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## **ARTICLE 1: NAME AND PURPOSE**

### **Section 1 - Name**

1.1 a) This organization shall be called HEO/Minor District 1, Upper St. Lawrence Division

### **Section 2 - Purpose of District 1**

1.2. a) To co-ordinate the activities of the 8 associations within the boundaries of District 1

1.2 b) To govern the “AA” and “A” program within District 1 as well as to govern the Upper Canada Minor Hockey League

1.2 c) To work toward development and improvement of minor hockey within District 1.

1.2 d) To develop and encourage sportsmanship and good fellowship among all participants, officials, spectators, and players alike, for the betterment of their social, physical, and mental well being.

1.2 e) All By-Laws of the Upper Canada Minor Hockey League shall be included in the District1 Constitution.

### **Section 2.1 - Purpose of Upper Canada Minor Hockey League**

1.2.1 a) To work towards the development and improvement of minor hockey.

1.2.1 b) To provide a healthy form of recreation for youth through participation in organized hockey at a level of competition best suited to the individual players' capabilities and interests.

1.2.1 c) To develop and encourage sportsmanship and good fellowship among all participants, officials, spectators and players alike - for the betterment of their social, physical and mental well-being.

1.2.1 d) To provide regional representation of local hockey Associations to higher authorities.

### **Section 3 – Governance**

1.3 a) DISTRICT 1 will be governed by a Board of Directors consisting of the members of the executive as set out in Article 3 and the Presidents or Designate from each Association

1.3 b) Where Association executive become inoperative the DISTRICT 1 council may, where necessary, operate the Association under a trusteeship until such time as reorganization takes place. The District 1 council may appoint officers, as it deems necessary from within or outside the District for this purpose. The Trusteeship remains in effect until the Association can demonstrate self-government. Written terms of reference for the Trustee shall be issued by the District 1 council when a trustee has been appointed. These shall include, but not limited to;

- 1) The Trustee shall be in attendance for all District Council meetings and any Association AGM's
- 2) The Trustee shall remain impartial in all matters under consideration and
- 3) The Trustee shall be the approving authority for all decisions taken by the Association Executive.

**ARTICLE 2 – MEMBERSHIP/BOUNDARIES/VOTING PRIVILEGE/VOTING PROCEDURES/QUORUMS/MEETINGS/ATTENDANCE**

**Section 1 – Membership in District 1**

2.1 a) Membership to District 1 shall be open to all Associations within the geographical boundaries of District 1. Executive Officers must reside within the geographical boundaries of District 1

- i) All Executive Officers must have served as an executive member of a District Association or currently be or have served as an Executive Officer.
- ii) When no member is available because of the restriction above, the Executive Officers and District Presidents shall solicit a candidate from the District to fill the vacant position.
- iii) No nomination will be accepted for the office of 3rd Vice on behalf of any member who has not at any time previously served on the Rideau St. Lawrence Kings Executive.
- iv) When no member is available because of the restriction above, the Executive Officers and District Presidents shall solicit a candidate from the District to fill the vacant position.

2.1 b) Membership to District 1 shall be contingent on Associations providing nominees for election to District 1 Executive on a yearly basis.

2.1 c) All member Associations must abide by the Rules and Regulations of Hockey Canada, HEO, HEO Minor and District 1

2.1 d) Only those Associations whose District fees/levies are paid in full and whose teams are registered with District 1 Registrar are entitled to membership.

2.1 e) The Associations within the boundaries of District 1 are as follows;

- Brockville and District Minor Hockey Association
- Kemptville and District Minor Hockey Association
- Leeds Minor Hockey Association
- North Dundas Minor Hockey Association
- Smiths Falls Minor Hockey Association
- South Dundas Minor Hockey Association
- South Grenville Minor Hockey Association

Rideau St. Lawrence Kings (A/AA) Minor Hockey Association

**Section 1.1 - Membership in Upper Canada Minor Hockey League**

2.1.1 a) Membership to the League shall be open to all Associations within the geographical boundaries of HEO/Minor District One, and any other Association whose membership is annually approved by HEO/Minor District One Council

2.1.1 b) All member Associations of the League must abide by the Constitution, By-Laws, Rules and Regulations of Hockey Canada, HEO, HEO/Minor, District 1, and the UCMHL.

2.1.1 c) Membership is extended only to those Associations who are in good standing, who have paid their League fees/levies in full within 30 days from start of League play, and whose teams are registered with the League Registrar.

## **Section 2 – Boundaries**

2.2 a) The territorial boundaries of District 1 are defined as follows;  
Commencing at the focal point where the Township of Winchester, Finch and Russell meet, proceed Westerly along the boundary line between Winchester and Russell Townships subsequently the boundary line between Mountain and Osgoode Townships to the extreme Northwest corner of Mountain Township at a focal point where Mountain, South Gower and Osgoode Townships meet; proceed Southerly following shoreline of river to the medium of New Highway 16; proceed along New Highway 16 to a point where it intersects with County Road 13; proceed Westerly along County Road 6 to a point on the dividing line between Concessions III and IV, also known as Old Highway 16 in the former Township of North Gower; proceed Northwesterly along the medium to a point where it intersects with Church Street in the village of North Gower; proceed Southerly along the street to the boundary line between the former Townships of North Gower and Marlborough also known as McCordick Road; proceed Southeasterly on this road to the dividing line between Concession V and VI in the former Township of Marlborough; proceed Westerly on this medium to a point on the boundary line between the Township of Rideau and Montague; proceed Northwesterly on this boundary to the extreme North corner of the Township of Montague; proceed Southwesterly on the boundary line between the Township of Montague and Beckwith; then North Elmsley and Drummond to a point where the medium of Lots 10 & 11 in the Township of North Elmsley intersects; proceed Southwesterly on this medium to a point on the line dividing Concession VI and VII (North Elmsley); proceed Southwesterly on this Western shoreline of Rideau Lake; proceed Southwesterly on the Western Shoreline of Rideau Ferry to a point where the Townships of North Elmsley, North Burgess, South Elmsley and South Burgess meet; proceed Southwesterly along the shore to a point where it intersects with the projected medium to a point from extended line between lots 12 & 13 (North Burgess); proceed Northwesterly on a line to a point where Concessions IX and X (North Burgess) meet; proceed Southwesterly along medium to boundary line between North Elmsley and North Crosby; proceed southerly on the boundary line dividing the Counties of Leeds and Frontenac to a point where this boundary line intersects with the North side of Highway 15; proceed Northeasterly along north side of highway 15, then easterly on the boundary line between Concessions VII and VIII in the Township of Rear of Leeds and Lansdowne to a point in the corner of lot 14, proceed Southerly to the boundary dividing concessions VI and VIII, thence Easterly to a point on the medium of lots 19 & 20; proceed southerly on this medium to the boundary line dividing Rear of Leeds and Lansdowne and Front of Leeds and Lansdowne Townships; proceed along the boundary line in an Easterly direction then in a Northerly direction, then in a Easterly direction to a point on the boundary line between the Townships of Front of Leeds and Lansdowne and Front of Escott; proceed Easterly along the North shore of the St Lawrence River to a point on the boundary line between Counties of Dundas and Stormont; proceed northerly along this boundary line to a point of origin, DISTRICT 1 shall enjoy all the territory therein defined.

## **Section 3 – Voting Privileges – District 1**

2.3 a) All members of District 1 Executive and Presidents from each Association or his or her alternate shall be allowed to vote on matters involving Constitutional Amendments and motions.

2.3 b) A designate appointed by an Association must be a member of that Association.

2.3 c) All executive members and Associations of District 1 shall be allowed to cast one vote with the exception of the Chairperson who may only vote in the event of a tie, in which case he or she may cast the deciding vote.

**Section 3 – Voting Privileges – District 1 (continued)**

2.3 d) At the Annual General Meeting of District 1, (held in May) each Association in good standing having been a member for the previous year shall have a vote. This vote is to be allocated to the President or his/her delegate. Each member of District 1 shall have a vote at the Annual General Meeting.

2.3 e) The seven Association Presidents (Brockville, Kemptville, Leeds Minor, North Dundas, Smiths Falls, South Grenville, South Dundas) or his/her designate shall have the right to sit and vote at the Rideau St Lawrence Kings Executive table. Their right to vote will not effect “quorum” status of the Rideau St Lawrence Constitution. For an Association to have a designate receive standing, and/or a vote at any meeting of either District 1 or the Upper Canada Minor Hockey League, the Association President must submit the designate's name(s), in writing to the Secretary prior to the start of the regular season.

**Section 3.1 – Voting Privileges - Upper Canada Minor Hockey League**

2.3.1a) Only the President of an Association or his officially recognized designate shall be allowed to vote on matters involving By-Laws.

2.3.1 b) A designate may not replace the President of an Association for voting purposes unless a letter from the Association has been received by the League so designating the alternate, and this designate shall be a member from the Association Board.

2.3.1 c) All Executive members of the League shall be allowed to cast one vote with the exception of the President who may only vote in the event of a tie, in which case he/she may cast the deciding vote.

**Section 4 – Voting Procedures**

2.4 a) Unless otherwise specified, a simple majority of votes cast will carry a motion.

2.4 b) No one at the District 1 table shall carry more than one vote.

**Section 5 – Quorum for District 1 and the UCMHL**

2.5 a) At District 1, for the purpose of all monthly meetings, the attendance of four (4) Executive members and Four (4) Associations representatives shall constitute a “quorum”. As for the League, for the purpose of all General, Executive or Special Executive meetings, the attendance of half of the Executive plus one shall constitute a quorum.

2.5 b) At District 1, or the purpose of the Annual Meeting, the attendance of five (5) Executive members and five (5) Association representatives shall constitute ‘quorum’.



## **Section 6 – Meetings**

2.6 a) All business of District 1 shall be conducted at the regular monthly meetings, the annual general meeting and at special meetings as called from time to time.

2.6 b) Appeal hearings and special meetings do not have to follow the Procedure Rules of Order format in Article 7, Section 4

2.6 c) The Chairperson shall inform all the members of the Board of Directors of all meetings Forty-Eight (48) hours in advance.

2.6 d) Minutes will be kept at all meetings (excluding hearings) by the Secretary and will be made available to any member of the Board of Directors upon request.

2.6 e) On the written request of any five (5) members of the Board of Directors, the Chair shall call a Special meeting. Such meetings shall be held with seven (7) days of such notification.

2.6 f) Issues/decisions arising between meetings shall be made by the Chairperson and ratified at the next meeting of District.

## **Section 7 – Attendance at Meetings for District 1 and the League**

2.7 a) At District, if an Association or an executive member is not present for two (2) consecutive meetings, then that Association or Executive member will be notified by the Chairperson. The Board of Directors may motion to remove the members voting privileges. If an Association President or designate is unable to attend, then a letter must accompany an alternate person who is a member of that Association.

2.7 b) Anyone not a member of the Executive, or President/Alternate of an Association wishing to attend any District 1 meeting can do so by contacting the District Chairperson at least 24 hours prior to said meeting.

2.7 c) A fine of \$100.00 will be issued before an Association voting privileges be re-instated,

2.7 d) At the League, if an Association or designate is not present for 2 consecutive meetings, the Association will automatically be fined \$50.00 and voting privileges will be revoked until such Fine is paid. If an Association is not represented for three (3) or more meetings during the season, voting privileges will be forfeited at the AGM. Executive members must be present for all regularly scheduled, or specially called meetings. Division Conveners shall attend all League meetings.

**ARTICLE 3 – EXECUTIVE OFFICERS/ELECTIONS/TERMS OF OFFICE/DUTIES OF THE EXECUTIVE/REMOVAL OF EXECUTIVE OFFICERS**

**Section 1 – District One Executive Officers**

3.1 a) District 1 Executive and Association members in good standing shall elect the following Executive to a one year term at the Annual General Meeting held in May. The Past Chairperson will be acknowledged as a voting Executive Officer.

Chairperson  
Past Chairperson  
1st Vice  
2nd Vice - (President of Upper Canada Minor Hockey League)  
3rd Vice – (President of Rideau St. Lawrence Kings AA League)  
Secretary (Shared duties - District 1 and Upper Canada Minor Hockey League)  
Treasurer – (Shared duties - District 1 and Upper Canada Minor Hockey League)  
Registrar - (Shared duties - District 1 and Upper Canada Minor Hockey League)  
Referee-in-Chief - (Shared duties - District 1 and Upper Canada Minor Hockey League)  
Coach Mentor  
Risk and Safety - (Shared duties - District 1 and Upper Canada Minor Hockey League)  
Director at Large – (Shall sit as 1st Vice of Upper Canada Minor Hockey League)

**Section 1.1 - Upper Canada Minor Hockey League Executive Officers**

3.1.1 a) The Upper Canada Minor Hockey League Executive (hereunto referred to as UCMHL or the League) shall consist of the following Executive Officers elected at the District AGM. There are no elections held at the League level.

President  
Past President – (ex officio non-elected)  
1st Vice  
Secretary  
Treasurer  
Registrar  
Risk and Safety  
Referee-in-Chief  
District 1 Chair – (ex officio, non-voting)

**Section 2 – Elections**

3.2 a) District 1 shall appoint a two ( 2) member nominating committee at the February District 1 monthly meeting for the purpose of receiving the names of nominees and coordinating the nominating purpose.

3.2 b) To be eligible as a candidate for elections

- i) All Executive Officers must have served as an executive member of a District Association or currently be or have served as an Executive Officer.
- ii) When no member is available because of the restriction above, the Executive Officers and District Presidents shall solicit a candidate from the District to fill the vacant position.
- iii) No nomination will be accepted for the office of 3rd Vice on behalf of any member who has not at any time previously served on the Rideau St. Lawrence Kings Executive.
- iv) When no member is available because of the restriction above, the Executive Officers and District Presidents shall solicit a candidate from the District to fill the vacant position.

**Section 2 – Elections (continued)**

3.2 c) All members Association shall provide to the nominating committee with the name(s) of their nominee(s) no later than the District 1 March monthly meeting. The nominating committee will establish a preliminary list of nominees and the positions they aspire to. Additional nominations may be brought forward at the Annual General meeting.

3.2 d) All Candidates for Executive Office must be nominated and Seconded. A person may be nominated for any number of positions and may seek election to offices to which he/she has been properly nominated. Defeat in election for any office does not disqualify candidate from seeking election to any other subsequent office to which they have been properly nominated. Once elected to a position, that person shall be ineligible to stand for further nomination and election.

3.2 e) Elections are to be by secret ballot. Only the successful candidate will be announced. All ballots will be destroyed after each vote. The Chairperson shall appoint three (3) election scrutineers from the floor for the purpose of tabulating votes. In addition the candidate may also request and appoint a scrutineer of their own choosing to monitor the process. The candidates scrutineer does not need to be a member of the District 1 Executive or board.

3.2 f) A neutral party shall be recommended by the nominating committee and ratified by the Board of Directors to preside over District 1 elections.

3.2 g) There shall be no more than 4 District 1 members from the same Association area.

**Section 3 – Terms of Office**

3.3 a) Terms of office is for one (1) year from AGM to AGM. Positions that become vacant during a term of office shall be filled. Nominations will be held from the floor at any monthly meeting and a simple vote will carry a nomination. If the term of office is for less than six (6) months, an existing Executive Member may hold the position for the balance of the term. The Executive member will thus have two (2) votes for the balance of the year.

**Section 4 – Duties of the Executive**

3.4 a) The Chairperson shall:

- preside at all District 1 meetings
- call all Special meetings
- attend HEO/Minor Council meetings
- distribute literature to the executive members and Associations provided by the HEO MINOR, HEO and Hockey Canada
- be a member of all “Ad-Hoc” Committees of District 1
- perform all duties of the 1st Vice when absent
- make emergency decisions between meetings of District 1 Council
- such decisions to be ratified at next monthly meeting -be one of the signing officers of District 1
- be the Chair of all hearings, appeals,
- assign duties to other executive members when existing executive member is temporarily absent
- be present or be represented at all Upper Canada meetings
- perform all the Rules and Discipline for the Upper Canada Minor Hockey League (UCMHL) unless Chair designates his/her alternate for this duty.

District 1 Chairperson shall sit as an ex-officio member (non-voting) on the Upper Canada Minor Hockey Executive.

3.4 b) The 1st Vice shall:

- in the absence of the Chairperson, or through delegation by the Chairperson, have all the powers and perform all the duties of the Chairperson. While assuming the Chairperson's position, he/she may only cast a vote in the event of a tie.
- shall conduct hearings and appeals in accordance with HEO/MINOR Rules and Regulations.
- shall assist and advise Association Rules and Discipline executive members in the performance of their duties as requested
- be the Chairperson's alternate for HEO Minor Council meetings.
- perform such duties as assigned by the Chairperson
- be a member of all standing committees appointed by District 1
- be one of the signing officers for District 1

3.4 c) The 2nd Vice shall:

- become the President of the Upper Canada Minor Hockey League.
- preside over all and call all meetings of the Upper Canada Minor Hockey League
- deal with all matters pertaining to the League.
- report at District 1 monthly meetings
- perform all duties assigned by the District 1 Chairperson
- be one of the signing officers of District 1
- call all meetings as deemed necessary or at the request of half of the voting Executive plus one.
- represent the League at all meetings of HEO/Minor and otherwise represent the League in any capacity with higher hockey authority.
- be an ex-officio member of all standing or ad-hoc committees appointed by the League, notwithstanding Conflict of Interest Guidelines.
- vote only in tie-vote situations for matters pertaining to League issues.

3.4 d) The 3rd Vice shall;

- be elected at the District AGM and will be the President of the District "AA" and "A" program known as the Rideau St. Lawrence Kings.
- report all "AA" and "A" happenings to the District table
- attend or their delegate attend all District meetings and all "AA" and "A" meetings

3.4 e) The Secretary shall:

- maintain accurate minutes, records and file all motions of all proceedings or meetings of District 1 and the League.
- ensure the distribution of minutes and motions to all the Executive members and all Associations, as well as other parties as deemed necessary by District 1, no later than fifteen (15) days following the previous meeting
- distribute all correspondence on behalf of District 1 and the League as instructed by the Executive.
- be one of the signing officers of District 1.

3.4 f) The Treasurer shall:

- ensure proper maintenance of all books, accounts and assets for District 1 and the UCMHL as well as a signing officer for the District 1 Referee fund
- be responsible for all receipts and disbursements for District 1 and the UCMHL.
- have a financial statement of accounts for each monthly meeting for both District 1 and the UCMHL, and year-end consolidated financial statement for the Annual General Meeting
- sign all cheques along with one of the signing officers from District 1 and/or the UCMHL.
- make recommendations regarding all fees/levies which are received and disbursed by District 1 and/or the UCMHL
- present the proposed annual budget including recommendations at the AGM for approval
- report at the monthly meeting any Associations which have not kept its account in good standing with District 1 and/or the UCMHL.

3.4 g) The Registrar shall:

- register all players, coaches, managers and trainers for each team competing in District 1
- ensure that all necessary procedures comply with Hockey Canada, HEO, and HEO MINOR regarding team registrations are followed by the Associations
- provide reports at the monthly meeting as required
- make recommendations to the District regarding all matters pertaining to team and player registration

3.4 h) The Referee-In-Chief shall:

- be responsible for all matters relating to officiating within District 1 as well as the UCMHL and shall advise the UCMHL on a monthly basis with regard to issues regarding officiating
- be the liaison with HEO Minor. Keep all Associations Referee-In-Chiefs apprised of all rule changes and matters requiring their attention
- co-ordinate the “referee supervision program” and report all supervisions at each meeting of District 1. All Associations should receive a copy of their referee supervisions upon request.
- provide a report at each monthly meeting
- attend all HEO/Minor referee meetings that arise,
- must keep District Chair informed of all matters concerning officials such as but not limited to neutral referee assignments, discipline, and RIC meetings, and provide monthly reports to the Executive.

3.4 i) The Risk and Safety Co-ordinator shall:

- co-ordinate all Risk and Safety within District 1.
- attend all HEO Minor meetings pertaining to Risk and Safety.
- make recommendations relating to arena safety
- be informed of ALL associations within District 1 of Risk and Safety issues.
- will advise each Association not having a Risk and Safety Director on their executive will automatically send all R&S to District 1
- ensure that racial slurs are not tolerated in District 1

Note: Racial Slurs are covered in the HEO/MINOR Abuse and Harassment Policy Section 8 8.1 of the HEO policy reads, "Harassment is defined as conduct/behaviour, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. Any of the different forms of harassment may be based on grounds prohibited by human rights legislation such as race, ethnicity sex, sexual orientation or religion. It may be between peers (eg player to player of the same age group, parent to official, coach to coach), or between someone in a position of power or authority and an adult in a subordinate position (eg. coach to player, sports administrator to employee). Harassment covers a wide spectrum of behaviours; subsequently the response must be an appropriate and fair one, allowing adequate opportunity for all involved parties to collect all relevant information.

EXAMPLES OF BEHAVIOUR WHICH CONSTITUTE HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO:

- unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
- practical jokes that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance
- unwanted or unnecessary physical contact including touching, petting or pinching
- any form of hazing.

3.4 j) The Director-At-Large shall:

- be the 1st Vice of the UCMHL
- be a member of "ad-hoc committees of District 1
- aid District 1 Chair in hearings when available.
- help any member of District 1 that needs issues resolved.
- In the absence of the President of the League or through delegation, have all the power and perform all the duties of the President of the UCMHL. While assuming the President position, he/she may only cast a vote in the event of a tie
- act in the capacity of Awards Chairperson for the League.
- be responsible to arrange and to ensure the UCMHL has a functional website.

3.4 k) The Coach Mentor shall:

- liaise with HEO Coach Mentor Program
- organize Mentorship committee meetings -develop District 1 Coach Mentor annual plan
- submit all clinic and educational statistics to HEO Chief Mentor
- annual evaluation of the Coach Mentor program and its members
- run HEO specialty clinics -consult with Association Presidents to promote Coach Mentorship at the grass roots levels
- consult with District 1 Chair on the needs of District 1 issues and education
- Promote new innovative coach development strategies
- The Coach Mentor shall perform all duties associated with Development

3.4 l)

1. Will be responsible for their division of hockey within the UCMHL relative to scheduling, statistics and determination of League Regular season and playoff Champion. Submitt to the League 1st Vice Sportsmanship Award winners (pg 7.)
2. Schedule for regular season and playoff games will only be done by the Convenors.
3. Ensure that all teams within their jurisdiction comply with all Hockey Canada, HEO, HEO Minor, District 1 and UCMHL rules and regulations.
4. Sit on the Rules and Discipline Committee of the League, as required for appeal hearings.
5. A report for their division must be available for each UCMHL meeting. If the Convenor is unavailable, a report must be sent to the 1st Vice of UCMHL before meeting.
6. It is the responsibility of the Convenor to provide the 1st Vice of UCMHL with the team rosters for League winners as soon as winners are known.
7. Will work under the ausoices of the 1st Vice of UCMHL. Convenors are to advise any problems associated with your division.
8. Notify District 1 RIC of Championship playoff series schedules immediately so that neutral referees can be assigned.
9. Provide statistics for requested team movements.
10. Website must be updated within 48 hours during regular season and immediately during playoffs.
11. All Convenors must hand out awards for their division. If unavailable to do so, they must notify the President and 1st Vice immediately.
12. If issues arise with regards to playoff series consultation will take place with 1st Vice of UCMHL, who will in turn consult the District 1 Executive.

Note: that all convenors for the League shall be appointed by the District 1 Executive annually, and shall receive honoraria of \$500 (subject to annual review by the District 1 Executive) for the successful completion of their roles of convenors as determined by the aforementioned District 1 Executive. This honorarium shall be used to cover expenses related to duties associated to the position of division convenor. Reasonable travel expenses shall be submitted to President of the UCMHL first for approval then will be submitted to the Treasurer to be paid.

**Section 5 – Removal of Executive from Office**

3.5 a) All persons sitting on the District 1 Executive may at any time be removed from office with just cause, such cause to include but not limited to, (absenteeism, conflict of interest, unruly behaviour, neglecting duties, deliberately misleading the executive). A two-thirds (2/3) majority vote of the Board of Directors would constitute removal.

**ARTICLE 4 – COMMITTEES**

4.1 a) District 1 may appoint “Ad-hoc” committees as deemed necessary for the purpose of making recommendations.

4.1 b) Committees appointed by the Executive of District 1 may include members who do not sit on the District 1 Executive.

## **ARTICLE 5 – CONFLICT OF INTEREST GUIDELINES/COMMITTEE/EXECUTIVE MEMBERS**

### **Section 1 – Committees**

5.1 a) Members of an Appeal Hearing Committee shall not have any connection with the Association lodging and/or defending an appeal/hearing.

5.1 b) If at all possible, only one member from an Association shall sit on an Appeal Committee.

5.1 c) The Executive is empowered to seek appeal/hearings panel members from outside of District 1 who are members in good standing within HEO/MINOR.

### **Section 2 – Conflict of Interest**

5.2 a) A conflict of interest occurs when input is obtained or given by an individual that has put himself/herself in a situation where his/her opinion can change the outcome of an issue which will directly benefit this persons personal beliefs.

Example: A conflict of interest occurs when a vote is cast by an individual that influences a motion benefitting that individual .

### **Section 3 – Executive Members**

5.3 a) The Chairperson and the 1st Vice shall not be an executive member of HEO MINOR, HEO or Hockey Canada.

5.3 b) Any member of the Board of Directors who is in a Conflict of Interest must declare such conflict and not participate in any vote on the matter.

5.3 c) Any member who sits as President, 1st Vice, or 2nd Vice of “AAA” shall not sit as President or 1st Vice of the RSL Kings unless specific permission is requested of and granted by the District 1 Executive.

## **ARTICLE 6 – CONSTITUTIONAL AMENDING FORMULA**

### **Section 1 – Constitutional Amending Formula**

6.1 a) Amendments to District 1 constitution must be submitted in writing and seconded by a least one voting member of District 1.

6.1 b) Amendments to District 1 Constitution must be submitted to the Chairperson or Secretary of District 1 at least one monthly meeting prior to the Annual General Meeting.

6.1 c) All motions for constitutional amendments to District 1 Constitution must be circulated by the Secretary to all Associations and Executive members no later than fifteen (15) days following the previous meeting before the Annual General Meeting.

6.1 d) One vote per Association President (or designate) and one vote per Executive member. The Chairperson can only vote to break a tie. A two-thirds (2/3) majority vote will carry the constitutional amendment.

6.1 e) All accepted amendments will be effective immediately.



**ARTICLE 7 - BANKING/SIGNING AUTHORITY/REIMBURSEMENT FOR EXPENSES/  
DISTRICT1 FEES/PROCEDURES FOR RULES OF ORDER**

**Section 1 – Banking/Signing Authority**

7.1 a) For all financial transactions relating to District 1 and the UCMHL, the Chairperson, 1st Vice, 2nd Vice, Secretary, and the Treasurer shall be the signing officers for District 1. The Treasurer shall sign all documents relative to disbursements /debts for District 1.

7.1 b) The Treasurer and any one of the Executive members listed in Article 7, Section 1, shall be required as signing officers.

7.1 c) For any non-financial matters, the Chairperson, 1st Vice, 2nd Vice and Treasurer, shall be empowered on behalf of District 1 as directed by the Executive.

**Section 2 – Reimbursement for Expenses**

7.2 a) The Secretary for District 1 shall recover all reasonable expenses such as postage, telephone, photocopies, and secretarial materials.

7.2 b) The Referee-In-Chief for District 1 shall recover all reasonable expenses such as postage, telephone, photocopies and mileage at the rate approved by HEO Minor for all travelling related to the duties of his/her office.

7.2 c) The members of an Appeal Hearing Committee and one Referee/Game Official required to appear at a hearing shall be paid mileage at the rate approved by HEO Minor.

7.2 d) Any executive member appointed by District 1 to represent it at Hockey Canada or HEO Minor meetings shall be paid mileage as approved by HEO Minor

7.2 e) Any executive member for District 1 shall be reimbursed for all reasonable expenses such as postage, telephone, mileage, photocopies and supplies.

7.2 f) All claims for expenses must be directed to the Treasurer of District 1 in writing inclusive of all invoices, receipts, bills and other relevant documentation.

7.2 g) No signing officer shall sign cheques for which they are the payee.

7.2 h) All expenses shall be submitted and settled within the hockey season they are incurred.

**Section 3 – District Fees and Upper Canada Minor Hockey League Fees**

7.3 a) District fees will be set annually at the August meeting.

7.3 b) All District fees must be received by District 1 Treasurer at the October monthly meeting.

7.3 c) Failure to submit fees by the October meeting will result in the Association receiving written notification of the delinquent payment with a fifteen (15) day demand for payment. Failure to pay within fifteen (15) days will result in a loss of voting privileges until payment is received in full.

7.3 d) All fees or levies are payable to HEO Minor District 1, directly to the District Treasurer.

7.3 e) Any financial deficit in the operating budget of District 1 shall be divided equally among all registered Associations. Any financial deficit with regard to District "A" team(s) shall be borne by the team(s) in question.

7.3 f) Associations will be responsible to reimburse District 1 for any expenses incurred if they request District representatives to visit their rink or create other circumstances that require District 1 representatives to travel. The decision to request payment will be made by the District 1 Executive and is binding with a simple majority vote.

#### **Section 4 – Procedure Rule of Order**

7.4 a) Each District 1 meeting shall be governed by "Roberts Rules of Order."

7.4 b) Each District 1 monthly meeting shall follow a standard agenda

- Call to Order by Chairperson or designate
- Roll Call
- Minutes (a) Errors or omissions (b) Motion to adopt circulated minutes or corrected minutes
- Business arising from the minutes
- Correspondence
- Delegations
- Executive Reports
- New Reports
- Queries from the Membership
- Next meeting- date, time and location
- Adjournment

7.4 c) The agenda for the Annual General Meeting shall include under Section 4.B) New Business, a subsection for amendments to the Constitution.

7.4 d) The last item of business for the Annual General Meeting shall be the election of new Executive Officers and turning over the meeting to the new Executive.

7.4 e) The monthly meeting of District 1 will be held each month from August to May. Other meetings may be scheduled as required.

7.4 f) No proxy votes or votes in abstention shall be allowed on any motion tabled at any District 1 meeting.

## **ARTICLE 8 – PLAYER/TEAM REGULATIONS/PLAYER TRANSFERS/LINES OF AFFILIATION**

### **Section 1 – Player/Team Regulations**

- 8.1 a) All players must register to play for the Association in whose zone the player resides.
- All players competing in the Upper Canada Minor Hockey League(UCMHL) shall be registered in accordance with the standards and requirements of the HEO/MINOR, HEO and Hockey Canada.
  - No Association shall knowingly register a player from another zone.
  - All competitive rep teams playing within the boundaries of District 1 must have their players and teams' officials registered and in the hands of the District 1 registrar prior to their first league game.
  - All house league teams playing within the boundaries of District 1 must have their players and teams' officials registered and in the hands of the District 1 registrar prior to their first league game.
  - All initiation players within the boundaries of District 1 must have their players and team officials registered and in the hands of the District 1 Registrar prior to November 1st.

### **Section 2 – Player Transfers**

- 8.2 a) All transfers are for one year only. Must re-apply each year.

#### **Section 2.1 - District to District Transfers**

- 8.2.1 a) No player may attend a try-out or any other on-ice activity, with another District unless a tryout transfer of that player to such District has been approved.
- 8.2.1 b) No player may attend a try-out or any other on-ice activity, with another Association in the same District unless a transfer of that player has been approved.
- 8.2.1 c) All transfers must be initiated by the person requesting the transfer,
- Transfer forms can be found on HEO Minor website
  - The Association President and District Chair where the player wishes to be transferred to must sign the Transfer form first.
  - Association President and District Chair where player is asking to be released signs last.
- 8.2.1 d) Transfers are allowed between Districts for House League if all parties agree and as long as there is no waiting list for house league. All parties meaning the two Presidents and two District Chairs must agree or else the transfer will go to the HEO/MINOR Discipline and Appeals Committee at a cost of \$250.00.

#### **Section 2.2 - Within District Transfers**

- 8.2.2 a) Transfers are allowed within a District at the competitive levels if the following criteria are met:
- there is more than one association within the District
  - the home association does not offer a higher competitive level
- 8.2.2 b) Before try-outs for the higher level team, the following criteria must be met:
- the player must be registered in their home association
  - transfers must be signed by both Association Presidents and their delegates
  - upon acceptance to the team, the District Chairperson must sign the transfer before the player is official.

8.2.2c) If the player is cut from the higher level team, the player must return to his/her home association. The player is allowed to try  
-out for the next level team within his/her District. No player may attend a try  
-out, or any on-ice activity, with another District or Association unless a transfer of that player to such District or Association has been approved.

### **Section 2.3 - Transfers Fees Within A District**

- 8.2.3 a) No charge for the following transfers
- players requesting a transfer to make a team viable in another Association as long as both Presidents agree as well as District Chair
  - Players residing on border lines and both Presidents agree as well as District Chair
  - players wishing to move to an Association in which to play at a higher level of hockey and both Presidents agree as well as District Chair
- 8.2.3 b) Transfer fees will be \$150.00.
- If there are extenuating circumstances, the panel hearing the transfer will have the authority to change amount of transfer fee.
  - No refunds will be issued.

### **Section 3 – Lines of Affiliation 5**

8.3 a) Within District 1, lines of affiliation shall be regulated by Hockey Canada, HEO and HEO MINOR.

## **ARTICLE 9 – GAME OFFICIALS**

### **Section 1 – Game Officials**

9.1 a) All games within the boundaries of District 1 must be officiated by HEO crested officials who in good standing, have been certified for the current hockey season, and are not under suspension by the UCMHL and/or District 1 Referee-In-Chief(s) or by the Code of Discipline. Game officials shall authorize all game sheets by printing their names, certification numbers and signing the game sheet.

9.1 b) The following systems shall be used for all games played within the boundaries of District 1.

- Novice - Two or three man system,
- Atom - Two or three man system,
- PeeWee -Two or three man system,
- Bantam - Three man system,
- Midget - Three man system,
- Juvenile Three man system.

It is recommended that Level III referees be used in Bantam, Midget and Juvenile divisions.

## **ARTICLE 10 - AWARDS**

### **Section 1 – The Clara Thompson Memorial Award**

10.1 a) This award is presented to honour the memory of a great lady, a great minor hockey volunteer and supporter, who served with integrity, honesty, dedication and Sportsmanship, our hockey community, the HEO Minor District 1, the Upper Canada Minor Hockey League. Our players, members and supporters for over 30 continuous years.

10.1 b) This award is to be presented annually to an Executive member of any Hockey Association, the League or the District, residing within the geographical boundaries of the HEO Minor District 1.

10.1 c) To be nominated, this member must have presented and proven honest integrity and sportsmanship in dealing with the hockey community, its player's, members and supporters. This member has served the hockey community of the HEO Minor District 1 for five or more years and proven dedication through longevity of service to the hockey community. This member must be actively involved in Hockey in the HEO Minor District Should there be no nominees that meet the criteria in a given season this award will not be presented.

10.1 d) A record of recipients for this award will be kept in the HEO Minor District 1 Constitution, Article 10 Awards.

10.1 e) Nominations for this award will be forwarded to the HEO Minor District 1 Executive Nominating in March of every year. Should there be more than one nominee the Nominating Committee and the District Chair will select the recipient based on the criteria presented in support of the candidates.

10.1 f) This award will be presented annually at the HEO Minor District 1 Annual General Meeting by the District Chair or Delegate.

10.1.g) This award must be returned in April of each year to the Nomination Committee of HEO Minor District 1. The Nominating Committee will have the engraving completed in time for presentation at the AGM.

10.1 h) This award should be displayed in a place of prominence in a local arena during regular Hockey Season.

10.1 i) A keeper award will be presented to the recipient.

### **Section 2 – Recipients:**

2007 Dave VanStralen (RIC of District 1)

2008 Barb Levere (District 1 Chair)

2009 John Hanson (District 1 Hockey Development)

2010 Rose Williams (District 1 Secretary)

2011 Mike Horsburgh (District 1 Risk and Safety) and Peter Hickling (Athens MHA President)

2012 Hans Hutten (President of North Dundas)

2013 Lorie Hutt (District 1 Registrar)

2014 Peter Hickling (Athens MHA President)

2015 Sandra Doyle (District 1 Treasurer)

2016 Alex McLeod (District 1 Secretray)

2017 Barb Maitland (Smiths Falls)

**ARTICLE 11 – SECTION 1 – DISCIPLINE COMMITTEE**

11.1 a) If any association or any members of an Association as covered in (B) owe money, or display behaviour or any actions contradictory to decisions made by an upper governing body, they can be designated as “not in good standing”. A motion and a vote of the executive of District 1 would determine if this action is warranted. A simple majority vote would be required to approve the motion.

11.1 b) All associations and members as outlined in (Article 2 Section 1, Section 1.2) will follow the “chain of command” when dealing with all Minor Hockey business requiring answers, decisions or complaints.

## **UPPER CANADA MINOR HOCKEY LEAGUE BY-LAWS**

### **By-Law 1 – Administration/Procedure**

#### **Section 1 - League Fees**

- 1.1 a) Association and team registration fees will be set at the September meeting each year.
- 1.1 b) All fees must be received by the Treasurer of the League for each registered team no later than that team's first League game.
- 1.1 c) Failure to submit fees by first League game will result in the suspension of the affected team(s) from further League play until fees paid.
- 1.1 d) All fees/fines/levies are payable to the "UPPER CANADA MINOR HOCKEY LEAGUE" or "UCMHL", directly to the League Treasurer ONLY, and all debts to be cleared as of the Annual General meeting.
- 1.1 e) Any financial deficit of the League shall be pro-rated among all Associations at the League Annual Meeting each year and shall be payable no later than the next meeting of the League. Failure to pay this levy shall result in the suspension of the Association from further League/play involvement.
- 1.1 f) Any Association that has not paid its fees by the November regular UCMHL meeting will not be entitled to vote on any matter pertaining to the operation of UCMHL until such time as its fees are paid in full.

#### **Section 2 - Procedure/Rules of Order**

- 1.2 a) Each meeting of the League shall be governed by “Robert’s Rules of Order”.
- 1.2 b) Each general meeting of the League shall follow a standard agenda:
1. a) Call to order by the President or designate.
  - b) Roll Call.
  2. Reading of the minutes of the previous meeting(s) or a motion to waive the reading of the minutes.
    - a) Errors or omissions in the Minutes
    - b) Motion to adopt the minutes as read and/or circulated.
  3. Business arising from the Minutes.
  4. Correspondence.
  5. Delegation(s).
  6. Executive Reports.
  7. New Business.
  8. Queries from the Membership.
  9. Adjournment.
- 1.2 c) The Annual Meeting of the UCMHL shall be held in May of each year in conjunction with the District 1 AGM.
- 1.2 d) The Semi-Annual Meeting can be held in November of each year if required.
- 1.2 e) The agenda for the Annual Meeting shall include, under Section 7, New Business, a subsection for amendments to the Constitution and By-Laws - notice of motion(s).
- 1.2 f) The agenda for the Semi-Annual Meetings shall include a subsection of Section 7, New Business, a substitution for amendments to the By-Laws - notice of motion(s).

1.2 g) The League shall meet the third Tuesday in the months of September (Team Declaration, Setting of League Fees, Association Coaches List - must include 2 names, phone numbers and email addresses for each declared team), November, January. In April the league will meet on the Tuesday following last day of playoffs, (Presentation of Awards, setting of Ice Allocation Deadline for next season).

NOTE: Further meetings may be called by the President.

1.2 h) No proxy or votes in absentia shall be allowed on any motion tabled at any League meeting.

## **By-Law II - Player & Team Regulations**

### **Section 1 - Player/Team Registration**

2.1 a) All players must register to play for the Association in whose zone the player resides.

2.1 b) No Association shall knowingly register a player from another zone without necessary approval.

2.1 c) The registration of girls on carded teams shall be governed by Hockey Canada and HEO Minor regulations.

2.1 d) All teams playing in the UCMHL must have their team's lists in the hands of the Registrar for Upper Canada Minor Hockey League prior to their 1st League game of the season. All Associations must provide, by the November meeting, copies of the team lists for all teams participating in the League. Final team lists are due by October 31

2.1 e) All overage players allowed to move down one level will be designated with capital letters "OA" beside their name on the game sheet. A HEO Minor form for over-agers (can be found on the HEO Minor website). This form must be filled out and given to the District 1 Chair for presentation to HEO Minor Council for formal approval. Any Association playing that is not within the boundaries of District 1 must give their form to their respective District Chairs. Approval must first be given at the Upper Canada Minor Hockey League table.

2.1 f) All AA or A players returning to teams in the UCMHL shall be assessed by his/her home Association and placed on the appropriate skill team at his/her level. The President of the UCMHL and the appropriate District Registrar are to be made aware of the incoming player and subsequent placement. If no room is available on the appropriate team at his/her level, the UCMHL shall, after proper consideration, place the player on a team suitable to his/her abilities at the next higher House League level.

2.1 g) If for any reason an "AAA", "AA" or "A" player is returning to their Home Association due to a disciplinary action at the higher level the Discipline and Appeals Committee of UCMHL will determine how to proceed.

### **Section 2 - Team Registration/Formula for Determination of Level**

2.2 a) All Associations should use sound judgement and accepted practices when declaring their teams using the formula listed below as a guideline.

If an Association has three teams at any level (including teams to be declared at UCMHL and other teams within their association), and are not declaring a team at Rep B enter two teams in B House and one team in C House. With the exception of Bantam and Midget (B House Body Checking and B House No Body Checking)

If an Association has three teams at any level (including teams to be declared at UCMHL and other teams within their association), the association will have the ability to declare their teams at the levels (B Rep, B House or C House)



If an Association has four teams at any level (including teams to be declared at UCMHL and other teams within their association), the teams should be entered as one team in Rep B, one team in B House, and two teams in C House.

If an Association has five teams at any level (including teams to be declared at UCMHL and other teams within their association), the teams should be entered as one team in Rep B, two teams in B House, and two teams in C House.

If an Association has six teams at any level (including teams to be declared at UCMHL and other teams within their association), the teams should be entered as one team in Rep B, two teams in B House, and three teams in C House.

If an Association has seven or more teams at any level (including teams to be declared at UCMHL and other teams within their association), they must follow the guidelines for a six team declaration and then place the additional team(s) according to the playing ability and skill level of their members.

2.2 b) Any Association may enter their teams in a higher Division than those required by this formula, as those are minimum guidelines.

### **Section 3 - Team Movement**

2.3 a) Consideration will be given to moving teams up or down based on the request of an Association President. The Upper Canada Executive will make a decision based on statistics provided by the division director.

2.3 b) A team moving up or down will have its games and points reviewed by the Convenor of that level.

If a team is going to move, points do not change for the other teams in that level.

Example:

1. The team moving up/down has played 10 games.
2. The team does not take any of their points with them from those 10 games.
3. Out of the 14 remaining games this team wins 8, loses 6 and ties 0.
4. The teams total for the 14 games at the higher level is 16 points.

End of Season Points Calculation

1. The 16 points are divided by the 14 games played to get the average points earned per game.
2. The average is  $16/14 = 1.14$  points per game
3. Multiply the points per game 1.14 times 24 games = 27 points for the 24 game season.

#### **Section 4 - Player Regulations - Affiliation**

2.4 a) Unless otherwise legislated by the UCMHL, all Hockey Canada, HEO, and HEO/Minor regulations shall apply to affiliation of players and/or teams. remain at that level

2.4 b) A player of a team of a lower Division or category of the same club, or of an affiliated team. Or a 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 goaltender exemptions exceptions see HC Regulations B and E.

2.4 c) Exhibition and/or tournament games, which are not part of regular league games or play-off games, are excluded from the number of games referred to in HC Regulation E.

#### **Section 5 - Player/Team Regulations - Discipline/Suspensions/Appeals**

2.5.1 a) The UCMHL will have a Discipline Committee comprised of the President, 1st Vice, and two (2) UCMHL directors and/or Association Presidents.

2.5.1 b) The UCMHL Discipline committee shall have the power to suspend, discipline or expel any team, team member, bench member, or any member of an Association from participation in the UCMHL when the above mentioned people fail to observe the Code of Discipline as set out by HEO Minor, or whose conduct, in the opinion of the Discipline Committee, is detrimental to the proper conduct of hockey within the League.

(i) The UCMHL Discipline committee shall have the power to suspend an Association in Upper Canada if the Association fails to observe the Code of Discipline as set out by HEO Minor. Or whose conduct, in the opinion of the Discipline Committee, is detrimental to the proper conduct of hockey within the League.

2.5.1 c) All decisions of the UCMHL with regard to discipline may be appealed to District 1. District 1 Chair will determine if there are sufficient grounds for appeal as per HEO Minor rules. Every effort will be made to convene such a hearing in a timely fashion. Requests for appeals must be brought forward to District 1 by the President of the Association.

2.5.1 d) Each Association requesting an appeal shall submit such request in writing to the District 1 Chair and/or his/her delegate within 72 hours of the UCMHL hearing and shall include with their written request a cheque, cash or money order in the amount of \$150.00 payable to District 1.

2.5.1 e) Refund of appeal fee will be based on HEO Minor rules and expense fees.

2.5.2 a) All suspendable offences must be reported to the District 1 Chairperson or his/her delegate within 24 hours of the incident.

2.5.2 b) The District 1 Chairperson or his/her delegate will rule on the offence in terms of appropriate discipline as set out in guidelines by HEO Minor. Suspensions may not be lowered but at the discretion of the District 1 Chairperson may be increased depending on the circumstances.

2.5.2 c) It shall be the decision of the Head Coach who he/she determines shall be responsible to report such offences to the District 1 Chairperson. It should be kept in mind that the Head Coach is responsible for all aspects of his team.

2.5.2 d) ALL suspensions of players or team officials must be recorded on the face-side of the HEO Minor Game Sheet For example: John Doe, Serving 1 of 5 INITIALLED BY THE REFEREE.

2.5.2 e) Any issues of Risk and Safety shall be reported to the District 1 Chairperson who in turn will contact the appropriate Association.

2.5.2 f) ALL complaints to the League must be in writing before they will be acted upon.

2.5.2 g) NO suspensions handed out by any on-ice official(s) or from an Association or District RIC shall be recognized.

2.5.2 h) If a referee/official is a player and/or bench staff and is suspended, then that suspension shall include being suspended from all hockey activity including officiating.

### **Section 6 - Player/Team Regulations - Overage House League Regulations**

2.6 a) For safety reasons, an Association may apply to UCMHL to have a player placed on a team in a division one level below that player's normal division.

2.6 b) Form for over-age request can be found on the HEO Minor website. Form is to be signed by respective District Chair and President of HEO Minor.

2.6 c) All over agers must be presented at the meeting in October of each year. Signed forms must be presented to the President of HEO Minor no later than November of the playing season.

2.6 d) On the game sheet "OA" must be placed beside the player who is an over-ager.

2.6 e) Monitoring of "OA: will be the responsibility of District 1.

### **By-Law III - Game Regulations**

#### **Section 1 - Time and Length of Match**

3.1 a) Games at all levels of the Novice and Atom divisions shall consist of 50-minute games. Each game shall be comprised of 10-10-12 minute periods. The timekeeper puts the appropriate numbers of minutes on the game clock and it stops at every stoppage of play.

3.1 b) Games at all levels of the Peewee, Bantam and Midget divisions and Juvenile shall consist of 80-minute games. Each game shall be comprised of 15-15-18 minute periods. The timekeeper puts the appropriate number of minutes on the game clock and it stops at every stoppage of play.

3.1 c) A stopwatch or running clock is started at the start of the warm-up. This applies in all regular and playoff games.

3.1 d) It shall also be the member association's responsibility to ensure that all timekeepers are provided with copies of the Appendix A – Timekeepers' Instructions.

3.1 e) The coach may have his captain or alternate captain request to be informed of the time remaining in the game once, without receiving a minor penalty for "delay of game".

3.1 f) The timekeeper (minor official) will buzz the game complete when the allotted time for the game has expired in accordance with items a) thru d) above.

3.1 g) No time outs will be allowed in regular or playoff games.

3.1 h) It shall be the responsibility of member Associations to inform their timekeepers of the provisions of this section and to ensure that they are complied with for all League games.

3.1 i) If a penalty shot has been called by the referee the shot will be completed in the event the running clock has expired after the shooting play has started.

3.1 j) Game is considered complete if 2 full periods have been played. If 2 periods have not been played the game will be rescheduled.

3.1 k) The League will decide if a game is to be re-played due to extenuating circumstances during that game.

### **Section 2 - Game Postponements**

3.2 a) Any team not showing up for a scheduled league or playoff game without notification to the Division Convenor shall be responsible for payment of all Game Officials and cost of ice. Further disciplinary action may also be taken.

3.2 b) All games postponed for the convenience of the team (i.e. Tournaments) MUST be “re-scheduled” in advance of the originally scheduled date and time OR a date must be picked that is agreed on by both teams involved as well as the Division Convenor before postponement is allowed.

3.2 c) Tournaments will not be played during play-offs UNLESS Division Convenor gives approval and the play-off series is not compromised.

3.2 d) Twenty-four hours (24) notice must be given to the Division Convenor of any league or playoff games being postponed. (24 hours prior to scheduled game time).

3.2 e) In the case of a team showing up for a game with less than six (6) players then the game will not proceed. A game sheet MUST be filled out and signed by the Officials. The Discipline and Appeals Committee will investigate the circumstances surrounding the lack of players. It will be determined by this committee if the game is to be re-played or if points will be awarded to the non-offending team. The Discipline and Appeals Committee will also determine if the team that didn't have enough players will be informed that they are responsible for the Officials fees.

### **Section 3 - General Game Regulations**

3.3 a) All Associations playing in UCMHL must have a white jersey and a coloured jersey, (this section is to be applied as an association replaces their jerseys by their own jersey replacement policy) Each Association shall declare their colours to the President of its league at the beginning of each season. If these colours are accepted, they may not be changed during the season without the approval of the League President. In inter-branch competition, it will be the responsibility of the Home Team to change its sweaters and socks if the colours of the competing team conflict. The decision in this matter shall be left to the Referee in charge of the game.

3.3 b) All players participating in UCMHL games must wear protective equipment in accordance with Hockey Canada.

3.3 c) Team handshakes, when used in League regular season or play-off game situations, shall occur at the END OF THE GAME.

3.3 d) All games at the Rep Level of Bantam, Minor Midget, Major Midget will be played with body checking. All House Level will be played with NO body checking.

3.3 e) The first copy of the game sheet is mailed in a self-addressed envelope provided by the League to the District 1 Rules and Discipline within 24 hours. The second and third copies are given to the Home and Away coaches. The fourth copy is kept by the referee.

3.3 f) All game results will be e-mailed by both the home and visiting team coach to their Division Convenor on the supplied Game Reporting Form within 24 hours. (A coach can appoint someone else to report results keeping in mind that the coach is ultimately responsible for his team).

3.3 g) If the Rules & Discipline does not receive the game sheet within 48-72 hours after a game is played, disciplinary action may result.

#### **By-Law IV – Game Officials – Referees/Linesmen/Off-ice Officials**

##### **Section 1 - General Regulations**

4.1 a) All UCMHL games hosted in Canadian venues must be officiated by HEO registered and crested officials who are in good standing and have been certified for the current hockey season.

4.1 b) If any of the assigned officials do not show up for a game, BOTH COACHES must agree to play the game. If they agree to play the game, the game is played and CANNOT be protested. If they DO NOT agree, the game will not be played. Game will be re-scheduled.

1. If a game is started whether the correct amount of officials are in place or not then the game will proceed to the finish. No protest of this game will be allowed.

2. Incidents of the proper number of officials not showing up for games will be reported to the President of the Association. The President of the Association will in turn report this incident to the RIC of District 1. Discipline action may be taken by the Association as well as the District.

4.1 c) Game Officials shall authorize all game sheets by printing their names and certification number on ALL game sheets.

4.1 d) If there are no available referees on the ice ready to drop the puck, ten (10) minutes after the scheduled starting time, then the game is to be rescheduled.

1. If this happens, the incident is to be reported immediately to the District 1 Referee-in-Chief as well as the President of the Association.

2. Disciplinary action can be taken by both the Association and the District depending on circumstances surrounding the no-show.

4.1 e) The Referee-in-Chief of any Association may apply to the District One Referee-in-Chief for relief from Section 2 of By-Law IV where special circumstances exist

4.1 f) All Associations shall file a list of their referees/officials with the District One Referee-in-Chief before or at the November meeting of the League (semi-annual meeting). This list will include names, certification level, certification number, address, phone number.

4.1 g) Failure to supply the list as per f) above may result in the League levying a fine not to exceed \$50 to the offending Association.

## **Section 2 - Regular Season Games**

4.2 a) All regular season games shall be refereed by Level II Officials in the Atom, Pee wee and Bantam Divisions. Level I officials are permitted to officiate these levels if approved by the UCMHL RIC based on ability. This decision must be able to be substantiated by prior supervisions.

4.2 b) All regular season games shall be refereed by Level III Officials in the Bantam, Midget and Juvenile Divisions, when available.

4.2 c) From Pee wee and up, a three-man system will be scheduled.

4.2 d) The home team shall supply all Game Officials for regular season games, including Minor Officials, notwithstanding that the visiting team may exercise the right to provide a Minor Official.

## **Section 3 - Play-off Games**

4.3 a) All play-off games will be officiated by a three-man system. Championship series will be assigned neutral referees.

4.3 b) In the event that a three-man system cannot be utilized for a game, Hockey Canada regulations governing this situation will apply.

4.3 c) A coach, through his Association President, may request neutral officials at their own expense. (This applies to play-off games and regular season games) If there are extenuating circumstances regarding officiating, for any play-off game or regular season game, the Association is to contact the District 1 Chair. District 1 Chair will consult with Referee-In-Chief as well as the 1st Vice of Upper Canada Minor Hockey League to investigate validity of the complaint.

4.3 d) Division Directors are to be notified if neutral refs are requested or assigned by the District RIC.

4.3 e) The neutral referees shall be assigned by the District One Referee-in-Chief in conjunction with the District Chair.

4.3 f) The home team will provide both linesmen unless otherwise agreed to by the teams/associations involved.

4.3 g) Unless given prior approval by the District One Referee-in-Chief, no play-off game shall be officiated in any capacity by a Level I official.

## **By-Law V - Regular Season Structure**

### **Section 1 - General Regulations**

5.1 a) The UCMHL shall consist of three divisions of play Novice to Midget as follows:

B Rep

House League B

House League C

5.1 b) Entry into any Division is available to any League Association; however, minimum entry requirements are documented in By-Law II, Section 2.

5.1 c) All Associations shall register their teams at the September meeting of the League.

5.1 d) Ice Allocation will be submitted electronically (template will be supplied) by August 31 of each year to the District One Director at Large/UCMHL 1st Vice. A minimum of 18 ice time allotments is

mandatory. It is recommended that at least three ice times be given that are not usual ice times so that if the Division Convenor has Associations that all play on the same day there is room for adjustment.

## **Section 2 - Schedule Structure**

5.2 a) The regular season shall consist of a total of 28 games. 14 Home and 14 Away in all Divisions. All levels regardless of number of teams will play in one division, crowning one Regular Season Champion and one Sportsmanship Award.

5.2 b) The regular season schedule shall begin and end as outlined in Schedule 1. All games, including makeup games, must be completed between these specified dates.

5.2 c) During any stipulated dates that the UCMHL have deemed there be no games scheduled, coaches may still use these dates may to make up previously cancelled games or rescheduled games due to tournaments as long as BOTH coaches AGREE to this.

5.2 d) The 1st Vice will call a meeting before the schedules are drawn up to develop a common format for the coach's package.

1. Determine the best blended schedule format for each division.
2. Discuss travel concerns (distant associations play games early in the season, while local associations play later in the season).
3. Each Division Convenor will supply electronically to all Coaches and Managers in their respective division the following:
  - a) The Directors Introduction Letter
  - b) Rules and Discipline Reporting Information letter
  - c) Electronic Game Result form
  - d) The UCMHL website link for schedules, results, constitution etc.
  - e) Enough stamped, rules and discipline addressed envelopes for each declared team's home games will be given to Association Presidents at the League September Meeting for disbursement.
  - f) Game times are to be:
    - a) Week-nights - 6 pm to 9 pm (start times)
    - b) Week-ends - 9 am to 9 pm (start times)
  - g) Schedules will be posted to the UCMHL website the Thursday before the regular season starts.

## **Section 3 -Order of Finish - Regular Season - All Divisions**

5.3 a) Each team shall receive two points for a win and one point for a tie.

5.3 b) The greater the number of points the higher the finish and the order of finish in each Division shall be declared using the highest to the lowest point accumulations.

5.3 c) Resolution of two-way and three-way ties after the conclusion of regular season play to determine regular season finish placing:

1. Team with the most wins will be declared the higher seed.
2. If still tied, then the team with the least losses will be declared the higher seed.
3. If still tied, then the team who had the best record, head to head will be declared the higher seed.
4. If still tied, then the team with the least goals against will be declared the higher seed.
5. If still tied, then the team with the most goals scored will be declared the higher seed.
6. If still tied, then the team with the least penalty minutes will be declared the higher seed.

5.3 d) The team finishing with the highest number of points shall be declared the League Regular Season Champions and all other placing can be determined.

#### **By-Law VI - Playoff Structure Section 1 - General Regulations**

6.1 a) A team must complete 100% of their regular season scheduled games to be eligible for playoffs. Failure will result in disqualification from any playoff hockey. (Extenuating circumstances will be looked at by League Executive)

6.1 b) The score for each playoff game must be called in or e-mailed to the UCMHL Division Convenor immediately following the game by the home coach. The next series may need to be scheduled. The game sheets must be mailed to the District 1 R&D.

6.1 c) Playoff series will be a 5-point series played to a maximum of 5 games. The series may start in either team's rink, depending on ice availability. Game 2 will then be played in the other team's rink. Two of the first three games must be played in the higher seeded team's rink. If a deciding 5th game is required, it must be played in the rink of the higher seeded team. If, at the end of the 5th game, each team has 5 points, sudden-victory overtime will be played to determine the winner of the series. The 5th game must include a provision for overtime of at least an additional 30 minutes. In any game in which overtime is required, the following rules shall govern play in the overtime.

1) Coach must name 3 shooters at the beginning of game

2) 4 on 4 skaters plus goalie for 5 minutes, stop time.

If still tied 3-3 for 5 minutes, stop time.

If still tied the first three shooters will shoot,

if still tied each team will send out a shooter in a sudden death format.

No repeat shooters (first three may not shoot till all other team members have shot).

No one who is in penalty box at end of 3-3 will be allowed to shoot in the shoot out.

6.1 d) In the deciding game of a play-off series where there is a provision for overtime, the curfew clock will not apply. When the game clock expires, the game will then be considered complete. If the score is tied, the game will go into sudden death by following the overtime rules.

#### **Section 2 – Playoff Structure**

6.2 a) UCMHL Division with 7 teams or fewer

1) Two round playoff format, both rounds 5 points in 5 games

2) Top four (4) teams from each division make the playoffs

3) Round 1: 1 vs 4, 2 vs 3

4) Round 2: Championship Series (Winner of 1 vs 4) vs (Winner of 2 vs 3) Higher placed team from regular season will have home ice advantage for the Championship Series

6.2 b) UCMHL Division with 8 teams or more

1) Three round playoff format, rounds 1 and 2 4 points in 3 games, final round 5 points in 5 games

2) Top eight (8) teams from each division make the playoffs

3) Round 1: 1 vs 8, 2 vs 7, 3 vs 6, 4 vs 5

4) Round 2: Reseed the teams based on regular season finish 1 vs 4, 2 vs 3

5) Round 3: Championship series: Round 2 winners, Higher placed team from regular season will have home ice advantage for the Championship Series



## **By-Law VII - Awards**

### **Section 1 - Regular Season**

7.1 a) At the end of the regular season, the first place team of each Division shall be awarded an award with each registered team member's name on it. Award will be decided by The League on a yearly basis

### **Section 2 - Playoffs**

7.2 a) UCMHL Division Convenor or their designate will represent the League at any deciding playoff championship games(s) to present awards to the participating teams at the conclusion of game. All other awards, including Regular season champions and Sportsmanship awards will be presented to their team by their home Association President and/or designate)

7.2 b) The winning team shall be awarded a 12 x 9 plaque or banner inscribed Playoff Champion. Each registered member of the winning team shall be awarded an individual award as determined by The League on a yearly basis. Each registered member of the Finalist team shall be awarded an individual award as determined by The League on a yearly basis.

### **Section 3 - Sportsmanship Award**

7.3 a) The Sportsmanship award shall be given in each Division at every level of play to the team which has the lowest penalty minutes over the regular season.

7.3 b) A team must have played 100% of their scheduled regular season games in order to be eligible for the sportsmanship award.

7.3 c) The Sportsmanship Award shall consist of an award with each registered team member's name on it.

## **By-Law VIII - Suspensions/Appeals/Discipline**

### **Section 1 - Discipline/Suspensions**

8.1 a) The HEO Minor Code of Discipline shall form the basis of all minimum discipline with the play governed by the UCMHL.

8.1 b) All suspend able offences must be reported to the District 1 Chairperson by the offending team, by telephone, by e-mail, by fax, within 24 hours of the time game was played.

8.1 c) The District 1 Chairperson will rule on the offence in terms of appropriate discipline.

8.1 d) The Head Coach shall choose who he/she wants to liaise with the District 1 Chairperson keeping in mind that the Head Coach is responsible for all aspects of his team. (HEO Minor ruling)

8.1 e) A five (5) minute major for Checking from Behind in the last 10 minutes of the game will carry a TWO game suspension.

8.1 f) Game Incident Reports are to be sent to the District 1 Chairperson via email by the Referee within 24 hours of the time the game was played.

**By-Law VIII - Suspensions/Appeals/Discipline**

**Section 2 – Appeals**

8.2 a) Appeal procedures shall be as set out in By-Law II, Section 4.

8.2 b) Appeals which are overturned or ruled against at Rules and Discipline Committee level may only be appealed to the HEO/Minor District One through its Chairman. The League as a whole may appeal any Rules and Discipline Committee decision to the HEO/Minor Discipline and Appeals person.

8.2c) Communication regarding appeals **MUST** come from the Association **ONLY**. No individuals, team officials or players shall be permitted to file appeals. Communication regarding the outcome of an appeal hearing shall be with the Association President **ONLY**.

8.1 d) Every effort will be made by the Rules and Discipline Committee to stage appeal hearings within one week of the incident. This requires that Associations notify the District One Chairperson of Rules and Discipline through their President that they will be requesting a hearing as soon as possible so that proceedings may be started. 48 hours written notice by way of an "Official Protest Form" is still required despite telephone notification of a hearing.

## **Appendix A– Timekeeper’s Instructions**

1. Once the Zamboni doors are closed and both teams have stepped onto the ice, the 3-minute warm up will commence on the game clock. This marks the official start time to the game (either 50 minutes or 80 minutes). This time shall be recorded on the game sheet as the official start time.
2. A stopwatch and the running clock (if the arena is equipped with a running time clock) are to be started at the same time as the game clock (see step 1).
3. In ALL REGULAR AND PLAY-OFF GAMES, it is MANDATORY that both the visiting and home teams provide one minor official for the timekeeper’s box. In order for someone to qualify to be a scorekeeper they must be a minimum of 14 years of age and have completed a timekeeper’s clinic or they must be 16 years of age. Age & qualifications shall be respected as per the HEO/Minor handbook. Game sheets must be filled out correctly and completely. It is also recommended that each team provide a minor official for the penalty box at every regular and play-off game. Anyone having contact with the players must have a certificate showing proof of having attended a Speak Out Clinic. NOTE: If the above directive is not complied with, then no protest will be accepted by the Upper Canada Rules and Discipline Committee.
4. It shall be the responsibility of the member Associations to inform their timekeepers of the provisions of this section and to ensure that they are complied with for all regular and playoff games.
5. In the event that a penalty shot has been called by the referee and the running clock expires, the penalty shot will be allowed to be completed.
6. The coach may have his captain or alternate captain request to be informed of the time remaining in the game once, without receiving a minor penalty for “delay of game”.
7. Any time related changes to the game sheet must be initialled by both coaches. If this directive is not complied with, no protests will be accepted by the UCMHL Rules & Discipline Committee.