CIHA Adult League Rules

Last Updated 12-December-2025

Table of Contents

INTRODUCTION **3**

LEAGUE GOVERNANCE AND MANAGEMENT **3**

SENIOR LEAGUE POLICIES **3**

- League Format 3
- Game Format 4
- Team Format 4
- Player Eligibility and Type: Full-Season Skater, Goalie, and Casual 4
- Registration Timeline 5
  - *Team Entry Request Period* *5*
  - *Early Registration* *6*
  - *Regular Registration* *6*
  - *Team Preference Deadline* *6*
  - *Initial Rostering Deadline* *6*
- Manager Responsibilities 6

PREMIER DIVISION POLICIES **7**

- League Format 7
- Game Format 7
- Team Format and Draft Process 7
- Player Eligibility 8
- Registration Timeline 8
  - *Team Managers Selected* *8*
  - *Early Registration* *8*
  - *Regular Registration* *8*
  - *Assistant Manager Selection Deadline* *8*
  - *Initial Rostering Deadline and Team Draft Night* *9*
- Manager Responsibilities 10
- Premier Management Golden Rule 10

WOMEN'S LEAGUE POLICIES **10**

League Format 10
Game Format 10
Team Format 11
Player Eligibility 11
Registration Timeline 11

MASTERS LEAGUE POLICIES 12

League Format 12
Game Format 12
Team Format 12
Player Eligibility 12

POLICIES APPLICABLE TO ALL PLAYERS 12

Health and Safety 12
Persons on the Ice without Skates 13
Persons on the Ice in Skates 13
Ice Resurfacing Safety 13
First Aid 13
Concussion Protocol 13
Player Protective Equipment 14
Off-Ice Warm-Up Activities and Use of Changing Spaces 14
Membership Fees 15
No Pay, No Play 15

POLICIES APPLICABLE TO ALL ADULT REFEREED LEAGUES 15

Game Rules 15
Registration Fees 15
New Team Registration 16
Late Registrations, Trades, and Buyouts 16
Late Registrations 16
Trades 17
Buyouts 17
Refund Policy 18
Game Defaults 19
Ring-Ins 20
Player Grades 20
Grading Process: New Players 20
Grading Process: Returning Players 21
Playing Up/Down a Grade 21
Player and Manager Conduct 21
Disciplinary and Suspension 22
Suspension Guidelines 22
Video Review 23
League Adjustments and CIHA Final Authority 23

APPENDIX 24

Premier Division Coordinator Role 24

Introduction

This document contains the rules that govern CIHA Adult Leagues including Senior League, Premier Division, Women's League, and Masters League. League circumstances will change from time to time, and the CIHA Committee may amend this document at any time. The current document in effect can be found in the Rules section of the CIHA website.

League Governance and Management

All leagues, teams, and programs organised by the CIHA are governed by the CIHA, which has final authority on all matters. Should any conflict or discrepancy arise, the issue can be raised to the CIHA Committee for consideration and decision.

Each refereed league is managed on a day-to-day basis by an appointed CIHA Subcommittee composed of 3-7 members, as per the CIHA Constitution. The respective League Director forms their Subcommittee while the CIHA Committee retains final appointment authority:

- The Senior League Committee is composed of the Senior League Director, one Grade Representative from each grade (e.g., G1-G4), and up to two others members.
- The Premier Division Committee is composed of the Senior League Director and/or a designated Premier Division Coordinator, plus one Manager from each Premier team.
- The Women's League Committee is composed of the Women's League Director, plus two to 6 members selected to represent the broad interests of all eligible players.

The Masters League Director oversees affairs of the league and will be present at each session, or will designate a suitable Coordinator to be present in the Director's absence.

Senior League Policies

League Format

The CIHA strives to offer an equal number of playing sessions for each Senior League grade level that may include scrimmages, coached practices, a number of round robin games, and a series of semi-final and finals/consolation games.

The league format of each Senior League grade may vary from season to season, depending on ice availability, player registrations, and other factors. In cases where significant change may be needed from a previous season, the CIHA and Senior League Committee will generally work with the Team Managers to determine the best course of action for the league.

Game Format

A standard Senior League game is non-checking and played in a 75-minute ice slot:

- 5-minute warmup
- Three 20-minute run-time periods with a two minute break between periods
    - In playoff games the last 5 minutes will be played with stop-clock format as long as the goal differential is 2 or fewer.
    - Each team is allotted one 30-second time out
- Handshake with game officials and team handshakes/cheers after a game

Players are not to enter the ice until the scheduled start time and must vacate promptly after the game, closing all gates once vacated.

Team Format

The final number of teams per league depends on the number of registrations received and determined by the CIHA, with a target of 14 players per team (13 skaters plus a goalie) plus no more than 4 casuals. Teams cannot choose to have fewer players. Teams may carry more Full-Season skaters, but the price is not reduced. Teams are not required to have casuals.

Teams are to assign a Team Captain as well as one or two Alternate Captains. In addition to the IIHF rules related to the responsibilities of Team Captains and Alternates, the Team Captain or Alternate is also responsible for providing a team list of players present to the scorebench before each game.

Player Eligibility and Type: Full-Season Skater, Goalie, and Casual

For winter play, players must turn age 16+ as at December 31st of the playing year for G1 and age 18+ for all other grades. For summer play, players must turn age 16+ by the last scheduled summer league game for G1 and age 18+ for all other grades.

Exceptions will be considered by the Senior League Committee in coordination with the U15/U18 Director and may be approved if the exception is deemed to be in the best interests of the Senior League.

Players may register as a Full-Season Skater, a Goalie, or as a Casual. Players must be invited to join a team by a Team Manager and register before the Team Preference Deadline (see below) in order to guarantee a playing spot on their desired team. Full-Season Skaters and Goalies may register as a Free Agent if not invited to a team, but placement is not guaranteed. Casuals must be invited to a team to play and may not register as a Free Agent.

Full-Season Skaters commit to paying for and playing an entire season and may only play for their assigned team.

Goalies receive a discount on registration fees and are expected to play for their assigned team on a regular basis. Whereas skaters are allowed to play only for their assigned team, goalies may substitute for each other to cover absences.

Casuals must be invited by a Team Manager to register. Unless invited, a Casual registrant will be refunded and not placed on a team. Casuals will pay a one-time fee that enables them to act as a Casual for a team, but does not guarantee or pay for any games. Casuals can only play a game when invited by their Team Manager, typically when a Full-Season Skater will be absent—but any number of Casuals can play in a game at the Team Manager's discretion. The Team Manager may collect a game fee from a Casual to be used for the benefit of the team (see Manager Responsibilities, below).

All rostered skaters, including Casuals, are to play only for their rostered team and are eligible to play in playoff games for their team.

Registration Timeline

All players must register using an online CIHA account (esportsdesk). Players are to select a team during registration only if invited by a Team Manager. If not invited, a full-season skater or goalie may register as a Free Agent. CIHA will attempt to place all Free Agents on a grade-appropriate team, but placement is not guaranteed and CIHA may cancel and refund Free Agent registrations.

Key registration event dates begin roughly 8-12 weeks before the first game of each season:

Weeks Before First Game	Event
~8-12	Team Entry Request Period (Managers complete online form)
~6	Early Registration begins
~4	Regular Registration begins
~3	Team Preference Deadline (Managers must submit team lists)
~2	Initial Rostering Deadline
0	Season Begins

Team Entry Request Period

The CIHA may require Team Managers to complete an online Team Entry Request form 2-3 months before the season begins describing their intended grade of play, number of committed players of appropriate skill level, and more. The purpose of this form is to ensure Team Managers have assembled a sufficient roster of appropriately skilled level for the intended grade of play, and to help CIHA understand the expected teams in each grade for planning purposes.

Early Registration

During Early Registration, the CIHA may offer a fee discount to encourage early registration.

Regular Registration

Early Registration ends and no fee discount is offered.

Team Preference Deadline

Team Managers must submit a team list to CIHA's Senior League Director as early as possible, but no later than the Team Preference Deadline, and must ensure their preferred players register by this Deadline. Players not registered by the Team Preference Deadline will forfeit their preferred spot, which may be assigned to a Free Agent if the team is not full.

Free Agents may be placed on a team at any time after the Team Preference Deadline unless the team is fully rostered. CIHA will generally work with managers to assign Free Agents but CIHA has final discretion on all assignments.

Initial Rostering Deadline

If all teams have full rosters by the Initial Rostering Deadline, registration closes and unplaced players may join a waiting list.

If all teams are not full, players may continue to register as Late Registrants (see "Policies Applicable to All Adult Refereed Leagues"). CIHA will generally work with managers to assign late registrants but CIHA has final discretion on all assignments.

Manager Responsibilities

Managers are responsible for the smooth operation of their teams, including sorting jerseys for their players and ensuring all team members register by the Team Preference Deadline. Teams deemed by the CIHA to have too few players at the close of registration may be dissolved and players reassigned to other teams.

Managers who invite Casuals onto their team are responsible for arranging Casual player substitutions for absent Full Season players. The manager should rotate Casuals to provide equal playing opportunities and collect a standard playing fee for the game for the benefit of the team. Managers are not to benefit from collected funds more than any other player on their team. The team's Casual payment policy should be clearly communicated by the manager to the team at the start of the season, and an accounting of how the funds were used should be provided to the players at the end of the season.

Managers must ensure only players rostered on their team play in their games (goalies of the same grade level or lower are allowed to substitute, however). If a team plays a disallowed

player, the team will forfeit the game and no statistics will be recorded for the team that game. CIHA reserves the right to make exceptions to this rule when deemed in the best interests of the game (such as filling a goalie position if needed), and in consultation with the Team Managers.

Premier Division Policies

League Format

The Premier Division represents CIHA's highest level of club play and differs from Grade 1 in several important ways.

Premier Division uses a draft format to construct team rosters to help provide a competitively balanced league and a fresh social format where players can experience playing with different teammates each season. A season consists or a number of round robin games followed by a best-of-three series of semi-final and finals/consolation games, where practicable.

Premiers players are expected to exhibit the highest level of good sporting behaviour. Premier teams do not have assigned Team Captains or Alternates. All players on a team have the privilege of approaching a game referee, if not engaged in discussion or otherwise occupied, for a calm and respectful discussion related to rule interpretation. This does not grant any player the right to protest or complain about a call, which may result in a penalty.

The league format may vary from season to season, depending on ice availability, player registrations, and other factors. In cases where significant change may be needed from a previous season, the CIHA and Premier Division Committee will work to determine the best course of action.

Game Format

A standard Premier Division game is non-checking and follows the Senior League 75-minute game format, but may change from season to season.

Team Format and Draft Process

The final number of teams depends on the number of registrations received, with a target of 14 players per team (13 skaters plus a goalie) and no casuals. Teams cannot choose to have fewer players.

The Premier Division Committee will identify suitable Team Managers and/or Coaches for each team based on the previous seasons of play and the number of registrations.

Player Eligibility

For winter play, players must turn age 16+ as at the next December 31st and for summer play players must turn age 16+ by the last scheduled summer league game. Players must be full CIHA and IHNZ members and be of appropriate skill level (Grade 1 or strong Grade 2).

Registration Timeline

All players must register using an online CIHA account (esportsdesk). Registration does not guarantee that a player will be drafted onto a Premier team, and undrafted players will be issued a full refund.

Key registration event dates begin roughly 8-12 weeks before the first game of each season:

Weeks Before First Game	Event
~8-12	Team Managers Selected
~7	"Save the Date" Announcement for Team Draft Night
~6	Early Registration begins
~4	Regular Registration begins
~3-4	Assistant Manager Selection Deadline
~2	Initial Rostering Deadline and Team Draft Night
0	Season Begins

Team Managers Selected

The Senior League Director and/or Premiers Coordinator will identify the Premier Team Managers for each season. Team Managers from the previous season will generally have priority and be asked to continue in their role with their same team. Managers should be premier-level players, but non-player managers may be considered in the absence of suitable player-managers.

Early Registration

During Early Registration, the CIHA may offer a fee discount to encourage early registration.

Regular Registration

Early Registration ends and no fee discount is offered.

Assistant Manager Selection Deadline

Each Team Manager is to select an Assistant Manager by this deadline, forming the core of each team. Selections should be balanced in terms of skill and determined by unanimous

agreement of all Managers. If Managers can't agree, CIHA will decide or may opt to initiate a mini-draft process early, with each Manager selecting just one player.

Assistant Managers are responsible for assisting Team Managers in selecting draft picks and in managing the team during the season.

Initial Rostering Deadline and Team Draft Night

The Initial Rostering Deadline freezes the pool of players eligible to be drafted and takes affect at least one day before the Team Draft Night. The Senior League Director and/or Premier Coordinator will provide a final draftable player list to the Team Managers and Assistants.

If rosters are not full or not equal in playing numbers, players may be added to rosters after Team Draft Night as per the general rules regarding late registrations.

Draft Process (4 team example)

Managers and their Assistant Managers, under the guidance of the Senior League Director and/or Premier Coordinator, meet on Team Draft Night to construct teams via a draft process:

- [Optional] First Round Rebalancing Picks: it is unlikely that the core of each team (Manager+Assistant) will be of equal playing strength. The Premier Committee may decide to begin the draft with a first round of rebalancing picks whereby the weakest expected core gets 1st pick, the next weakest 2nd, and so forth.
- After the optional first rebalancing round, the order of 1st, 2nd, 3rd, and 4th picks are assigned at random.
- Players are selected by a snake draft: 1,2,3,4,4,3,2,1,1,2,3,4...
- It is possible the 1st team to pick will end up with an additional player (and possibly 2nd/3rd teams to pick will have an extra); unless all teams have a full roster and an equal number of players, late registrants may be added.
- Goalies will be in the pool of draftable players and are selected as regular draft picks, but all teams must choose a goalie within the first 5 draft rounds. Teams will only have one goalie; undrafted goalies will play down a league but may be available as call-ups.

After the draft process is complete, draft picks can be announced. If picks are to be announced live at a social draft night with jerseys being awarded, picks are to be announced as follows:

- Team Managers and Assistants introduced as the team cores.
- Bottom 3 draft picks for each team announced together with names in alphabetical order.
- Remaining draft picks announced from lowest to highest draft pick one at a time to receive their jerseys.
- With the final two overall draftable players remaining, the #1 player is announced first, and both are asked to come up and receive their jerseys.

Manager Responsibilities

Managers are responsible for the smooth operation of their teams. Managers must ensure only players rostered on their team play in their games (goalies of the same or lower grade level are allowed to substitute, however). If a team plays a disallowed player, the team will forfeit the game and no statistics will be recorded for the team that game. CIHA reserves the right to make exceptions to this rule when deemed in the best interests of the game (such as filling a goalie position if needed), and in consultation with the Team Managers.

Premier Managers are responsible for receiving CIHA-provided jerseys, allocating them to their players, and returning all jerseys to the Senior League Director or Premier Division Coordinator in clean condition within two weeks of the end of the season. Managers should alert the Director/Coordinator to any damaged or missing jerseys.

Premier Management Golden Rule

Any disagreements that arise or any decisions that need to be made due to lack of rule clarity or completeness are to be overseen by the Premier Division Coordinator and settled through discussion and unanimous agreement of the Team Managers, with CIHA's final approval. If Managers can't agree, the CIHA decides.

Women's League Policies

League Format

The Women's League provides a welcoming and social playing opportunity for all age-eligible female players of all skill levels.

The league format may vary from season to season, depending on ice availability, player registrations, and other factors. In cases where significant change may be needed from a previous season, the CIHA and Women's League Committee will work to determine the best course of action for the league.

Game Format

A standard Women's League game is played in a 60 minute ice slot:

- 5-minute warmup
- Three 16-minute run-time periods with a two minute break between periods
    - In playoff games, if any, the last 2 minutes will be played with stop-clock format as long as the goal differential is 2 or fewer.
    - Each team allotted a 30-second time out

- Handshake with game officials and off-ice team handshakes/cheers

Players are not to enter the ice until the scheduled start time and must vacate promptly after the game, closing all gates once vacated.

Team Format

The final number of teams depends on the number of registrations received, with a target of 13-15 skaters per team (plus a goalie) and no casuals.

The Women's League Committee will identify suitable Team Managers and/or Coaches for each team based on the number of registrations. Players are assigned to teams by the Subcommittee in consultation with the Team Managers/Coaches with an eye toward balancing teams to the extent possible.

Player Eligibility

Women's League is designed for female players who turn age 13+ by the last scheduled league game. Exceptions will be considered by the Women's League Committee and may be approved if deemed to be in the best interests of the league. All players must be full CIHA and IHNZ members.

Registration Timeline

All players must register using an online CIHA account (esportsdesk). Key registration event dates begin roughly 6 weeks before the first game of each season:

Weeks Before First Game	Event
~6	Early Registration begins
~4	Regular Registration begins
~2	Initial Rostering Deadline
~1-2	Preseason Scrimmages (if any) and Team Announcement
0	Season Begins

Early Registration provides a discount. All players who wish to participate in the first session of the season should register by the Initial Rostering Deadline. A small number of training sessions or scrimmages may be offered before the first regular season game to help the Subcommittee and Team Managers formulate balanced teams. Teams are announced before the season begins.

Late registrations will be accepted if there is space on a team, as per the General Policies regarding Late Registrations, Trades, and Buyouts.

Masters League Policies

League Format

The CIHA Masters League provides a friendly and casual playing opportunity for CIHA Members without the requirement of advanced registration. The League generally plays weekly throughout the year, excepting holiday periods.

Game Format

Games are fixed-cost one-hour drop-in style scrimmages with no game officials / scorebench / clock.

Team Format

Teams are formed each session by the Masters League Director or assigned Coordinator, along with the players in attendance, with the goal of balancing playing numbers and team strength.

Players are to provide their name and contact information to the Director/Coordinator before each session who will send monthly attendance and contact information to the CIHA Admin (admin@ciha.org.nz) for invoicing.

Player Eligibility

The league is open to CIHA Members age 35+ (30+ for female). While all skill levels are welcome, traditionally the league operates for the benefit of seasoned players who have advanced well beyond the Learn to Play level.

Players may be invited by the CIHA to attend a Masters session for grading purposes, regardless of age or skill level. Players who are new to the CIHA and being graded do not need full CIHA/IHNZ for their first session, although they are to be invoiced and pay for the session.

If there are fewer than 10 skaters per side at any particular session, or fewer than two goalies, underage players 16+ may join that session at the discretion of the Director/Coordinator.

Policies Applicable to All Players

Health and Safety

The CIHA strives to provide an enjoyable and safe playing environment for all members.

Persons on the Ice without Skates

Persons are to avoid entering the rink without skates unless required, such as a first aider. If a person must enter onto the ice in standard footwear, the person must wear a helmet and ice-walker-type 'spiked' shoes, to ensure sufficient traction.

Persons on the Ice in Skates

All persons on the ice in skates must wear a helmet, including coaches and officials, and are to keep their helmet on at all times, including during all formalities such as handshakes and prize giving.

Ice Resurfacing Safety

All gates are to remain closed and all persons are to remain off the ice surface until a scheduled playing time commences.

At the conclusion of a session all players are to evacuate the ice immediately after the handshake/cheer, if any, and close the gates behind them. Game Officials or Coaches (or seasoned players if there are no available Officials or Coaches) will be responsible for repositioning the nets for the groom after the first strip near the boards has been resurfaced. The number of people on the ice should be no more than one per goal and adult members, not youth members (unless they are officiating an adult game), are to reposition the goals.

Under no circumstance should anyone enter the path of the Zamboni while it is in motion. Persons are to evacuate the ice behind the Zamboni after it has passed.

First Aid

A designated First Aider is to be assigned by the CIHA to all adult refereed games. As described above, a First Aider must wear a helmet and spiked shoes when entering the ice surface. All incidents are to be recorded by the First Aider in the incident log book in the "Referee Room".

Concussion Protocol

The CIHA operates under the concussion protocols of IHNZ, which can be found on IHNZ website. The policies are in place because there is strong evidence that if a player returns to ice hockey before the brain is recovered, there is a much higher risk of serious injury of all kinds–not just concussions.

Key points:

- The minimum stand down period for concussion is 21 days
- A player must be fully recovered from concussion in order to resume on-ice training, game play, or officiating

- A concussed player should seek a doctor's clearance to return to play

The "4 R's" of Concussion: The designated CIHA First Aider is not expected to make a medical diagnosis of a concussion, but rather to follow the IIHF-endorsed Concussion Recognition Tool to **R**ecognise concussion symptoms, **R**emoved the player from play, and **R**efer the player to their doctor for medical assessment within 24 hours, so that the player may **R**ecover.

A First Aider's responsibilities do not include forcing a player to be removed. But the CIHA requests that all players abide by the judgment of a First Aider who has recognised signs of concussion, and the CIHA also requests the support of the Team Manager, Coaches, other players, and parents/relatives in helping such a player understand the severity of the situation and to help remove them from the game for the player's health and safety, and to assist in safely transporting the player to a doctor or home.

Player Protective Equipment

Protective equipment must conform to IHNZ standards, which generally follow the IIHF Official Rule Book standards. Equipment that does not conform to standards and equipment that is otherwise deemed unacceptable for the game action by an official, including any type of coloured/tinted visor making it impossible to make eye contact with the player, any type of video camera, and any equipment that has been modified in a way that may cause injury to an opponent, will be viewed as "Dangerous Equipment". A Player using "Dangerous Equipment" will be sent off the ice by the Referee and their Team shall receive a warning from the Referee.

Neck Laceration Protectors

All players are strongly encouraged to wear a neck laceration protector (neck guard) during play in CIHA Adult Leagues, and players under the age of 18 must wear one.

Mouth Guards

The CIHA strongly recommends that all players wear a mouthguard. A mouthguard is designed to protect the teeth and jaws from impact and may also reduce the risk of concussion.

Off-Ice Warm-Up Activities and Use of Changing Spaces

All persons organising or participating in pre-game warm-up activities on the Alpine Ice premises should ensure they are not exposed to undue risk. In particular, activities in the car park are to be restricted to areas behind the building and ideally coned off from cars.

While there are several changing spaces available to CIHA players, on occasion these areas are filled to capacity. When the designated changing area options are exhausted, players must not change near a fire exit or in the walkway between the café and Zamboni area. Alpine Ice recommends changing in the stands area at the mountain end of the rink.

Membership Fees

Anyone who wished to play in a CIHA refereed league must be a paid-in-full CIHA and IHNZ member. Any team allowing a non-member to play in a game shall forfeit the game with no statistics recorded. Repeat instances may be subject to disciplinary action.

Why do players have to pay these fees? CIHA is a non-profit organisation with considerable expenses related to organising and offering ice hockey in Canterbury and therefore requires charging a membership fee in order to function. Some of the expenses include accounting systems, auditors/accountants, website, equipment such as nets, score bench and clock, representation at IHNZ meetings, and more. IHNZ fees go toward similar expenses incurred in the organisation and management of ice hockey at the national level, and IHNZ, in turn, also supports regional initiatives. This is not new: CIHA members have been required to pay CIHA and IHNZ membership fees for decades.

No Pay, No Play

Players are to pay all CIHA fees in full by payment deadlines. Players with overdue payments are not eligible to register for any CIHA activity and may be stood down from playing unless they have established a written payment plan with the CIHA and are up to date on those payments.

Policies Applicable to All Adult Refereed Leagues

Game Rules

All refereed CIHA games operate under the playing rules of the CIHA and Ice Hockey New Zealand (IHNZ), who in turn operate under the International Ice Hockey Federation (IIHF). All rules can be found on the respective websites. In the case that IHNZ and IIHF rules differ, the IHNZ rules have priority for CIHA games.

Registration Fees

Registration Fees are separate from Membership Fees and cover the costs of playing in a particular league during a season.

In general, registration fees are determined simply by adding up all the expected costs and dividing by the expected number of players while budgeting in an allowance for estimation error. Costs include hourly ice time (including paying for ice grooms between sessions), game officials, score bench, first aiders, and other staff costs if applicable (such as a coach), esportsdesk registration and credit card processing fees, championship medals and/or other

prizes, and a margin of error to cover unexpected costs such as ice time overruns, expected refunds due to injury, ice cost increases, and more.

Final fee calculations involve many other factors and variables including potential discounts for late night ice, for example. The CIHA is a non-profit organisation that seeks to keep our sport financially accessible to players while ensuring the CIHA has the finances and resources to continue long-term operations. The CIHA balances these factors in fee decisions.

New Team Registration

The CIHA will determine which teams are allowed to play in its leagues/grades. Unless otherwise advised by the CIHA, teams who played in any given league/grade in a season are welcome to play in the following season.

A Team Manager who wishes to enter a new team into a league/grade should contact the relevant League Committee who will consider the request. Unless playing in a league where jerseys are provided by the CIHA, the Team Manager must submit the colour and design for the League Committee for approval, along with a team list of expected players.

Unless otherwise advised or allowed by the CIHA, new teams must be submitted for review at least 10 weeks before the first league session.

Late Registrations, Trades, and Buyouts

A key goal of the CIHA is to provide appropriate playing opportunities to all members, balancing the desire for late registrants to participate (e.g., someone who relocates to Canterbury during a season) with the need to maintain team/league integrity.

Late Registrations

Late Registrations are to be accepted if there is roster space on any team (i.e., at least one team has fewer than the target number of players stated in this document) and there are at least 3 sessions remaining.

Exception*: if a league/grade has more than 2 teams and a designated playoff series, a player may not join the league if there are fewer than 25% of regular season sessions remaining.*

In general the league subcommittee will determine placement of late registrants with the goals of balancing roster sizes and team strength. This may include Trades (see below). In the event that the league subcommittee cannot reach an agreement on placement, the CIHA will decide.

Late registration discount

Players joining a league after a season has begun may receive a discount, at CIHA's discretion, prorated for games missed:

% Discount Considered = % Sessions Missed x 0.9

In table form:

% Missed	10	20	30	40	50	60	70	80	90
% Discount	9	18	27	36	45	54	63	77	81

***Example**: suppose the regular single-payment registration fees are $760 for a 20-game season. A player is approved to join after the 8th game of the season. The player has missed 8/20 = 40% of the season. The CIHA will consider a discount of up to $273.60, so the player will pay $486.50 ($760 - $273.60) for the remaining 12 games.*

% Discount Considered = 40% x 0.9 = 36%

*$ Discount Considered = $760 * 36% = $273.60*

Trades

From time to time it may be apparent in league play that a particular team is far too strong or too weak to provide an enjoyable playing experience for all teams in the league. In this case the League Committee may suggest a player trade to the Team Managers for balance. If all involved agree, the change can be made.

If a late registrant needs to be placed, according to the rules above, and is of a significantly different skill level, the League Committee and Team Managers may discuss rebalancing trades. If the subcommittee and Team Managers can't decide, the CIHA will have final authority.

Buyouts

Players sustaining season-ending injuries, relocating our of Canterbury, or experiencing a hardship may need to withdraw from play. A waitlisted player may "buyout" the departing player, taking their roster spot. The rules for Trades also apply to Buyout situations wherein the League Committee will work with Team Managers to ensure league balance, and the CIHA will have final authority.

In buyout situations, the departing player remains financially obligated to pay the full season fees to the CIHA and will not receive a refund, but instead will devise buyout terms with the

incoming player. The CIHA is not responsible for enforcing payments from the incoming player to the departing player.

If preferred, the departing player may instead simply submit a refund request, and the incoming player may enter in to the league as a late registrant, in according with the refund and late registrant policies contained in this document.

Refund Policy

Membership Fee Refunds

CIHA membership fees are non-refundable. In the rare case where someone pays a membership fee but is unable to participate in any sessions at all, the member should email a request to info@ciha.org.nz and cc secretary@ciha.org.nz explaining the circumstances and requesting the CIHA Committee consider a membership refund.

Registration Fee Refunds

When a player registers for a CIHA league, the player agrees to make full payment for participation in the league. This enables CIHA, a non-profit charitable organisation, to budget prudently for its programs and set playing fees appropriately. It is the responsibility of all players to ensure they can fulfil the financial obligations of a program prior to registering, and to pay their share.

While CIHA registration fees are non-refundable, occasionally unforeseen circumstances beyond a player's control can result in the player missing significant portions of a program. Examples include debilitating injuries, unexpected relocation out of the Canterbury area, and certain other hardships. CIHA's goal is to balance refund requests with the need to ensure the entire program remains financially sound, as budgeted, and to be fair to other players who have committed to a full season's payment but still miss a number of games due to sickness, minor injury, travel, etc.

A player who cannot participate in sessions as originally expected should inform their Team Manager and/or their Grade Representative or League Director. The player should work to find a replacement player to register and fill their playing spot, if approved by the League Director. If a replacement can be found, the CIHA can arrange to have the incoming player "buyout" the rest of the season from the original player (see "Buyouts" section).

If no replacement player is arranged, a player can make a formal refund request to the CIHA:

- Email info@ciha.org.nz and cc secretary@ciha.org.nz and the League Director (e.g., seniorleague@ciha.org.nz)
- Describe the rationale for the request (injury, relocation, or hardship)
- Include the portion of the season being missed (e.g., the date of season-ending injury)

How much of a refund might a player receive? Nearly all players miss some sessions during a season due to numerous conflicts. It is not uncommon for a player to miss up to 30% of sessions or more, which serves as a baseline: unless a player will miss more than 30% of the remaining sessions, no refund will be considered. So, if a player requests a refund prior to the season start, up to 100% refund will be considered. If 70% or more of these sessions have already passed, no refund will be considered. Anywhere in-between will be refunded on a linear scale:

% Refund Considered = max(0, % Sessions Missed – 30%) / 70%

In table form:

% Missed	100	90	80	70	60	50	40	<=30
% Refund	100	~85.7	~71.4	~57.1	~42.9	~28.6	~14.3	0

Players are not entitled to refunds, any refund is entirely at CIHA's discretion, and all CIHA decisions are final. Any refund is subject to a 4.5% administrative fee on monies paid.

***Example**: a player pays registration fees of $760 for a 20-game season. The player suffers a season-ending injury after the 8th game of the season. The player will miss 12/20 = 60.0% of the season. The CIHA will consider a refund of up to $311.06:*

% Refund Considered = max (0, 60.0% - 30%) / 70% = 30%/70% = 0.3/0.7 (i.e., ~42.9%)

*$ Refund Considered = $760 * 0.3/0.7 = $325.71 less a 4.5% admin fee = $311.06*

Season-ending circumstances will generally be reviewed prior to the end of the playing season, while circumstances resulting in an expected return to play before the end of the season (such as return to play after missing half a season due to significant injury) might not be reviewed until the season is over.

Game Defaults

In certain circumstances a team will automatically default a game and no statistics will be recorded for the defaulting team, other than the loss. Reasons include:

- Allowing a player to play who is not a CIHA or IHNZ Member
- Allowing a suspended player to play
- Inability to field a team of at least 7 rostered players
- Allowing a player who is disallowed for any other reason to play (e.g., a skater not properly rostered on the team or who has been stood down by the CIHA due to debt)

Ring-Ins

A skater ring-in is allowed only if a team has fewer than 7 players and the ring-in is a CIHA member of appropriate age and experience level (or lower) for the league. When a ring-in is used, the team will default the game with no statistics kept.

Goalies are expected to play for their assigned team on a regular basis but may substitute for each other to cover absences. A goalie ring-in is allowed if the ring-in is a CIHA member and is of appropriate age and experience level (or lower) for the league. If Team Managers cannot agree on the suitability of a goalie ring-in, the Senior League Director will decide.

Player Grades

The Senior League Committee is responsible for designating a group of experienced and fair-minded players to serve as CIHA Graders who have the responsibility to "grade" new incoming players to the club, as well as reviewing the grades of current players on an ongoing basis. Players are to be graded on a relative basis, not according to absolute metrics. As a general guideline:

- Grade 4: Players new to the game or with a basic level of skill and experience
- Grade 3: Players generally with a few years of experience and a solid understanding of hockey fundamentals and rules
- Grade 2: Competitive players, usually with several-to-many years of experience and who have an excellent understanding of hockey fundamentals, systems, and rules
- Grade 1: The club's most skilled players who have extensive playing experience and knowledge of fundamentals, systems, team play, and rules

These grading designations are general and grading a player is subjective. Grades for players will be reported by a CIHA Grader to the Senior League Director responsible for maintaining a record of grades for all players.

Grading Process: New Players

Players new to the CIHA will be invited to a scrimmage or Masters League game where a CIHA Grader will be present to grade the player (the player may attend the session without purchasing CIHA/IHNZ Memberships in order to receive a grade and understand playing options, but is still responsible for the session fee). The CIHA Grader will report the grade to the Senior League Director who will record the grade and work with Grade Representatives (and/or other League Directors) to advise the player on playing options.

Grading Process: Returning Players

A returning player may request to be regraded using the process for New Players, but more often the not the CIHA Graders will be aware of the correct grade of the player.

An ongoing challenge is the inability for the CIHA Graders to reassess the grades for several hundred adult players each season, which leads to the perennial issue that some players may have advanced beyond their current grade level and may be viewed as "playing in the wrong league". The following process is to be followed at least once per year and ideally each winter/summer season for each Senior League Grade:

- ~50% through a playing season the Senior League Director will convene a meeting with the Grade Representative and all Team Managers in that grade
- Team Managers discuss players who they believe are incorrectly graded and may be adversely affecting league balance
- If the majority of Team Managers believe a player might be graded incorrectly, the Senior League Director records the player's name and the number of Team Managers requesting a regrade; the CIHA urges Managers to assess all players fairly for the benefit of the league
- The Senior League Director provides the regrade request list to the CIHA Graders and arranges for the Graders to review the players, which is to be completed as soon as practicable
- If Team Managers unanimously believe a player has an incorrect grade, the player will generally be regraded, but the CIHA Graders have final grading decision authority; if the Graders cannot decide on a player's grade due to a tied vote, the Senior League Director shall decide
- Any player receiving a new grade may complete the season in the current league, but must be notified immediately to prepare to register in a different grade/league for the next season.

Playing Up/Down a Grade

Unless otherwise advised by the CIHA, Senior League players may "play up" a Senior League grade if invited by a Team Manager, or if drafted onto a Premier Division team, but players may not "play down" a grade by choice. From time to time the CIHA may consider allowing a player to "play down" if deemed in the best interests of the league.

Player and Manager Conduct

All players are subject to CIHA rules and, in particular, the CIHA Code of Conduct and IHNZ Disciplinary Regulations. Team Managers are held to additional standards of conduct. The rules can be found on the CIHA and IHNZ websites.

Disciplinary and Suspension

Game violations are subject to CIHA and IHNZ rules and regulations, which may involve an automatic suspension and/or hearing with the CIHA Disciplinary Committee, in accordance with IHNZ Disciplinarily Regulations found on the CIHA and IHNZ websites.

All game misconduct penalties are to be reported from the game Referee and/or Director of Officiating to the CIHA Vice President. A game report containing a violation is to be delivered to the CIHA Vice President within 24 hours of the game completion. The CIHA may extend this reporting period to 48 hours when deemed justified to receive a complete and accurate game report. Disciplinary advice is to be completed and dispatched by the Disciplinary Committee within 48 hours of receiving the game report.

Non-game conduct violations are subject to review by the CIHA Disciplinary Committee, as per the process found in the CIHA Code of Conduct on the CIHA website.

Suspension Guidelines

Any penalty that carries an automatic suspension, as per IHNZ Disciplinary Regulations, will result in the player being stood down and suspended unless otherwise advised by the CIHA. A player suspended in a league/grade may not play in any CIHA league/grade games and is banned from certain areas of the rink before, during, and after games. A suspended player may watch games from the upstairs lounge or bleachers but must stay at least 10 metres aware from the score bench, penalty boxes, players' benches, and the game official's room.

Serving a Suspension

- A player receiving a notice of suspension will be stood down for a period of 7 days (until 12am on the 7th day from the time of the incident) from **all** club leagues/games, and stood down from the league/grade in which the incident occurred until the suspension is fully served.
- At least one game, referred to as the "Required League Game" must be served in the league/grade the suspension was received.
- Any games the player misses in other refereed leagues/grades that they normally would have played in from the time of the incident until the Required League Game is served will count toward total games served in the case of a multi-game suspension.
- After the Required League Game is served, any remaining games to be served must be served only in the league/grade of the original suspension, but the player may resume play in other leagues/grades.

Example: A player participates in G2 on Sundays and G3 on Mondays. The player is assessed a misconduct in a G3 game on Monday August 1st and receives written notice of a 3-game automatic suspension on Wednesday. The player must miss the August 7th game because 7 days have not passed from the time of the incident. The missed game counts as a game served,

however. The player then must miss the next G3 game on August 8th, which fulfils the Required League Game. After serving this Required League Game, the player is free to resume all other CIHA activity including G2 play. The player is still suspended from G3, however, until the 3rd game is served on August 15th. After the player serves that game, the suspension is fully lifted:

Date	***Event***	***Status***	***Memo***
Mon Aug 1st	*G3 Game*	*Played*	*Penalty assessed, suspension notice Wed Aug 3rd*
Sun Aug 7th	*G2 Game*	*Suspended*	*<7 days, player still stood down, 1st game served*
Mon Aug 8th	*G3 Game*	*Suspended*	*Required League Game; 2nd game served*
Sun Aug 14th	*G2 Game*	*Played*	*>7 days and Required Game Served, so can play*
Mon Aug 15th	*G3 Game*	*Suspended*	*3rd game served, suspension fully lifted*

Additional Suspension Policies

- After review, the CIHA may decide to rescind an automatic suspension at any time.
- A player who formally refuses an automatic suspension, as per the IHNZ regulations, and is successful in appeal may have the suspension and stand down period rescinded by the CIHA Disciplinary Committee and the fee for refusing a suspension waived.
- Players are not entitled to receive compensation for any missed games.
- CIHA suspensions do not impact a Member's ability to play in non-CIHA leagues and non-CIHA league suspensions do not carry over to CIHA league play, unless otherwise advised by the CIHA.
- If a season ends before a player has fulfilled a suspension, the remaining games will carry over to the next season in which the player participates, either in the same league/grade or one that the CIHA advises.
- Notwithstanding the guidelines stated herein, the CIHA reserves final authority on all matters related to player suspensions and schedules to ensure what it deems are equitable disciplinary actions for infractions.

Video Review

The CIHA does not obtain and review video footage of on-ice incidents unless a player formally refuses an automatic suspension, as per IHNZ rules, or if the CIHA is conducting an investigation for other purposes. Members are not to request video footage other than in the case of refusing an automatic suspension.

League Adjustments and CIHA Final Authority

Depending on ice availability, the number of player registrations, unforeseen scheduling conflicts, and other factors, adjustments may be required to a league, including the number of teams, target number of players per team, game format, and other aspects. The CIHA has final authority on all league matters.

Appendix

Premier Division Coordinator Role

The Premier Division Coordinator is an optional non-committee role appointed by and under the supervision of the CIHA Committee responsible for the overall management and coordination of the Premier Division. The Coordinator will work closely with the Senior League Director to ensure a smooth and successful Premier season. Time commitment is expected to be 3-5 hours per week for roughly two months prior to the season, tapering to an hour or less during the season.

Key responsibilities:

- Team Management:
    - Confirm schedule, participating teams, and the Team Managers and Assistants.
    - Serve as the primary point of contact for Team Managers throughout the season.
- Draft Organization:
    - Plan and execute the league draft, including organizing social events draft night.
    - Determine draft process and order with the Team Managers.
    - Oversee late registration and trade structures for team balance
- Issue Resolution:
    - Facilitate issue resolution for any issues or disputes that arise during the season.
- Marketing Support:
    - Provide flavour text and content for periodic marketing updates, in collaboration with the Marketing Director, especially for draft results and playoff results.
- End-of-Season Awards:
    - Organize medals and hats for the end-of-season awards, if budgeted.
    - Plan and execute the awards ceremony, if applicable.
- Rule Refinement:
    - Review and refine rules to ensure fairness and clarity.
    - Implement any necessary changes to draft or trade structures.