the Game Referee are to be written. The Disciplinary Committee Chairman is to notify the NZIHF registrar of any action taken.

Any suspensions received during the championship will be served at that championship. If a suspension happens in the last game of the championship it is up to the home association of the player concerned to deal with the player and ensure the suspension is served. The tournament committee is to notify the home region so the suspension can be served. National League is considered as a National Championship.

Match penalties to be subject to automatic disciplinary hearing. Refer to specific disciplinary section in the NZIHF Disciplinary and Appeals Rules are to apply (current published version).

3.9 Tournament Photos

The tournament host is to organize a local photographer to photograph each team prior to their first game or at a time that suits best during the tournament. The photographs are then to be offered to the participating teams at a reasonable cost and are not part of the tournament fee.

Part 4: Team Responsibilities

4.1 Squad List

Each participating Association shall supply a Squad List to the Organising Committee at least 14 days prior to the start of the competition. This list is to include the names of Managers, Coaches and Players. The maximum number permitted on the Squad List is 25 players and 2 goalies.

Each player on the list will be registered with the NZIHF by 30th June in the year of the championship. Team Lists will be checked against the NZIHF Registration List at the T.R.I.M. Meeting.

Active Team Sheets including jersey numbers, captains and imports must be made available to the timekeepers 10 minutes before each game. Only players on the approved Team List are eligible to play in the competition. The maximum number of players dressed for the game is 18 players plus 2 goalies. The minimum number in a squad is 13 players plus 1 goalie. See Appendix 4 for a copy of NZIHL Team Sheet.

4.2 Travel Cost Equalization

For all regular events, excluding the National Club Championships, travel costs for the traveling teams will be pooled and divided equally between the competing Associations. Regions need to know what the figure is as early in the year as possible. It is up to them to book early and get cheaper rates. It is the responsibility of the Organising Committee to set travel pool amounts by 30th April and advise all Associations. The host Association will then pay their share directly to the visiting teams 21 days prior to the Event.

For all events, the maximum team number for cost equalization shall be 20, comprised of 15 players, 2 goalies and 2 team officials plus 1 referee. All extra players and official staff will be at the expense of the visitors. Only fares of team members that have traveled will be cost shared. The tournament host will provide accommodation and local transport for referees.

Agenda for Team, Rules, Information Meeting



NZIHf Team Rule Information Meeting (TRIM) Agenda,

Nationals at _____

Date: _____ Time: _____

- 1) **Discussion of Rules used during the tournament**
2010-14 IIHF Official Rule Book Review
 - a) Puck shot/thrown/batted out of playing area
 - b) Goalkeeper leaving the goal crease during icing situation
 - c) New Rules
 - d) Face-off locations
 - e) Throwing the stick
 - f) Player/captain complaint
 - g) Obscene gestures
 - h) Cancellation of coincidental Minor penalties after goal
 - i) Puck deflecting off a skate/kicked puck
 - j) Protection of the goal keeper
 - k) Dangerous actions (Checking to the head, Checking from behind)
 - l) Tripping (slew footing)
 - m) Player Conduct (diving, fisticuffs, roughing, communication)
 - n) Protective/dangerous equipment

- 2) **Payment of Tournament Fees** – \$1,200 per team minus deposit paid.

- 3) **Squad List Approval and Checking** – as per Events Manual.

- 4) **Team Sheet** – to score bench 30 minutes before game starts as per Events Manual.

- 5) **Travel Pool** – Finalise numbers for travel equalization calculation.

- 6) **Disciplinary** – one member from each region as per Events Manual.

- 7) **Playing Jerseys** – Check colours don't clash.

- 8) **Schedule** – as per Events Manual, 3 x 15 minute stop-time periods

- 9) **Dressing Room Protocols**- home team to enter and leave ice first

- 10) **Photos**- where and when

- 11) **Prize Giving**- where, when, what and how
 - Trophies – Returned
 - Format for Prize Giving, as per Events Manual

- 12) **General Business** - To be brought up.



Appendix 2

Pre Game Count-Down & Game Flow Details*(for 1.5 hrs ice time availability)*

The following is the game count-down and game flow procedure for all NZIHF games at nationals. All teams and the organiser are requested to follow these procedures and the times to ensure that the pre-game activities and the game begins and follows the scheduled time.

All times listed below are expressed as minutes before and after the actual game is scheduled to begin.

The game flow can not be accurately predicted but the guideline to be followed as outlined.

Count Time	Activity
- 6 minutes	5 minute pre-game warm up / count down on clocks begins Both teams are on the ice for their pre-game warm up Both team roster are announced (if possible) Captains of the team greet game officials and shake hands
- 1 minutes	Warm up finished / Teams go to player bench Starting line stays on-ice for game face off
0 minutes	Game starts / Opening face off 1 st Period
+23 minutes	1 st Period finished 2 minute break- Teams to benches
+25 minutes	Referee blows whistle Starting line up on ice for face off
+26 minutes	2 nd Period start
+50 minutes	2 nd Period finished 15 minute break- Ice Resurface, teams to dressing rooms
+65 minutes	Teams return to bench areas Starting lineup on ice for face off
+66 minutes	3 rd Period start
+89 minutes	Game finished

Appendix 3

NZIH Game Sheet



NEW ZEALAND ICE HOCKEY FEDERATION OFFICIAL GAME SHEET

Event	Venue	Date	Start	Spectators	Game No.
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Home Team (A) (Jersey Colour)						Goals																Penalties								
No.	Family and Given Name (+BP + C/A)	Pos	L	SoG	#	Time	G	A1	A2	GS	P1	P2	P3	P4	P5	P6	N1	N2	N3	N4	N5	N6	Time	No.	Min	Offence	Start	End		



New Zealand Ice Hockey Federation Nationals 201?- Place Awards Selections

Grade: _____ Region: _____

Player of the Game Awards:

Game #1- _____

Game #2- _____

Game #3- _____

Game #4- _____

Team Placings:

3rd Place- _____

2nd Place- _____

1st Place- _____

Team MVPs:

Auckland- _____

Canterbury- _____

Southern- _____

Tournament MVPs:

Best Forward- _____

Best Defence- _____

Best Goalie- _____

The Best Goalie will be selected by using the following criteria:

- Save Percentage
- Goals Against Average
- Player ability

Note: To be eligible for awards, Goaltenders must play a minimum of 40% of his/her Team's total minutes during the round-robin.

Appendix 6

Document History

Version	Date	Changed by	Description
1.0	15/02/2010	Grant Hay Jeff Bonazzo	Used NZIHF Events Manual as content making several additions/alterations/formatting changes. Tables at NZIHF AGM for approval.
1.1	12/03/2010	Jeff Bonazzo	Minor changes/alterations to 2.1, 3.7, 3.8.5, 3.8.6, 3.8.7. Attached Appendices.
1.2	9/08/2010	Jeff Bonazzo	Minor changes/alterations to 4.1, Appendix 1, Appendix 2. Attached Appendix 5.
2.0	1/05/11	Grant Hay	Minor changes to 3.2, 3.6, 4.2 Added 3.9
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