

# ***Gloucester Hockey Association***

## **RULES**

---

## **AND**

---

## **REGULATIONS**

---

*AS APPROVED BY THE BOARD OF DIRECTORS  
AT A SPECIAL MEETING HELD  
MARCH 14 AND 21, 1996*

*Amendment #1 April 26, 2000  
Amendment #2 April 22, 2001  
Amendment #3 March 24, 2002  
Amendment #4 April 1, 2004  
Amendment #5 May 5, 2005  
Amendment #6 May 17, 2006  
Amendment #7 October 4, 2007  
Amendment #8 May 28, 2008  
Amendment #9 April 27, 2009*

**2009-2010**

(New or Revised Rules and Regulations Bolded and Italicised)

## DATES TO REMEMBER...

June Meeting	Request to enter teams to the GHA by outside associations, declaration of potential conflicts
August 15 <sup>th</sup>	All outside area regular season ice submitted to GHA
August 15 <sup>th</sup>	Distribution and payment of September practice ice
September Meeting	Declaration of conflict of interest - coaching
1 <sup>st</sup> Saturday after Labour Day	R&R#9.2 - Association Registrations complete (or before 1 <sup>st</sup> on ice session whichever comes first)
September 15 <sup>th</sup>	R&R#14.5.a – Cut-off for Associations requesting a change to the team allocation chart
September 15 <sup>th</sup>	Submission of Novice to Peewee teams to the GHA VP House and payment of GHA Administration fee to the GHA Treasurer and ice payments
September 20 <sup>th</sup>	R&R#16.8.a – Cut-off for Associations notifying of players needing special evaluation
September 25 <sup>th</sup>	R&R#9.2 – Association player evaluations and team formations complete except Midget
September 25 <sup>th</sup>	Submission of Bantam and Juvenile teams to the GHA VP House and payment of GHA Administration fee to the GHA Treasurer
September 30 <sup>th</sup>	Submission of Midget teams to the GHA VP House and payment of GHA Administration fee to the GHA Treasurer
1 <sup>st</sup> Game of the Season	R&R#9.10 – All players, coaches, managers & trainers must be registered and all area registrars complete entry to Hockey Canada database – any players added after this date must be completed before first on ice session
October 10 <sup>th</sup>	Request for August tryout ice required into GHA Office
October 15 <sup>th</sup>	R&R#10.2.b – Association to make GHA 1 <sup>st</sup> half Team Fee payment
November 1 <sup>st</sup>	R&R#9.3 – Association team lists complete
November 15 <sup>th</sup>	R&R#16.7 – House League Teams to complete the initial selection for affiliation lists (players must be officially affiliated before going on the ice)
November 15 <sup>th</sup>	R&R#10.2.b – Association to make 2 <sup>nd</sup> half GHA Team Fee payment
December 15 <sup>th</sup>	Outside Associations submission of playoff ice
December 31 <sup>st</sup>	R&R#9.6 – Cut-off date for adding names to team lists
January 10 <sup>th</sup>	R&R#16.9.e – Call-ups after January 10 <sup>th</sup> require permission from a GHA Vice President
Prior to Jan 10 <sup>th</sup>	Submit final affiliation list
January 20 <sup>th</sup> to February 15 <sup>th</sup>	GHA Presidents' meeting
February 10 <sup>th</sup>	R&R#9.6 – Cut-off date for new players moving into the association
March 1 <sup>st</sup>	R&R#23.12.j – Cut off date for the playoff format

## C O N T E N T S

	<u>PAGE</u>
R&R 1 - INTERPRETATION .....	1
R&R 2 - PREAMBLE .....	1
R&R 3 - AMENDMENTS TO RULES AND REGULATIONS .....	2
R&R 4 - BOARD OF DIRECTORS.....	2
R&R 5 - RECORDING SECRETARY .....	3
R&R 6 - REFEREE-IN-CHIEF .....	3
R&R 7 - ASSIGNOR OF REFEREES AND LINESMEN.....	4
R&R 8 – REGISTRAR .....	4
R&R 9 - REGISTRATION OF PLAYERS/TEAM OFFICIALS/TEAMS .....	5
R&R 10 - REGISTRATION FEES .....	6
R&R 11 - MEMBER ASSOCIATIONS POWERS AND DUTIES.....	7
R&R 12 - MEMBER ASSOCIATION BOUNDARY LINES .....	7
R&R 13 - RESIDENCE RULES .....	9
R&R 14 - COMPOSITION OF HOCKEY IN THE CORPORATION.....	9
R&R 15 - TEAM OFFICIALS .....	11
R&R 16 - MOVEMENT OR TRANSFER OF PLAYERS .....	11
R&R 17 - CONVENORS .....	14
R&R 18 – HOUSE LEAGUE CONVENORS' COMMITTEE .....	16
R&R 19 - DISCIPLINE AND APPEALS COMMITTEES .....	16
R&R 20 - DISCIPLINE, APPEALS AND COMPLAINTS .....	17
R&R 21 - PROCEDURES FOR SCHEDULE CHANGES.....	22
R&R 22 - ADMINISTRATIVE COMMITTEE .....	22
R&R 23 - TOURNAMENT COMMITTEES .....	23
R&R 24 - PARTICIPATION IN TOURNAMENTS .....	24
R&R 25 - TRAVEL PERMITS .....	25
R&R 26 - PLAYING RULES.....	25
R&R 27 - PLAYOFFS.....	29
R&R 28 - LIABILITY, PROPERTY DAMAGE AND INJURY INSURANCE.....	30
R&R 29 - CORPORATION TEAM OFFICIAL GUIDE TO HOCKEY RULES AND REGULATIONS.....	30
R&R 30 - ICE ALLOCATION IN DISTRICT 9.....	30
R&R 31 - REGULATIONS GOVERNING THE OPERATIONS OF THE GLOUCESTER RANGERS MINOR HOCKEY (RANGERS).....	34

**RULES AND REGULATIONS**

---

**OF THE**

---

**GLOUCESTER HOCKEY ASSOCIATION**

---

**R&R 1 - INTERPRETATION**

In these Rules and Regulations, and the By-laws, of the Corporation unless the context otherwise requires:

- 1.1 “R&R” means the Rules and Regulations.
- 1.2 The singular includes the plural.
- 1.3 The masculine includes the feminine
- 1.4 “Executive” or “Executive Committee” means the elected officers of the Corporation plus the Past President.
- 1.5 “Members” are members of the Board appointed by the Board of Directors.
- 1.6 “Board of Directors” means the elected officers, the Past President, the appointed Members, the elected representatives, or designates, from the member associations and the Gloucester Rangers Minor Hockey.
- 1.7 “Corporation” means the Gloucester Hockey Association.
- 1.8 “District 9” means the District and member associations as designated by the ODMHA.
- 1.9 Corporation 1st Vice President means the Corporation Vice President Competitive or Vice President Competitive.
- 1.10 Corporation 2nd Vice President means the Corporation Vice President House League or Vice President House League

**R&R 2 - PREAMBLE**

- 2.1 These standard Rules and Regulations (hereinafter referred to as “R&R”) shall govern the structure and operating conditions of the Corporation.
- 2.2 These Rules and Regulations are promulgated under the terms of Article 20.3 of the Corporation By-laws, By-law Number One. These Rules and Regulations may add to but shall not conflict with Hockey Canada Playing Rules and/or the Ottawa District Minor Hockey Association (ODMHA) Code of Discipline.

### **R&R 3 - AMENDMENTS TO RULES AND REGULATIONS**

- 3.1 Amendments/revisions to these Rules and Regulations may be recommended at any time. All amendments/revisions shall require approval at a meeting of the Board of Directors.
- 3.2 If reasonable advance notice is not received of an amendment to a clause within the Rules and Regulations any member of the Board of Directors may ask to have the motion deferred to the next meeting. If no member requests a deferral of the motion to the next meeting then a two thirds majority of the voting members shall be required. Abstentions shall be counted in the two thirds majority requirement.

### **R&R 4 - BOARD OF DIRECTORS**

- 4.1 The business and affairs of the Corporation shall be conducted by a Board of Directors who shall act in accordance with the By-laws and such Rules and Regulations as may from time to time be enacted by the Corporation.
- 4.2 In accordance with the Corporation By-laws, Article 6.1, the Board of Directors consists of five elected officers, the Past President, the appointed Members by the Board, the one elected representatives, or designates, from the member associations and the Gloucester Rangers Minor Hockey, each of whom at the time of his election or appointment or within ten (10) days thereafter and throughout his term of office shall be a member of the Corporation. Any association outside of District 9 having a team registration of greater than 25% of the District 9 House League Hockey shall be represented on the Board of Directors by one elected representative, or designate, with two votes on issues relevant to House League Hockey and abstaining on issues relevant to Competitive/Representative hockey.
- 4.3 To be eligible to serve as an elected officer (President, First Vice-President, Second Vice-President, Vice-President Administration or Treasurer) of the Corporation, the individual must be a resident of the area designated by the ODMHA as District 9.
- 4.4 The Board shall, in addition to the above, appoint the following Members should requirements dictate:
  1. The Chair of the Discipline Committee
  - \* 2. The Recording Secretary

\* Denotes member with no voting rights.
- 4.5 The duties and responsibilities of the Members appointed by the Board shall be as outlined by the Board of Directors, or as listed in the By-laws and/or the Rules and Regulations.

### **R&R 5 - RECORDING SECRETARY**

- 5.1 The Recording Secretary shall be responsible to the Board for the recording, publishing and mailing of the minutes of the Board meetings, the Corporation By-laws, the Rules and Regulations and the Team Official Guide to Hockey Rules and Regulations. The Recording Secretary shall be paid in accordance with a fee schedule approved by the Board of Directors.

### **R&R 6 - REFEREE-IN-CHIEF**

- 6.1 The Referee-in-Chief, appointed by the Board of Directors, shall be responsible for administering all officiating activities in District 9 and any other areas as authorized by the Corporation. He shall ensure that all officials registered are properly supervised, evaluated and subsequently certified at the proper level, in keeping with the intent of the National Referees Certification Program, and that the officiating is in accordance with Hockey Canada Rules (the Instructions to Referees), the ODMHA Code of Discipline, and the Rules and Regulations as published by the Corporation.
- 6.2 A roster of the qualified officiating officials will be filed with the Corporation President and the ODMHA Referee-in-Chief.
- 6.3 The Referee-in-Chief or Alternate shall:
- a. Appoint supervisors for assessment of officials. The officials will be assessed at least twice during the hockey season. Assessment records shall be maintained and copies made available to the Corporation Executive upon request.
  - b. Submit to the Assignor a list of all qualified referees and linesmen indicating their appropriate levels.
  - c. Attend all the Corporation regular and annual meetings, as requested by the District Chair, as an ex-officio member of the Board of Directors and all committees (Standing and Ad Hoc) unless prohibited by By-law.
  - d. Attend all Corporation Discipline Committee and Appeals Committee hearings.
  - e. Deal with any discipline matters involving referees and linesmen and have authority, with the majority approval of the supervisors, to dismiss a referee or linesman deemed incompetent.
  - f. Be responsible for the dress and deportment of all officiating officials under his jurisdiction.
  - h. Be available for all the Corporation's tournaments and play-offs.
- 6.4 The Referee-in-Chief, referees, linesmen and the supervisors for assessment of officials shall be paid in accordance with a fee schedule approved by the Board of Directors.
- 6.5 The following system of officiating is to be used:
- a. Competitive/Representative  
"AA", "A", and "B" as detailed by the ODMHL.
  - b. House League

Novice “A”, “B” and “C” .....	2-man system
Atom “A”, “B” and “C” .....	2-man system
Peewee “A”, “B” and “C” .....	2-man system
Bantam/Midget/Juvenile.....	3-man system
for playoff finals .....	2 off-ice officials

- c. When the required number of officials are NOT in attendance for a game, the following rules shall apply:
  - 1. For a three-man system, the game shall be played if two officials are in attendance.
  - 2. For a two-man system, the game shall be played if one official is in attendance.
  - 3. If the requirements for 1 and 2. above are NOT met the game shall be cancelled and the HOME team shall use the ice for a practice. The HOME team will then provide one of its practice ice times for the rescheduled game.
- d. The home team is to advise the Corporation office within 48 hours of game time when officials are NOT in attendance.

6.6 All complaints regarding the refereeing of a game shall be submitted in writing to the Referee-in-Chief with a copy to the Corporation President. All written complaints will be answered to both the complainant and the Corporation President within fourteen (14) days of the date of the complaint. The Referee in Chief is responsible to provide the Corporation with supervisions of referees as required, at the request of the District Chair. Any supervisions in excess of 2 per referee and per level must be approved by the District Chair.

**R&R 7 - ASSIGNOR OF REFEREES AND LINESMEN**

7.1 The Assignor, approved by GHA Board of Directors, shall be responsible for the assigning of referees and linesmen for all games, using the listing of the qualified officials as provided by the Referee-in-Chief. Assignments shall be made on an equitable basis. The Assignor shall be paid in accordance with a fee schedule approved by the Board of Directors.

**R&R 8 – REGISTRAR**

- 8.1 The Registrar, appointed by the Board of Directors, will report to the Vice-President Administration and will maintain an up-to-date database of all players and teams within the Corporation by:
  - a. attending the ODMHA Registrar's meeting;
  - b. shall transfer all players to Competitive teams from Associations within the GHA as per the guidelines provided by the ODMHA and to a program as approved by the ODMHA;
  - c. validating all recorded players and team officials for all member association teams registered to participate within the Corporation as prescribed by R&R 9.3; and advising area Presidents if the database is not updated according to team registration prior to the first League game of the current playing season;
  - d. generating and signing team lists which identify all registered players and team officials approved for the current playing season;

- e. preparing, 48 hours prior to the date required by the ODMHA, executive members and other individuals or groups that the Corporation wishes to insure for submission to the ODMHA with the appropriate insurance fee and sending a note of reminder to area registrars to submit their list of all District 9 players, team officials, on-ice assistants, executive members and other individuals or groups that they wish to insure for submission to the ODMHA with the appropriate insurance fee;
- f. maintaining a record of all specially affiliated or designated players as required by the ODMHA Registrar; and
- g. making changes to team lists or team categories when *advised of such an occurrence*.

#### **R&R 9 - REGISTRATION OF PLAYERS/TEAM OFFICIALS/TEAMS**

- 9.1 All member associations within the Corporation shall register all its players in the approved registration database.
- 9.2 The member association registrations should be completed no later than the first Saturday after Labour Day; player evaluation and team formation must be completed no later than September 25<sup>th</sup> (except Midget level).
- 9.3 Each member association accepted for the Corporation programs will submit to the Corporation Registrar, prior to November 1, a complete listing of the team officials and players.
- 9.4 Players registered with the Corporation division teams shall not register or play with any other hockey organization, club, etc., except that duly registered players may play on organized school, or church teams.
- 9.5 The Registrar shall ensure that each player and team official is registered as required for his division and/or category/level of hockey. The maximum number of team officials for registration shall be six (6): a coach, a manager, a trainer and three (3) assistants.
- 9.6 New Players shall not be added to a team's list by the Registrar subsequent to noon of December 31 of the playing season. Players may be added to a team's list by the Registrar up to noon of February 10 of the playing season only where the player concerned has moved into the Corporation's area of responsibility from an outside location subsequent to December 31 of the playing season and a member association has submitted a duly completed certificate covering the player's registration together with proof of release if the player was registered with a team outside District 9.

- 9.7 *Member associations shall comply with any ODMHA rules or, in absence of such, Hockey Canada rules which define the minimum number of players required to form a team.*

*Hockey Canada Official Playing Rules 2008-2010, Rule 2.2.a: A minimum of six eligible players in uniform (not necessarily a goaltender) on each team shall be necessary to start the game.*

- 9.8 The maximum number of players per team shall be in accordance with ODMHA Rules and Regulations.
- 9.9 Proof of age for all players shall be their birth certificate, baptismal certificate or legal affidavit. Age of the players as of December 31 for each division of hockey shall be as outlined by Hockey Canada.
- 9.10 All players, coaches, managers and trainers of teams shall be duly registered prior to the initial game of the regular schedule.

#### **R&R 10 - REGISTRATION FEES**

- 10.1 Registration fees for teams participating in each division shall be those approved by the Corporation and shall as a minimum be sufficient to cover administration, ice rental and referee costs as required.
- 10.2 Registration fees shall be payable to the Treasurer of the Corporation as follows:
- a. A minimum of \$200.00 per House League team with submission of the team entry. Teams shall not be assigned game ice until receipt of this fee
  - b. 50% of the outstanding balance per House League, Competitive and Initiation, as per the approved GHA budget, is to be paid by October 15, and the balance of 50% by November 15.
  - c. Team Fees as assessed by the competitive leagues are to be paid directly to these leagues and ODMHA fees for insurance are to be paid directly to the ODMHA by the Associations and the Minor Rangers
  - d. Fees not received by the due dates as directed in 10.1 (b) shall be assessed a 5% late penalty and 2% per month interest compounded monthly until payment is received at the GHA Office.
- 10.3 A team registration fee or any portion thereof may be refunded only at the discretion of the Board of Directors.
- 10.4 Organizations, associations or clubs shall not be permitted to enter teams in the Corporation programs where charges from a previous year are still outstanding until all such outstanding charges are paid in full.
- 10.5 Any player failing to pay the member association fees in full will not be permitted to register with any other member association within the Corporation until all such outstanding charges are paid in full.

- 10.6** *Registration fees for players that are selected for Gloucester Ranger teams shall be transferred from the home associations to the Gloucester Rangers no later than 1 October. The Minor Rangers will provide the areas with details of all players by September 15<sup>th</sup>, except Major Midget.*

**R&R 11 - MEMBER ASSOCIATIONS POWERS AND DUTIES**

- 11.1 The member associations of the Corporation shall have full autonomy within the terms provided for in the Corporation By-laws and the Rules and Regulations to function as local minor hockey associations.
- 11.2 The member associations shall write a constitution and/or By-laws governing their local structure, elections and operations. The member association Constitution, By-laws and Rules and Regulations shall NOT conflict with the Corporation By-laws and Rules and Regulations which shall prevail. ***Current copies of the member association Constitution, By-laws and Rules and Regulations must be posted for viewing on the member association's website.***
- 11.3 The member associations will maintain financial independence and have authority to fund their operations as they see fit.
- 11.4 The member associations will be responsible for the local administration of their respective hockey teams which includes registration of players, provision of coaches and managers and solution of local problems.
- 11.5 The member associations, upon agreement with the Board of Directors of the Corporation and within rules established yearly by the Board of Directors, may conduct a limited program of House Leagues and Initiation Programs.
- 11.6 Member associations shall ensure that hockey players play at levels commensurate with their abilities and age and shall be expected to extend full co-operation in providing players to the Minor Rangers competitive teams.
- 11.7 Member associations may form competitive/representative teams in accordance with R&R 14.
- 11.8 All players must be registered with their respective association prior to their participating in team selections at either Competitive/Representative or House League hockey.
- 11.10 Member associations shall prepare an annual report covering their operations for presentation at the Corporation Annual General Meeting.

**R&R 12 - MEMBER ASSOCIATION BOUNDARY LINES**

- 12.1 The boundary lines for each member association in District 9 shall be as authorized by the Board of Directors:
- a. Blackburn Minor Hockey Association
- The area enclosed by starting at Green Creek and Montreal Road, south along Green Creek to Innes Road at Anderson Road, south along Anderson Road to the Canadian Pacific Railway Line, east along the CP Railway Line to Mer Bleue, north on Mer Bleue to Innes Road, west along Innes Road to the eastern NCC boundary to the Department of

National Defence Proving Grounds, north along this boundary to Montreal Road/St. Joseph Boulevard, west along Montreal Road/St. Joseph Boulevard to Green Creek.

b. Gloucester Centre Minor Hockey Association

The area enclosed by starting at Green Creek and the Ottawa River, south along Green Creek to Innes Road at Anderson Road, south along Anderson Road to the Canadian Pacific Railway Line, west along the CP Railway Line to its intersection with the “Former” City of Gloucester western boundary line, follow the western boundary of the “Former” City of Gloucester, north to the Ottawa River, east along the Ottawa River to Green Creek.

c. Leitrim Minor Hockey Association

The area enclosed by starting at the intersection of the western boundary line of the “Former” City of Gloucester and the Canadian Pacific Railway Line, east along the CP Railway Line to Mer Bleue (the eastern boundary of the “Former” City of Gloucester), south along the eastern boundary of the City to Regional Road 8 (the southern boundary of the “Former” City of Gloucester), west along the southern boundary to the Rideau River, north along the Rideau River to the Ottawa-Gloucester boundary line, east along this boundary to Hawthorne Road (western boundary of the “Former” City of Gloucester), north along this boundary to the intersection of the CP Railway Line. NOTE: Area does not include Canadian Forces Base Uplands.

d. Metcalfe and District Hockey Association

Starting at a point on Mitch Owens and Manotick Station Road, South on Manotick Station Road to the bottom of Lot 10, then east along the Bottom of Lot 10 to Stagecoach Road, then south on Stagecoach Road to Snake Island Road, and East on Snake Island Road to 4th Line Road, South on 4th Line Road to Devereaux Road, East on Devereaux Road to 5th Line Road, south on 5th Line Road to Springhill Road, East on Springhill Road to Campbellcroft Road, South on Campbellcroft Road to Belmeade Road, East on Belmeade and Marionville Roads to Gregoire Road, South on Gregoire Road and Boundary Road to Mitch Owens Road, West on Mitch Owens Road to the point of commencement.

e. Orléans Minor Hockey Association

The area enclosed by starting at Innes Road and the eastern boundary of the “Former” City of Gloucester (Jeanne D'Arc Boulevard and Innes Road), north along the boundary line to the Ottawa River, west along the Ottawa River to Green Creek, south along Green Creek to Montreal Road, east along Montreal Road/St. Joseph Boulevard to the NCC Greenbelt boundary to the Department of National Defence Proving Grounds, south along this boundary to Innes and east along Innes Road to Jeanne D'Arc Boulevard.

f. Russell Minor Hockey Association

Within the first four concessions of Russell Township and within the boundaries of District 9 as defined by ODHA.

g. Gloucester Rangers Minor Hockey

The Rangers boundary lines for registration shall be those areas of the member associations designated as District 9. Players registering with the GRMH must first register with the association where they reside. Area is less the Canadian Forces Base Uplands.

- 12.2 The boundary lines for each member association outside District 9 shall be as authorized by the Corporation and the ODMHA.

**R&R 13 - RESIDENCE RULES**

- 13.1 Except as hereinafter provided, no player shall be registered as a member of, or compete for, a team *in any league* who does or did not reside in the designated member association boundary lines (R&R 12) to which his team belongs on or before December 31 in any playing season. Exception to this rule is as indicated in R&R 9.6.
- 13.2 Out-of-association transfers shall be permitted during the playing season subject to release or waiver by the member associations concerned. Transfers are restricted to member associations within the areas of the member associations designated as District 9. All transfers from out of district must be approved by the Corporation and ODMHA.
- 13.3 The registration fee paid by the player to his association shall be transferred to the member association where the player will be playing. *If additional monies are required then the player or, provided they should decide to do so, their home association will be required to pay the amount owing to that member association.* When a player is transferred to another member association there is no transfer or selling of ice time involved.
- 13.4 A duly registered player who, after the commencement of the playing schedule, moves out of District 9 or from one designated member association to another, shall have the right to complete the season and playoffs with his team, provided he does not register with another team or association. Such player shall, alternatively, be entitled to immediate release if he so requests.

**R&R 14 - COMPOSITION OF HOCKEY IN THE CORPORATION**

- 14.1 The Corporation will have complete jurisdiction to govern and administer minor hockey within the areas of the member associations designated as District 9.
- 14.2 The Corporation shall be the official body responsible for structuring and operating competitive/representative teams for "AA" and "A" categories. This body shall be known as Gloucester Rangers Minor Hockey (GRMH). The Corporation By-law and the Rules and Regulations shall be applicable to the body in addition to the special Rules and Regulations for the GRMH attached as R&R 31.
- 14.3 The Corporation, through its member associations, may establish association competitive/representative teams in other categories, e.g. "B" Representative. The Corporation By-laws and Rules and Regulations shall apply.

- 14.4 Each division may consist of up to seven categories/levels: Gloucester Rangers “AA”, Gloucester Rangers “A”, Associations “B” Representative, House League “A”, House League “B”, House League “C” and Juvenile. The number of teams in each category/level and division in House League shall be finalized by the Board of Directors prior to or at the October monthly meeting.
- 14.5 House League teams will be formed in “A”, “B” and “C” levels taking into account member association total registrations in each division, the ability levels of the players and based on the following principles:
- a. Teams to be formed to play at highest levels possible within the Corporation's House League, based on the team allocation chart to be approved by the GHA Board of Directors by September 1st of each year. An Association requesting an amendment to the approved allocation must submit a change request, in writing, to the V.P. House League prior to September 15th.
  - b. “C” level to be minimized to extent possible.
  - c. Competitive/Representative “B” teams to be formed in member associations where calibre exists and association players pooled with other associations if teams cannot be fielded with the approval of the corporation.
  - d. The Corporation shall provide each member association with the number and level of teams to be submitted for House League by September 15<sup>th</sup>.
  - e. When more than one team is fielded from an association in any division, they shall be balanced.
  - f. Players selected to a Rangers team cannot withdraw and return to Representative “B” hockey unless agreed by all parties. Should the parties be unable to agree the matter shall be escalated to the VP Competitive.
  - g. The recommended team makeup for House League will be as follows:  
  
9 Forwards  
5 Defence  
1 Goalie
  - h. The Corporation will create a Minor Midget level for 15 year olds and a Major Midget level for 16 and 17 year olds at the A, AA, and Rep B levels. For tryouts, the 15 year olds will be allowed to try out for Major teams at AA.
  - i. The Corporation will create a Minor and Major levels at the Atom level in A, AA, and Rep B if these levels exist in the league that teams are playing, where warranted.
  - j. The Corporation shall have 7 and 8 year olds at the House League Novice level.

- 14.6 Each member association (except for the GRMH) may conduct an Initiation Program which comply with ODMHA policies and guidelines, teaching the basic skills of hockey provided there is a minimum of 20 registrants for the program and that the cost be borne on a per capita registration basis by the associations.
- 14.7 Member associations of the Corporation shall have the authority to establish a form of non-structured recreational hockey to operate exclusively within their association. (See R&R 11.9)

#### **R&R 15 - TEAM OFFICIALS**

- 15.1 Each team, Competitive/Representative and House League, shall have a coach, assistant coach, manager and trainer. The minimum of two (2) team officials must be present on the bench at all games. The coach and trainer shall be qualified in accordance with regulations of the Corporation, ODMHA or Hockey Canada.
- 15.2 It is recommended that the team officials (coach, assistant, manager and trainer) for each team (except for GRMH teams) be appointed as team officials with the approval of their association. Should a member of the association board be related to a coach that is being selected or to a prospective player on that team, it is recommended that the member of the association shall declare a conflict of interest and should not vote.
- 15.3 The duties and responsibilities of the team officials shall be in accordance with the member association, the Corporation, ODMHA and Hockey Canada Constitution, By-laws, Rules and Regulations and the Corporation Team Official Guide to Hockey Rules and Regulations.

#### **R&R 16 - MOVEMENT OR TRANSFER OF PLAYERS**

- 16.1 As part of the GHA release process, the Ranger Chair must be consulted prior to an Area President signing any release for an AA player. The D9 Chair must also reconfirm with the Ranger Chair.
- 16.2 Players who have signed an ODMHA/Hockey Canada card and play for an ODMHL team are governed by ODMHL rules.
- 16.3 Regular goalkeepers from a lower calibre team may dress and play as a spare goalkeeper only for a higher calibre team and shall be permitted to return to his lower calibre team until such time as he is declared the regular goalkeeper of the higher calibre team.

Where there are A, B and/or C levels of House League Hockey, at no time shall a goalkeeper play for another team in their own category. ***Except in accordance with ODMHA R&R #8.0.***

NOTE: Spare goalkeepers on competitive teams may play as regular goalkeepers in the Corporation provided they are bona fide “spares” on the competitive team. Goalkeepers playing on a regular or rotation basis on competitive teams shall not take part in league play.

- 16.4 Any player signed on ODMHL teams of the GRMH cannot play on a “B” Representative or House League team until such time as he is duly released by the GRMH in accordance with these regulations.

- 16.5 a. A minor age player wishing to play Junior “A”, “B” or “C” hockey does not require a release.
- b. No Junior player can displace a player on a minor competitive team.
- 16.6 Appearance of a registered player’s name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall specifically be noted on the official game report.
- 16.7 Affiliated players used by a higher division or category team in a game shall be designated on the official game report by the use of the symbol “A/P” after their name on the team line-up or roster. House teams will complete *initial* affiliation lists by **November 15<sup>th</sup>**. Players must be on the DISTRICT REGISTRAR’S affiliation lists before playing in a game for the affiliation team
- 16.8 House League Teams Only
- a. As a general rule, a player may NOT be moved down to a lesser classification until his team has played three (3) league games unless the GHA **2<sup>nd</sup> Vice President** is satisfied, his talents are more suited to the lower league, initiation or development program. The best interests of the child and not coaches shall be paramount. Before exercising this authority, the Division Convenor shall consult with member association Convenors and parents to determine their views. Any player may be subsequently moved back to the higher team.

Keeping Safety in mind, the following evaluation of over aged players will be undertaken

- skating ability
- ability to keep up with the play
- hockey sense
- stick handling skills
- shyness from the play
- evaluated at lowest level of the lower age category
- potential for injury

Exception: A player registered, for the first time, and identified by association evaluators as having talents more suited to a lower level, development or initiation program shall be identified and evaluated by GHA assigned evaluators prior to commencement of season play. Notification shall be provided to the GHA Vice President House League by September 20th.

- b. All member Associations registering in the Corporation’s House League must provide the Corporation with Registration Lists (including team affiliations).
- c. Team officials who wish to move or drop a player to a lower level from a team after four (4) league games have been played shall not drop the player until his case has been reviewed by the Board of Directors. Team officials shall notify their Director or Board representative and provide him with a complete explanation of the reason for the requested action. The representative shall notify the Board of Directors through the

appropriate Division Convenor and the Board shall rule upon the request by the next Board meeting.

- d. The purpose of the Corporation affiliation is to ensure that teams of a higher division or category have the opportunity to dress the number of players officially registered with the team. For this reason, affiliated players (i.e., players from teams within the same association) may only be used to replace absences from the original roster (cannot increase the roster).

NOTE: "Division means the class of hockey being operated within the Corporation. These are as follows: Juvenile, Midget, Bantam, Peewee, Atom and Novice. Where the Branch operates on an age system whereby the name of the first year of the "Division" is prefaced by the word "Minor" this sub-division shall be considered a "Division".

"Category" for the purposes of these Rules and Regulations shall be House League "A", House League "B" and House League "C".

- e. For play-offs only, teams may not use affiliated players unless the team is below 10 players (excluding a goalie) ***and, should this happen, the team can only affiliate back up to 10 players (not full roster). Players that bring the team beyond these limits will be deemed ineligible.***
- f. Coaches not observing the Corporation's Conduct for Fair Ice Time, will be penalized as follows:
  - i) game misconduct and one week suspension
  - ii) three meaningful games and 2 weeks suspension
  - iii) suspension until the Corporation's or Discipline Hearing is held.

16.9 Call-up Procedures for all Competitive Players and House League

- a. The coach or manager initiating the call-up shall first contact the requested player(s) coach or manager.
- b. Whenever possible, ***advanced notice (48 hours) should be given for any call-up requests.*** (No telephone calls after 10:00 p.m.)
- c. All call-ups require the approval of the players parent(s) and the player. The player does not report, if he has a meaningful game, as defined in the ODMHA Handbook, with his substantive team except with his coach's permission.
- d. All coaches are to make every reasonable effort to distribute call-ups from among several players instead of calling up the same player.
- e. All call-up requests after January 10th of the existing season are to be made only on the authority of the Corporation First Vice President Competitive or 2<sup>nd</sup> Vice President House League, as pertinent prior to the use of the affiliate. The Corporation Vice-President shall record all call-ups and process all such call-up requests.

- g. Prior to game six (6) of a player call-up, a written agreement of all concerned parties must be in effect (head coaches of teams involved, Corporation President, *or his designate*, and the member association Presidents)

NOTE 1: Approval of the appropriate Corporation Vice-President is required before the fifth game after January 10th.

NOTE 2: In accordance with Hockey Canada rules and regulations, if a player is called up for more than five (5) meaningful games after January 10th with any higher affiliated team(s), he may not return to play at the lower division.

NOTE 3: Ideally a player should attend a practice before participating in a game at a higher level.

NOTE 4: Gloucester Ranger Call-ups - See Rules and Regulations Governing the Operations of the Gloucester Rangers Minor Hockey. (R&R 30).

### **R&R 17 - CONVENORS**

- 17.1 Each Division Convenor shall, on behalf of the Board of Directors to whom he is at all times accountable, superintend the operation of his division. Each member association shall be responsible for providing the Division Convenors who shall be assigned level/s by the GHA VP House League.

Typically, the convenors from the various levels, as described above, will become the Corporation's Head Convenor for the level. All recommendations by Division Convenors require the approval of the Vice President House League before enactment.

- 17.2 It shall be the duty of the Division Convenor, member association Convenor, or a duly appointed representative to attend games in the division and to ensure that the aims of the Corporation are being met to the greatest extent possible.
- 17.3 In all matters pertinent to his division, the Division Convenor has the mandate of the Board of Directors to make necessary emergency decisions on behalf of the Board of Directors. Such decisions must subsequently be ratified by the Board of Directors, but on the spot, he is the Board of Directors. In the absence of a Convenor, a member of the Board of Directors may act as the Convenor.
- 17.4 Convenors shall be responsible for ensuring that the Rules and Regulations are followed by players and team officials in their divisions. Their authority shall complement, but in no way supersede the authorities of referees.
- 17.5 Convenors will discuss principles and policies with team officials when they feel it necessary, and must at all times be accorded this right by team officials.
- 17.6 As a general rule, a player may NOT be moved down to a less competitive classification until his team has played three (3) league games unless the GHA Vice President is satisfied, his talents are more suited to the lower league, initiation or development program. The best interests of the child and not coaches shall be paramount. Before exercising this authority, the Division

Convenor shall consult with member association Convenors and parents to determine their views. Any player may be subsequently moved back to the higher team.

Keeping Safety in mind, the following evaluation of over aged players will be undertaken

- skating ability
- ability to keep up with the play
- hockey sense
- stick handling skills
- shyness from the play
- evaluated at lowest level of the lower age category
- potential for injury

Exception: A player registered, for the first time, and identified by association evaluators as having talents more suited to a lower level, development or initiation program shall be identified and evaluated by GHA assigned evaluators prior to commencement of season play. Notification shall be provided to the GHA Vice President House League by September 20th.

- 17.7 The Vice President House League shall record all moves either up or down and shall have full authority to prohibit indiscriminate shifting of players.
- 17.8 Any Convenor shall make note of outstanding players and shall recommend to the Division Convenor and member associations that such players be placed in a higher category/level of competition.
- 17.9 A competitive player may not play on a House League team. For example, a “B” Representative player must play on a “B” or higher level team.
- 17.10 a. It shall be the Convenor's duty to ensure that in all games every player shall play regular shifts on his team as per R&R 26.3 and 26.4.
- b. The Convenor will take note of violations of the above principle and will discuss the same with the member association officials. If warranted, he shall make appropriate recommendations to the Division Convenor in unresolved instances who, in turn, may inform the Board of Directors.
- 17.11 The Division Convenor shall receive all complaints, protests and appeals within his division.
- 17.12 The Division Convenor shall recommend to the Discipline Committee disciplinary action against players or team officials when warranted.
- 17.13 In cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be sufficiently severe, the Convenors shall take such action as they deem necessary. Such action shall be immediately reported through the Division Convenor to the President who shall convene a meeting of the Discipline Committee at the earliest possible time to pursue the matter.
- 17.14 He shall advise the Referee-in-Chief of any misconduct on the part of the referees or linesmen.

- 17.15 The Convenor or duly appointed representative shall ensure that each coach or manager provides a representative to serve as a minor official at each game. (In other words, the Convenor's job is not to run the time clock or open the penalty box door.)

**R&R 18 – HOUSE LEAGUE CONVENORS' COMMITTEE**

- 18.1 Each district 9 Association must provide a minimum of one (1) Division(s) Convenor to the Vice President House League by August 1st of each playing season. The Vice President House League shall assign a level(s) to each representative.
- 18.2 A House League Convenors' Committee comprised of the Corporation's Second Vice-President (Chair), House League Head Convenor, all Division Convenors and one representative from each member association outside of District 9 participating in the House League, shall be established to monitor the operation of the House League of the Corporation. A quorum will consist of one half of the voting members plus one. Voting rights on this Committee cannot be delegated. The Chair will vote only in the case of a tie vote.
- 18.3 The House League Convenors' Committee will meet at the request of the Vice-President House League to discuss and deal with house league issues such as rules and regulations, code of discipline enforcement, movement of players, equal ice time, etc.
- 18.4 This Committee shall prepare guidelines based on past registrations and proportions of players at all levels. Using these guidelines, the Committee will assist member associations in establishing team numbers in each level prior to balancing games. Member associations shall also form their teams in accordance with R&R 14 - COMPOSITION OF HOCKEY IN THE CORPORATION.
- 18.5 This Committee shall prepare guidelines based on past registrations and proportions of players at all levels. Using these guidelines, the Committee will assist member associations in establishing team numbers in each level prior to balancing games. Member associations shall also form their teams in accordance with R&R 14 - COMPOSITION OF HOCKEY IN THE CORPORATION.
- 18.6 After the start of league play, the Convenors' Committee shall also, where the situation warrants, effect further league balancing by altering team placements and by making recommended schedule adjustments where necessary before December 1st. Prior to making such changes, the Committee, through the respective Division Convenor, shall ensure that parents, coaches, member association Convenors and member association Presidents are consulted.
- 18.7 The foregoing notwithstanding, all member associations have the right to appeal to the Board of Directors. An appeal concerning the movement of a team/player up or down shall not require the posting of an appeal fee.

**R&R 19 - DISCIPLINE AND APPEALS COMMITTEES**

- 19.1 Discipline Committee
- a. The Committee shall consist of the District 9 Discipline Chair, a recording secretary (non-voting member), the Discipline Chair from each association or a representative and the Referee-in-Chief when requested for rules interpretation and referee procedures (non-voting member).

- b. The Discipline Committee will administer discipline and conduct hearings in accordance with R&R 20.

#### 19.2 Appeals Committee

- a. The Committee shall consist of the Corporation President (Chair), a recording secretary (non-voting member), a minimum of three Corporation Board members or their designate and the Referee-in-Chief for rules interpretation and referee procedures when requested (non-voting member).
- b. The Appeals Committee conducts hearings resulting from a game protest or an appeal of decisions resulting from a disciplinary hearing.

### **R&R 20 - DISCIPLINE, APPEALS AND COMPLAINTS**

- 20.1 All penalties shall be served in accordance with Hockey Canada Rules and Regulations and the ODMHA Code of Discipline which outline the minimum discipline for penalties (suspensions may be increased only with permission from the district discipline chair.).
- 20.2 A team playing in an out of Branch tournament shall abide by the out of Branch Code of Discipline for the duration of the tournament only. Upon return to the Branch, a team must abide by the Branch Code of Discipline.
- 20.3 Suspensions - Misconducts, Game Misconducts, Gross Misconducts and Match Penalties
  - a. District 9 Executive members are authorized to suspend players, team officials and others who commit infractions or, through their behaviour, endanger the welfare of others or make a travesty of a game.
  - b. Time suspensions are measured from midnight of the offence although the offender is suspended immediately from the game.
  - c. Game and time suspensions are fully served only after both the number of meaningful games and the elapsed time have expired.
  - d. A player under time suspension is removed from all contact with organized hockey including practices and exhibition games as well as refereeing and acting as a minor official, e.g., timekeeper.
  - e. A player under game suspension may only practice with the team.
  - f. A coach, manager or any other team official under suspension shall not travel with any team, enter their dressing room nor carry out any duties of office during the term of the suspension.
  - g. Meaningful games: Only league, playoff, playdown and recognized tournament games shall count as suspended games. Exhibition games are not meaningful games. Exceptions such as "friendship tournaments" may be approved by the Corporation President upon written request.

- h. Any suspension that is not fully served before the end of the season will be carried forward to the following season.
- i. Referee-in Chief
  - 1. Ensure that referees submit, within 48 hours, clear and fully completed game sheets and game incident reports for penalties resulting in misconducts, game and gross misconducts, and match penalties.
  - 2. Inform Assignor and Corporate President of the suspension of officials.
- j. Team Official

The coach and/or any team official must:

- 1. Report every misconduct and penalty resulting in suspendable offence, including those received in outside tournaments, to the Association Convenor and to District 9 (District Discipline Chair *and District Chair*) within 72 hours (*with exception of playoff, which is 24 hours*).
  - 2. Report every situation where a coach or team official suspends a player for disciplinary reasons to the Association Convenor and to the District 9 discipline Chair within 72 hours. It should be noted, that at no time can a coach or team official suspend a player for more than one game *per season. Notification must be sent to the District Chair and Discipline Chair.*
  - 3. Send or fax a copy of the game sheet to the District 9 office. It must be received within 48 hours.  
NOTE: Failure to report and send in the game sheet will result in a one-game suspension.
  - 4. Check the ODMHA Handbook and Directory for the time and/or game suspension(s) that are applicable to the penalty.
  - 5. Confirm with the member association Convenor or Discipline Chair the time and/or game(s) to be served.
  - 6. Ensure that the player(s) and his (their) parents/guardians understand the rules and conditions of the suspensions (see ODMHA Handbook and Directory).
  - 7. Ensure the player(s) and/or official(s) serve the suspensions and that the official game sheet is completed properly, e.g., John Doe (suspension 1 of 2).  
NOTE: Ultimately, it is the team official's responsibility to know the rules and to ensure that penalties incurring suspensions are reported and served correctly.
  - 8. A coach who plays a player under suspension or has a suspended official carry out duties will be suspended pending a discipline decision by the District Discipline Chair.
- k. District Association Convenor
    - 1. Ensure the rules and regulations are followed by players and team officials.
    - 2. Report to the District Discipline Chair all incidents that may result in a disciplinary action towards any parent prior to any hearing taking place. All incidents of physical assault will be forwarded to the ODMHA for further action by way of the District Discipline Chair.

3. Verify the time/game suspensions with the District Discipline Chair and confirm with the coach.
4. Provide advice to the District and member association Discipline Chair and the Discipline Committee and recommend disciplinary action when warranted.
5. Follow up with the coach to ensure that suspensions are fully served.

1. District Discipline Chair

1. Review game sheets and game incident reports with penalties that incur suspensions.
2. Determine time/game suspensions in accordance with the ODMHA Handbook and Directory.
3. Provide copies of game sheets and game incident reports to the member association Discipline Chair and the District 9 Registrar (for record and tracking purposes).
4. Depending on the nature and severity of the offences/incidents:
  - a. Determine whether or not the team official or player is eligible to participate in team activities prior to a discipline hearing.
  - b. Require the member association(s) to counsel players and officials (normally first offences).
  - c. Counsel the offender with a representative from the association or the appropriate Convenor.
5. The Discipline Chair must monitor and tabulate complaints for referees in all GHA tournaments and play-offs for submission to the GHA Board.

20.4 Counselling

- a. The intent of counselling is to deter future disciplinary incidents.
- b. Association Discipline Chair or Designate
  1. Counsel the offender as required by the District Discipline Chair. Clarify the facts, highlight the seriousness of penalties (e.g., potential injury) and advise the offender of the consequences of additional offences.
  2. Have the offender, parents and coach attend.
  3. Have the member association Convenor and/or team representative participate.
  4. Advise the District Discipline Chair when counselling is completed.

20.5 Disciplinary Hearings

- a. Based upon a review of game sheets, game incident reports, letters of complaint and consultation with the member association and relevant Convenor, the District Discipline Chair shall convene disciplinary hearings. Disciplinary hearings may also be convened at the request of the Corporation President.
- b. Hearings are typically conducted for players and team officials following:
  1. Serious game offences.
  2. Game offences that result in serious injury.
  2. Second or multiple major penalties.
  3. Behaviour that endangers the welfare of others or makes a travesty of a game.
- c. Discipline Committee Decisions

1. The Committee members hear the circumstances of the incident and determine whether the penalty issued by on-ice officials was justified or warrants further disciplinary action.
2. In essence, the Committee decides that the penalty and disciplinary action stand as is, or are increased, or finds the penalty unjustified.
3. If the penalty is found unjustified, the Committee shall recommend appropriate action to the Corporation President for decision.

## 20.6 Appeals

- a. The Corporation President is responsible to review and assess all appeals and to convene appeal hearings. Appeals must be based on reasonable grounds and on information that officials acted improperly or mistakenly.
- b. There are two types of appeals:
  1. Game protest.
  2. Code of Discipline appeals (appeals of penalties and disciplinary hearing decisions).
- c. What Constitutes an Appeal of a Discipline Hearing
  1. New evidence not used in the original hearing which may have an effect on the decision.
  2. Irregularities in the proceedings of the original hearing that may have caused an unjust hearing.
  3. Grounds that the decision of the original hearing was too harsh or too lenient or reached in an unjust manner.
- d. Appeal Procedures
  1. Appeals must be received in the District 9 office within 48 hours of the game or notification of discipline hearing results. Copies must be sent to the ***Discipline Chair and District Chair***.
  2. Appeals must be in writing accompanied by a cheque payable to the Gloucester Hockey Association for \$150. Each voting delegate and Referee in Chief in attendance will be reimbursed \$10 for expenses for each appeal attended.
 

NOTE: Appeals for multiple penalties require \$100 for each penalty appealed. For example, a player receives an instigator, a fighting and a gross misconduct in a game. An appeal would be \$300 for all three penalties, \$200 for two penalties and \$100 for one penalty. The appeal must clearly identify which penalty is being appealed and paid for.
  3. 50% of Cheques for upheld appeals will be returned

## 20.7 Guidelines for Discipline Hearings and Appeal Hearings

- a. Scheduling

1. Disciplinary hearings will be scheduled by the District Discipline Chair as soon as possible following a serious incident (R&R 20.5 b.). Appeal hearings will be scheduled by the Corporation President as soon as possible following the receipt of a legitimate appeal.
- b. Attendance
1. Attendance is at the discretion and permission of the Chair of the hearing.
  2. Non-attendance by offenders/appellants may result in disciplinary action and forfeiture of fee.
  3. In attendance are:
    - i) appellant(s) or offender(s);
    - ii) team officials where involved
    - iii) on-ice officials;
    - iv) game officials where involved;
    - v) witnesses;
    - vi) member association representative or Corporation officials, e.g., Convenors where involved.
    - vii) parent or guardian where a minor is involved.
- c. Hearing Procedures
1. Invariably, there are two sides to every issue. Each side will be permitted to have someone present who can offer evidence or support.
  2. All comments, questions and responses will be addressed through the Chair.
  3. Each person scheduled to appear will be allowed to state his case without interruption.
  4. No hearsay evidence will be allowed. Written and signed statements by persons who are not able to attend may be accepted at the discretion of the Chair.
  5. If a prepared statement is read, the original copy is to be submitted to the Chair after being presented.
  6. A short rebuttal is allowed each person after all the witnesses have made their initial statements.
  7. Only Committee members may ask clarifying or supplementary questions at the conclusion of a person's statement.
  8. At the conclusion of all statements and questions, all those who are not members of the hearing Committee shall be excused and the Committee members will deliberate and make their decisions.
  9. Any member with a conflict of interest will not vote, e.g., the Committee member of the association involved.
  10. All affected parties will be verbally notified (followed in writing) of the Committee's decision via the respective Convenor or association representative (usually the next day, unless approval of the District Discipline Chair is required).

## 20.8 On-ice or Off-ice Activity Complaints

- a. Complaints are an important way to improve the conduct of District 9 hockey. If it is important, complaints are to be submitted in writing because only written complaints will be acted upon.

- b. Complaints concerning an individual, team, team official, parent or fan that engages in activity on or off the ice which threatens the welfare of others or makes a travesty of the game should be directed through member association Presidents or Convenors to the District Discipline Chair.
- c. The District Chairman will refer complaints to the Discipline Chair, member association President, Convenor, or Executive member, as appropriate, to take action.
- d. The complainant will be advised of who is responsible for handling and responding to the complaint and of the results as soon as possible.

**R&R 21 - PROCEDURES FOR SCHEDULE CHANGES**

**NOTE – A MEETING WILL BE HELD TO DEFINE PROCEDURES FOR R&R 21 – PROCEDURES FOR SCHEDULE CHANGES.**

**R&R 22 - ADMINISTRATIVE COMMITTEE**

22.1 The Board of Directors shall appoint an Administrative Committee. The Committee shall consist of:

- a) Vice-President Administration (Chair)
- b) Representative Nominations Committee
- c) Representative Scheduling Committee
- d) Representatives Tournament Committee (2)
- e) Safety & Risk Management representative (house league and competitive/representative) appointed by the Board of Directors
- f) Public Relations Representative appointed by the Board of Directors
- g) Training & Development representative appointed by the Board of Directors
- h) Registrar appointed by the Board of Directors
- i) Treasurer

A quorum will consist of 50%+1 of voting members. The Chair will vote only in the case of a tie vote.

22.2 The Administrative Committee will schedule meetings and form ad hoc committees to deal with administrative issues arising from the day to day business of the Corporation, to answer concerns raised by the Board of Directors, and to fulfill requirements outlined in the By-laws and Rules & Regulations.

22.3 The Administrative Committee will have authority for day to day operations but any decisions of consequence must be brought by the Administrative Committee Chair to the Board of Directors for approval prior to implementation.

- 22.4 Area Presidents, at the beginning of the season, will identify contact people from each association for the various levels of responsibility to be filled such as safety & risk management, public relations, etc.

### **R&R 23 - TOURNAMENT COMMITTEES**

#### 23.1 Tournament Committees

- a. The Board of Directors shall appoint a “B” Representative Tournament Committee. The Committee shall consist of a Chair, appointed by the Board of Directors, and a representative from each member association, appointed by the respective association. A quorum will consist of three (3) voting members. The Chair will vote only in the case of a tie vote.

#### 23.2 Responsibilities

- a. The “B” Representative Tournament Committee shall be responsible for organizing and supervising the annual Corporation “B” Representative Tournament. In addition, the Committee will assist the member associations in the organization and supervision of member association sponsored tournaments.
- b. Both Tournament Committees shall follow the same tournament guidelines as set by the Board of Directors.

- 23.3 As a general policy, each member association will sponsor one tournament per year, with participation limited to one House League division, and all levels of that division included.

Due to ice availability, there will be a maximum of 12 teams per division for House League Tournaments where A, B and C hockey exists and *12* teams per division where only A and B hockey exists and 8 teams per division for Competitive Tournaments. Tournaments may not exceed the maximum allowed for all divisions. No association shall be allowed to add a division to their tournament that is not defined in R&R 14 Composition of Hockey.

- 23.4 For all tournaments at all levels sponsored solely by the Corporation, on-ice officials (referees and linesmen) shall be assigned by the Corporation Referee-in-Chief or his delegate. It will be the responsibility of the “B” Representative Tournament Committee to monitor this policy and bring any deviations to the attention of the Board of Directors and the member association(s) concerned.

- 23.5 The “B” Representative Tournament Committee will establish an order of rotation in each division for the participation of member associations in tournaments to which the Corporation is invited. Member associations may participate in tournaments to which they are individually invited, but shall inform the “B” Representative Tournament Committee of their participation.

- 23.6 The Tournament Committee will keep a record of all participation in tournaments by the Corporation House League teams.

- 23.7 Member associations shall notify the “B” Representative Tournament Committee of intended participation by any of their teams in out-of-district tournaments. It will be the responsibility of the “B” Representative Tournament Committee to ensure that the Corporation teams have

complied with Hockey Canada and ODMHA registration and travel permission regulations before participating in out-of-district tournaments.

23.8 Those associations responsible for tournaments sanctioned by the Corporation are as follows:

1. Rangers Minor Hockey - Competitive Tournaments (AAA, AA and A)
2. The Corporation - "B" Representative and "AAA" Competitive Tournaments
3. Blackburn - Pee wee House League Tournament
4. Gloucester Centre - Bantam , Midget and Juvenile House League Tournaments
5. Leitrim - Novice House League Tournament
6. Metcalfe - Novice and Pee wee "B" Representative Tournaments
7. Orléans - Atom House League Tournament
8. Russell - Novice and Atom House League Tournaments

Traditional tournament dates must not be changed without approval of the Board of Directors.

23.9 For all sanctioned tournaments in House League, a minimum of 60% of the spaces must be set aside for Corporation teams. All Corporation teams must apply by the tournament cut-off date as set out by the association responsible for the tournament.

23.10 Each association granted an ODMHA tournament sanction shall ensure that the ODMHA Tournament Regulations are enforced.

23.11 Keven Lafortune Memorial Fund

- a. A balance of \$1,000.00 shall be held in the Keven Lafortune Fund. Additional proceeds shall be distributed to the Gloucester Minor Rangers and the Rep B Associations of District 9 based on the contributions received from the competitive tournaments of District 9 in the prior season. The amounts distributed to each of the groups shall be announced as part of the initial budget presentation. The associations shall select those recipients deemed most needful within their competitive teams and provide the names to the GHA no later than November 15th of each year.
- b. The amounts contributed from the Keven Lafortune Fund shall be announced, but the recipients shall remain confidential.
- c. Ten percent of the net profit, before team/association refunds, from the "B" Representative Tournament and the "A"/"AA" Tournament shall be designated to replenish the Keven Lafortune Fund Ten percent of the net profit, before team/association refunds, from the "B" Representative Tournament and the "A"/"AA" Tournament shall be designated to replenish the Keven Lafortune Fund.
- d. *Effective the 2009-10 season, the Keven Lafortune Fund shall be wound down – the balance of the funds shall be distributed as required, without replenishment.*

#### **R&R 24 - PARTICIPATION IN TOURNAMENTS**

24.1 Teams entering tournaments will follow the Code of Discipline of the respective tournament for the duration of the tournament only. Games that players or team officials have still outstanding as per the ODMHA Code of Discipline must be served immediately upon return to regulation or playoff games. Any misconduct, game misconduct, gross misconduct, fighting major or match

penalty called against a player, coach, manager or team official must be reported by the coach to the ***District Discipline Chair***. In addition the coach shall request from the Tournament Committee that a copy of the official game sheet and referee's report be forwarded to him or that the report be transcribed onto the coach's copy of the game sheet. In either case the coach shall forward the game sheet and report to the Division Convenor who shall proceed in accordance with R&R 20.3j.

- 24.2 As a general policy, each House League team should restrict itself to a maximum of three (3) tournaments in any season.

### **R&R 25 - TRAVEL PERMITS**

- 25.1 For interbranch travel, a Travel Permit is required as per ODMHA Regulations, i.e., "No team may travel outside the area of the ODMHA jurisdiction without first having obtained the written approval of the ODMHA, through the use of the approved Travel Permit." The Travel Permit must be signed by the member association President and the Corporation President.
- 25.2 After playing in game(s) where the travel permit was required the team must return all game sheets to the GHA Office before any additional travel permits will be issued. These game sheets will be used to track how many games are played outside the district and they will also be used to track suspensions

### **R&R 26 - PLAYING RULES**

- 26.1 The playing rules of the Corporation, Hockey Canada and the ODMHA Code of Discipline shall apply to all member associations, players and team officials.
- 26.2 ODMHL teams shall be governed by the appropriate ODMHL league.
- 26.3 In all divisions and categories/levels of ***House League*** hockey each player shall play a regular shift on his team during each game. The Convenor will not interfere with coaching strategy but he will not tolerate players sitting on the bench and not being given a chance to develop. Coaching strategy should not include speciality teams or double rotation of strong players that could upset regular rotations over a game and allow some players to play more than others. Any player on a roster whom the coach feels is not good enough to play a regular shift must be moved to a lower classification except as noted in R&R 16.
- 26.4 Fair Ice Time
- a. ***For House League***, when a ***GHA*** Division Convenor has been informed that a team official has been reported as not giving fair and equal ice time, the Convenor will attend the next game and report his findings to the team official. A first warning will be given at which time the team official will be informed that a second offence, without justifiable cause, will result in the following.

Coaches not observing the Corporation's Conduct for Fair Ice Time, will be penalized as follows:

1. game misconduct and one week suspension
2. three meaningful games and 2 weeks suspension
3. suspension until the Corporation's or Discipline Hearing is held.

- b. *For Competitive, when the District Chair or his designate has been informed that a team official has been reported as not giving fair ice time, the District Chair or his designate will attend future games and report his findings to the team official. A first warning will be given at which time the team official will be informed that a second offence, without justifiable cause, will result in the following.*

*Coaches not observing the Corporation's Conduct for Fair Ice Time, will be penalized as follows:*

- 1. game misconduct and one week suspension*
- 2. three meaningful games and 2 weeks suspension*
- 3. suspension until the Corporation's or Discipline Hearing is held.*

26.5 All players must wear the following protective head and neck equipment when on the ice during a game or practice. Hockey Canada insurance is not applicable if the safety equipment is not worn.

- a. CSA approved (and unaltered) helmets. No markings on the helmet, other than the manufacturer's, are permitted.
- b. CSA approved (and unaltered) full mask.
- c. A BNQ certified throat protector.
- e. Goalies, in addition to wearing the BNQ certified throat protector, will wear a commercially produced throat guard for goalies which may be part of or attached to the helmet.
- f. Chin straps must be properly secured at all times.
- g. An approved mouth guard.

A penalty will be called, resulting in the player being ordered to the dressing room for the remainder of the game, when the player fails to comply with the above.

26.6 Regular game sheets are to be used for all exhibition and tournament games.

26.7 Teams of the Corporation are NOT allowed to play against high school, college or university teams.

26.8 Teams of the Corporation are NOT authorized to play any exhibition games using non-certified officials.

26.9 Any league, play-off, exhibition or tournament games played by a team using ineligible players shall result in the loss of any points earned in any game in which the ineligible player participated regardless of the circumstances. The player and/or team officials shall be liable for further disciplinary action.

26.10 No Hockey Canada competitive team shall play a game or practice with a non-competitive team.

26.11 As per Hockey Canada Regulation a team official who is not registered on a Hockey Canada Registration Certificate card shall not be permitted behind the bench. The maximum number of team officials for carding is six (6) for any one time. Failure to comply will be treated as a gross misconduct.

26.12 House League Teams

- a. Hockey Canada playing rules, including R&R 26 as above, shall apply to all House League games except as hereinafter provided.
- b. Hockey played in the House League will be under **Rule 6.2 of Hockey Canada**, i.e. no deliberate body checking. The no deliberate body checking rule applies to all House League games, and tournament being played in District 9. When a team is participating in a game, exhibition or tournament where there is body checking, the team officials shall obtain written approval from the parent/guardian for the player to participate in the game.
- c. All games shall be stop-time periods: 1<sup>st</sup> period: 10 minutes, 2<sup>nd</sup> period: 10 minutes, 3<sup>rd</sup> period: 12 minutes.
- d. If a team causes a delay in the start of a game, the game clock will be started, the team will be awarded a delay-of-game penalty. The referee will be responsible for the start of all games.
- e. Games scheduled to begin on the hour must end at the hour plus 50 minutes. Games scheduled to begin on the half hour must end at the half hour plus 50 minutes. If the game is called for reason of injury, late start etc a game will be considered a complete game if past the 25 minute mark of the fifty minute game (half the game).
- f. The clock located in the rink area will be used for running regulation time. The game clock located in the box will be used for game time, periods and penalties. If no rink clock is available the referee, or his designate, shall be responsible for the regulation game time. For House League regular season play only, in the event of any dispute regarding time, the matter shall be referred to the referee in charge and his decision shall be final.
- g. Each home team is required to supply for each game: game pucks; minor officials (1 as the penalty and scorekeeper and 1 as the timekeeper); game sheets properly completed, signed and ready before game time. It is the home team's responsibility to have the game sheet completed and in the hands of the referee prior to the game. If it is not completed correctly and information is missing, the offending team will be penalized for delay of game.
- h. Copies of game sheets are distributed as follows: the first copy to be submitted to the GHA Office within one (1) week; second copy to the head referee; third copy to the home team; and fourth copy to the visiting team. For tournaments and exhibition games see R&R 26.6. Failure to send the first copy to the GHA Office within the requisite time will result in disciplinary action up to a \$50 (fifty dollar) fine to the home team.
- i. The following criteria will apply for breaking ties in House League standings:
  - i) most wins in total;
  - ii) best goals for minus goals against;
  - iii) if teams are still tied, the team with the most wins between the tied teams; and
  - iv) if teams are still tied after iii), the team with the best goals for minus goals against between the tied teams.

- j. The cut off date for the playoff format will be March 1st.

26.13 All penalties shall be served in accordance with Hockey Canada Rules and Regulations and the ODMHA Code of Discipline.

26.14 Penalties in division competition shall be as follows:

- a. Minor - 2 minutes stop time.
- b. Double Minor - 4 minutes stop time.
- c. Major - 5 minutes stop time.
- d. Misconduct - 10 minutes stop time.

Timing of all penalties shall commence when the puck is dropped to recommence play.

26.15 Any player incurring a total of three (3) or more stick infraction penalties during the same game shall be ejected from the game. For the application of the stick infraction penalties are considered to be high sticking, cross-checking, slashing, spearing, butt-ending.

26.16 Member Association Team Colours

- a. The Board of Directors shall be responsible for regulating the team colours as designated below:

	<u>Primary Colour</u>	<u>Alternate Colour</u>
1. Gloucester Rangers	Green	White
2. Cumberland	Black	White
3. Blackburn	Red	White
4. Gloucester Centre	Black with red trim	White/Grey with red trim
5. Leitrim	Green	White
6. Metcalfe	Black	White
7. Orléans	Royal Blue	White
8. Russell	Maroon	White

- b. For member associations which provide two sets of sweaters to each of their teams, no colour conflicts should arise given the colour designations listed above. Coaches must carry both sets of sweaters with them to all games.

- c. Where it is not possible for member associations to provide two sets of sweaters to each of their teams, the following rules shall be adhered to in order to minimize colour conflicts:

- 1. Where a member association issues sweaters to more than one team at the same level, these teams shall be registered by the colour of their sweaters; e.g. Gloucester Centre Cougars Black Novice "B", Gloucester Centre Cougars Grey Novice "B". In the unique case of large associations having multiple teams at the same level, it may not be necessary to register the individual teams by colour since all teams will have the same colour and this fact will be well known.

2. Where a member association issues sweaters to only one team at any level, these sweaters should normally be issued in the primary colour of that association and the colour of the sweaters need therefore not be indicated when registering the team. If this is not possible, the association may issue sweaters in an alternate colour provided that the team is registered by this colour, e.g. Leitrim Hawks White Peewee "A".
- d. Team coaches/managers are responsible to ensure that where team colours are similar and may cause confusion in a game, the home team shall be responsible to arrange sweater colours to eliminate any conflict.

#### 26.17 Dressing Rooms

- a. Any irregularities or damages should be reported immediately to the arena manager. It should be noted that the team can be held responsible for any damage(s).
- b. No team official, player or employee of any club may enter into any acrimonious discussion with any referee during or after a game. No person, except the President of the Branch or league or his representative, shall be allowed to enter the officials' dressing room on the day of the game. For any infraction of this rule, the matter shall be reported by the referee to the President of the Branch for further action.
- c. Dressing rooms are for the use of the team officials and the players ONLY, unless authorized by the team officials.

#### 26.18 Hockey Season

- a. The hockey season for a player, a team official and/or team shall be from the date of registration to the date their team *or affiliated team* completes the last playoff game in the team division hockey schedule, i.e. the team is then legally disbanded.
- b. As the benefits of Hockey Canada Insurance Plan cover members against accidental injury or death ONLY while participating in Hockey Canada sanctioned hockey activities, authorization must be obtained from the member association and the Corporation, by the disbanded team, in order to participate in any additional hockey activities and/or tournaments following their last season or playoff date. The team becomes legally disbanded on completion of the authorized activity and/or returns from the tournament.

### **R&R 27 - PLAYOFFS**

- 27.1 The Board of Directors of the Corporation shall annually approve the playoff system taking into account the availability of ice, number of teams, referee slate, costs of playoffs and other conditions. Such a playoff system shall be decided and all member associations informed prior *to May 1<sup>st</sup> for the next season.*
- 27.3 Teams must honour all play off commitments with the GHA or there will be consequences of a suspension of up to 1 year. Under no circumstances will teams be allowed to participate in tournaments during GHA House League playoffs.

- 27.4 All final House League games shall be played on GHA ice.
- 27.5 Any outside association with more than 25% of the teams registered within the GHA House League shall host an equal percentage, to their percentage of registrations, of quarter and semi final games, evenly distributed by level, on their home ice surfaces.

**R&R 28 - LIABILITY, PROPERTY DAMAGE AND INJURY INSURANCE**

- 28.1 GHA and member associations, including the GRMH, shall be responsible for procuring their own liability insurance, *if it is not available through the ODMHA, ODHA and Hockey Canada.*
- 28.2 The Hockey Canada or municipalities do not include liability coverage regarding equipment use/sale/loan. It is recommended that a waiver be signed when providing the use/sale/loan of hockey equipment which is the property of the association.
- 28.3 Property Damage and Injury Insurance as provided by Hockey Canada Insurance Program covers:
- a. Any officer, director, employee, coach, volunteer worker, instructor, referee or member of a committee while acting within the scope of his duties as such.
  - b. Members of any teams, leagues, branch teams, division teams, national teams or international teams provided ALL are registered with or affiliated with Hockey Canada.

The fee for Hockey Canada Insurance Program is included in the Corporation team fees paid by the member associations.

**R&R 29 - CORPORATION TEAM OFFICIAL GUIDE TO HOCKEY RULES AND REGULATIONS**

- 29.1 The Corporation Guide shall consist of extracts contained in the Corporation By-laws and the Rules and Regulations pertaining to the administration, organization, rules, regulations and matters of discipline involving the team officials (coach, assistant, manager and trainer) and players which they must abide by.
- 29.2 The Guide, plus any amendments and/or additions issued during the season, are authorized for use by the team officials and players. In the event of any discrepancies, the original By-laws and Rules & Regulations plus any changes to the Rules and Regulations as approved by the Board of Directors according to GHA By-law Article 21, shall take precedence.

**R&R 30 - ICE ALLOCATION IN DISTRICT 9**

As of the 2005-2006 season all Game, Initiation, Special Event and Practice ice for the Corporation Associations and Gloucester Minor Rangers, allocated by the City of Ottawa, will be provided for in permits in the name of the Gloucester Hockey Association and the following Rules and Regulations shall pertain to allocation of ice from these permits:

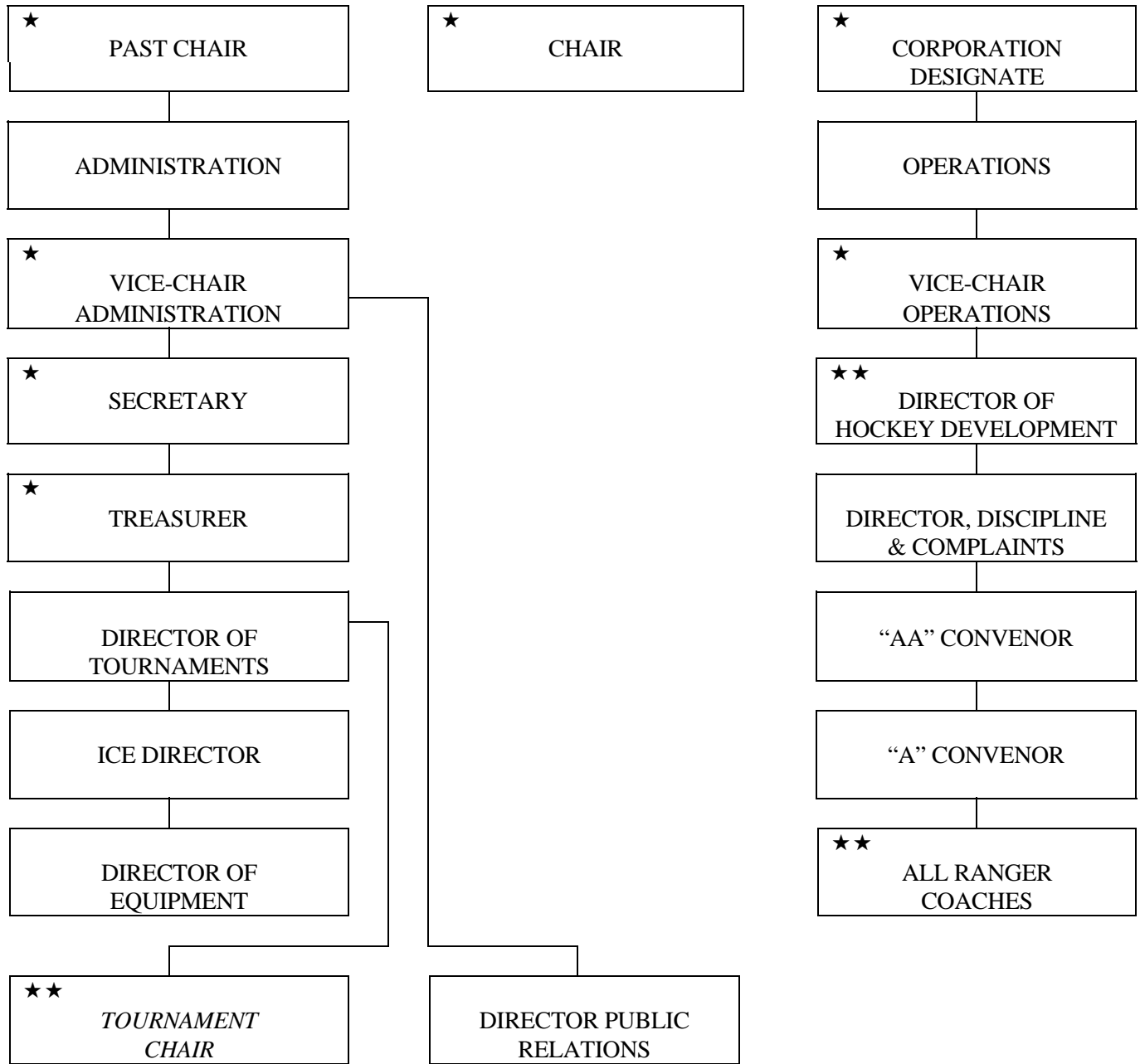
- 30.1 By April 10th of the current playing season the Vice President Administration shall collect from the area and Gloucester Minor Rangers ice representatives their requirements for ice for the following season including Pre Season, Practice and, Initiation and Special Event requirements.
- 30.2 By April 10th of the current playing season the District Registrar will provide to the Vice President Administration the final registration numbers by age, sex and level of hockey played in the current season and expectation for registration in the following season.
- 30.3 The Vice President Administration shall be responsible for submission to the City of Ottawa for the request of ice for regular season and a separate request for ice for post season by the due date as specified by the City of Ottawa.
- 30.4 The Vice President Administration shall be responsible for negotiation with the City of Ottawa for additional ice to be appended to a "Casual Permit" as required by the Associations and subject to ice availability within the city facilities.
- 30.5 Game and Initiation ice shall take priority and be protected before practice ice is allocated to the Associations and the Gloucester Minor Rangers.
- 30.6 Initiation ice shall be allocated based on 21 hours between October 1 and the March break for every 20 to 25 skaters registered within an association.
- 30.7 Practice ice is based on a 20 week schedule normally stretched over a 25 week season from October 1 to March 31st (Special Events and Christmas break taken into consideration). Pre-Season and Core Practice Hours shall be distributed to the area associations and the Gloucester Minor Rangers in August of the current playing season based on percentages of Registration in the prior season. Additional Practice ice shall be allocated on an equitable basis based on Registration as provided by the Associations in September of the current playing season. If Practice hours are being returned they must be returned the GHA 15 days prior to the date of allocation. Associations may trade practice hours within District 9, excluding Russell Minor Hockey Association, and may not sell or trade ice outside of the Corporation, including Russell Minor Hockey Association. This could result in loss of future ice allocation. It is the responsibility of the area Associations and the Gloucester Minor Rangers to ensure that all teams are aware of this.
- 30.8 The GHA Office Manager shall schedule House League home games in arenas considered the geographical center of the home association where ice availability in such arena meets game requirements before scheduling in another arena.
- 30.9 The GHA Office Manager shall schedule Gloucester Minor Rangers home games in Armstrong Arena where ice availability in such arena meets game requirements before scheduling in another arena.
- 30.10 The GHA Office Manager shall schedule Association Rep B games in arenas considered the geographical center of the home association where ice availability in such arena meets game requirements before scheduling in another arena.
- 30.11 Payments - the Office Manager shall provide a breakdown of Practice and Initiation ice hours and permit numbers by Association and Gloucester Minor Rangers to the Treasurer in August for core hours. The Treasurer shall prepare invoices for each association and the Gloucester Minor Rangers. Payment of core hours must be received by the 15th day of the month after the current month's ice usage. Core ice payments not received by the due dates shall be assessed interest at

1% per day until payment is received at the GHA Office. Payments not made within two weeks of the due date may result in cancellation of Association or Gloucester Minor Rangers ice permits for subsequent months. Game ice shall be included in the invoice as outlined in R & R 10.1

- 30.12 Special Event Allocations - Special Event ice returns must be made within 15 business days prior to the Special Event. Payment for Special Event ice must be made as per 30.11
- 30.13 It is the responsibility of the Office Manager to input all hours - game, practice, Initiation and Special Event to the scheduling database and post to the WEB. Practice hours shall be posted based on ownership of ice only. Competitive game ice shall be posted by team only. House League games shall be posted as per scheduled. The Office Manager shall provide, by the 25th day of each month, a schedule of ice usage for that month to the Treasurer and VP Administration.
- 30.14 Practice Ice for the Gloucester Minor Rangers (a sub committee of the Corporation) shall be allocated based on 1.5 hours per team per week over 22 weeks (taking into consideration Special events and holidays within the season) from October 1 to March 31 for A and AA teams.

**GLOUCESTER RANGERS MINOR HOCKEY**

**Board of Directors**



- ★ Member of the Executive Committee
- ★★ Non-voting Member

**THE FOLLOWING PERTAINS TO THE REGULATIONS**

---

**GOVERNING THE OPERATION OF THE GLOUCESTER**

---

**RANGERS MINOR HOCKEY (RANGERS)**

---

**R&R 31 - REGULATIONS GOVERNING THE OPERATIONS OF THE GLOUCESTER RANGERS  
MINOR HOCKEY (RANGERS)**

- 31.1 The Corporation “AA” and “A” teams shall constitute the Gloucester Rangers Minor Hockey, hereinafter referred to as the Rangers. Each team shall be known as the Gloucester Rangers. The administration and hockey operations shall be the responsibility of a Board of Directors and Executive Committee.
- 31.2 The Board of Directors shall be comprised of the following:
- a. The Executive Committee
    - Chair
    - Past Chair
    - Vice-Chair (Administration)
    - Vice-Chair (Hockey Operations)
    - Secretary
    - Treasurer
    - Corporation President
  - b. The Board Members
    - Executive Committee
    - Ice Director
    - Director of Tournaments
    - Director of Equipment
    - Director of Discipline and Complaints
    - Director of Public Relations*
    - “A” Convenor
    - “AA” Convenor
  - c. All members of the Board shall have a single vote, with the exception of the Chair who shall vote in the event of a tie.

31.3 If a member of the Board of Directors participates in activities with interests conflicting with Rangers Board of Directors, his office may be declared vacant by a two-thirds majority vote of all members of the Board. The member may appeal any decision of the Board or Executive to the Corporation President.

31.4 Selection of the Board of Directors

- a. The member associations of the Corporation (District 9) will submit a list of prospective candidates, residents of District 9, no later than February 28 to the Corporation President, the Corporation 1st Vice President, or the GRMH Chair. Where an excess required to fill the vacant positions of the GRMH exists, the Corporation shall select from the list those names fulfilling the following criteria:
  1. An even distribution of members by player age group and category.
  2. An equitable representation by area registration.
- b. The proposed slate must be presented for approval to the Corporation no later than the March Board of Directors meeting, subject to the following provisions:
  1. The proposed slate must contain at least one representative from each member association.
  2. The Executive Committee of the GRMH shall be elected prior to the D9 AGM, from the approved slate (31.2.a), *from the GHA approved by slate by the membership of District 9 at the GRMH Annual General Meeting.*

Elections shall be for a period of two (2) years as follows:

Odd Years at time of Election:

Vice Chair Operations  
Secretary  
Treasurer

Even Years at time of Election:

Chair  
Vice Chair Administration

3. Selections to the Board of Directors of the GRMH will be for a period of two (2) years. Re-submissions for non-elected positions will be on a yearly basis after a two-year term is completed.
4. The newly elected executive committee shall, in liaison with the balance of the slate, appoint the Board positions.
5. The Executive Committee of the GRMH shall appoint candidates to fulfill the vacant positions on the Rangers Board following the guidelines as established in 31.4.a. These shall be subject to approval by the Corporation Board of Directors.
6. Upon completion of the term, they may reapply through their association.
7. No member of the Board of Directors may serve more than six (6) consecutive years, without the approval of the Corporation. Members of the Board must be residents of District 9.

- c. The Corporation President, or his designate, shall be a member of the Rangers Board of Directors with voting rights. He will ensure adherence to the Corporation's By-laws and the Rules and Regulations.
- d. To be eligible for election to the position of Chair, the candidate must have served as an elected member of the GHA or Association Executive or GRMH Board of Directors for minimum of one year.

### 31.5 Powers and Duties of the Board

- a. Chair
  - 1. Shall preside at all Board of Directors, Executive Committee, General and Annual meetings of the Rangers.
  - 2. Shall exercise the authority of the Rangers in cases of emergency, subject to ratification by the entire Executive within a reasonable period of time.
  - 3. Shall be the official spokesman for the Rangers as a member of the Corporation Board of Directors.
  - 4. Shall be ex officio member of all Rangers Committees.
  - 5. Shall not vote except in the case of a tie when he shall cast the deciding vote.
- b. Past Chair
  - 1. Duties as assigned by the Chair.
  - 2. Shall be a member of the Board and Executive with voting rights.
- c. Vice-Chair (Administration)
  - 1. Shall be responsible for the Director of Public Relations.
  - 2. Shall co-ordinate the coach's evaluation program.
  - 3. Shall ensure the dissemination of information to all Rangers and their family
  - 4. Shall be responsible for the co-ordination of team photos, the Rangers showcase and banners.
  - 5. Shall be a member of the Board and Executive with voting rights.
- d. Vice-Chair (Hockey Operations)
  - 1. Shall perform the duties of the Chair in his absence or at his request and shall then have all the rights and powers of the Chair. When acting as Chair he shall not vote except to break a tie.
  - 2. Shall ensure adherence to the Rangers Coaches Guidelines.
  - 3. Shall be the official responsible for tryouts.
  - 4. Shall be a member of the Board and Executive with voting rights.
- e. Secretary
  - 1. Shall prepare minutes of all Board, Executive, General and Annual meetings of the Rangers and ensure proper distribution of same.
  - 2. Shall prepare correspondence as necessary for the normal operation of the Rangers.
  - 3. Shall be a member of the Board and Executive with voting rights.
  - 4. Shall have custody of all documents and records pertaining to the affairs of the Gloucester Rangers Minor Hockey except those held by the Registrar.
- f. Treasurer

1. Shall receive all monies payable to the Rangers and deposit same in a chartered bank as directed by the Rangers Board or Executive, keep an accurate record of all monies received and disbursed and report at each Board meeting and Annual General Meeting.
2. Shall receive and record all accounts payable by the Rangers and its teams and with the approval of the Rangers Board or Executive pay all such accounts by cheque signed by both he and the Chair.
3. Shall keep, and permanently retain for six (6) years, books of accounts and make them available to the Rangers Board or Executive on request.
4. Shall have all financial records prepared for audit each year and present them to the Corporation and Rangers Annual Meetings.
5. Shall be a member of the Board and Executive with voting rights.

g. Ice Director

1. Shall be responsible for the fair distribution of ice to Rangers.
2. Shall arrange for the purchase of “contract ice” and assure the completion of the proper contracts.
3. Shall keep proper records of ice allocation and make them available to the Rangers Board or Executive on request.
4. Shall be a member of the Board with voting rights.
5. Shall be a member of the Corporation Scheduling Committee.

h. Director of Tournaments

1. Shall be responsible for the co-ordination of all Rangers tournaments by establishing the required committees.
2. Shall establish and maintain a tournament information bank and perform tournament assessments.
3. Shall be a member of the Board with voting rights.

i. Director of Equipment

1. Shall be responsible for an accurate inventory of all equipment owned by the Rangers teams and the equipment's general good condition and the need for repairs, replacements and additions.
2. Shall be responsible for the distribution and collection of all equipment to the Rangers teams.
3. Shall be a member of the Board with voting rights.

- j. Director of Discipline and Complaints
  - 1. Shall receive all concerns and conduct investigations.
  - 2. Shall attend hearings as required.
  - 3. Shall recommend course of actions regarding conduct deemed unnecessary.
  - 4. Shall follow up on complaints/appeals.
  - 5. Shall be a member of the Board with voting rights.
  
- k. League Convenors
  - 1. Shall attend all ODMHL Executive meetings and assume additional duties as accepted within the ODMHL.
  - 2. Shall attend and report to all Rangers Board meetings.
  - 3. Shall be responsible for the registration of all players within the Rangers in accordance with instructions promulgated by the ODMHL Registrar-in-Chief and the Corporation by-laws and the Rules and Regulations.
  - 4. All appointments to the ODMHL by Gloucester Zone shall be made by the Rangers Board through the League Convenors.
  - 5. Both Convenors shall be members of the Board with voting rights.
  
- l. Tournament Co-ordinator
  - 1. Shall be responsible for all activities concerning the “Rangers “A” Tournament”, to include selecting sufficient parental representatives from all Rangers “A” teams to assist in organizing and carrying out the said Tournament.
  - 2. Shall report to the Rangers Board and be an ex officio member of this Board.
  
- m. Team Liaisons
  - 1. Shall be selected from the Board of Directors, one member per team, to monitor team tryouts ensuring adherence to the guidelines outlined in the Coaches’ Manual and direct all concerns to the GRMH level Coaching Co-ordinator.
  - 2. Shall provide a list of registered players to the coach before the commencement of his first tryout.
  - 3. Will distribute and list numbered jerseys for the team tryout.
  - 4. Will be present for the release of all players at their assigned level.
  - 5. Will attend the first organizational meeting of their assigned team and oversee the approval of the team budget, team manager and present the Rangers Guidelines.
  - 6. Team Promotion and Communication on an ongoing basis with the team as assigned in 30.5.n.1. The duties shall be Administrative in nature and in no way conflict with those of the GRMH Board of Directors.
  
- n. Director of Public Relations

Refer to 30.5.c Vice-Chair Administration

### 31.6 Meetings and Elections

- a. The Rangers Board shall hold an Annual Meeting in April or May each year at a time and place to be decided by the Rangers. Meetings to be advertised throughout District 9.
- b. Board, Executive and General meetings of the Rangers shall be at the call of the Chair.
- c. The quorum for the Board, Executive and General meetings of the Rangers shall be one half its elected members.
- d. The Corporation representative at all Rangers meetings shall be the Corporation President or delegate.
- e. Unless granted a leave of absence by the Board, any member of the Board who absents himself from two consecutive meetings of the Board may have his office declared vacant by the Board.

### 31.7 Team Entries

The number of teams in each age bracket shall be recommended to the Corporation by the Rangers Board or Executive.

### 31.8 Registration Fees and Operating Expenses

- a. Registration fees for teams participating in ODMHL Division shall be those approved by the ODMHL Finance Committee.
- b. Registration fees for each player and team operating expenses shall be payable to the Rangers Treasurer.
- c. A player registration fee or any portion thereof may be refunded at the discretion of the Rangers Board or Executive.
- d. A team operating budget shall be submitted to the Rangers Board or Executive prior to final selections of teams in each playing season. The operating budget is to include an estimate of all foreseeable expenses and expected revenue.
- e. The Rangers Board or Executive may adjust budgets to assure a balance of expenses and revenue.
- f. Operating expenses of Rangers teams should be raised through player registration fees, sponsorship and City financial assistance.
- g. The Rangers Executive must provide the Corporation with year-end team and association financial statements.

### 31.9 Registration of Players, Coaches, Managers and Trainers

Each Rangers team shall register coaches, managers, trainers and 15 (minimum) players in accordance with ODMHA/Hockey Canada Regulations. Novice age players are not eligible to play on Rangers teams.

### 31.10 Selection of Coaches, Managers and Trainers

- a. Each year prior to March 1, each Rangers coach shall serve notice in writing of his intention to act as coach of his present team for another season.
- b. Coaching positions shall be advertised annually throughout District 9.
- c.
  - i. Coaches will be selected by the Rangers Coaches Selection Committee consisting of the Corporation Designate, Vice-President Operations, Level Coaching Coordinator, the Chair (who shall vote only in the case of a tie) and the Secretary. Should a member of the Rangers Selection Committee be related to a coach that is being selected or to a prospective player on that team, that member of the Selection Committee shall declare a conflict of interest and shall not vote.
  - ii. Formal approval will be required by the Ranger Board and by the Executive Committee of the Corporation with the member Association Presidents. The GRMH Chair will provide a list of all applicants to both boards for prior approval.
    - \* When a concern of an applicant is identified, historical data and documentation should be communicated to the GRMH Chair in a timely manner (7 days). This will enable the selection committee to formulate the interview to address these concerns.
    - \* If the applicant is still a candidate his/her name would need to be resubmitted for approval by the GHA and the GRMH Boards. For all other candidates presented at the application deadline of March 31st a special meeting to be convened upon the request of the GHA or the Ranger board
- d. A majority of the Rangers Board or Executive may action the suspension and/or replacement of a coach/manager/assistant coach/trainer for conduct unbecoming to the game of hockey, its players, parents or officials.
- e. The coach/manager/assistant coach/trainer concerned shall be invited to any meeting regarding his suspension. The coach/manager/assistant coach/trainer may appeal any decision of the Rangers Board or Executive to the Corporation President.

### 31.11 Player Selection

- a. *Players trying out for a Ranger team must;*
  - *be a bona-fide resident of District 9 and*
  - *be registered with the local member hockey association of District 9 and*
  - *have completed and submitted the Tryout Registration form and paid the try out fee*
- b. *Players for all Rangers hockey teams shall be selected entirely upon their hockey ability as required to produce a competitive team in each age category*
- c. *All players will tryout at their appropriate age level.*

- d. Any player trying out may be selected for either “AA” or “A” team where available at their age level.*
- e. Each player will receive a minimum of two (2) tryout sessions unless, in the opinion of the teams’ head coaches, the players’ safety may be jeopardized in which case a refund of the tryout fee will be issued. A player who misses a tryout (authorized by the Team Liaison) can be released after one tryout and will NOT be issued a refund*
- f. All tryout sessions are mandatory. All absences requests will be handled on an individual basis and through the Team Liaison. The Team Liaison will only entertain such requests at the orientation sessions or later.*

31.12 Release of Team Membership

All Hockey Canada player cards shall terminate in accordance with ODMHA rules. Players may be released prior to that date upon request to the Rangers Chair according to the by-laws and the Rules and Regulations of the Corporation, the ODHA and Hockey Canada.

31.13 Publication/Distribution of Guidelines, Rules, Regulations, etc.

The publication/distribution of any Rangers guidelines, rules, regulations, etc. that involve a player, team official and/or parent must have the approval of the Corporation Board of Directors prior to publication/distribution.

31.14 In Absence of Rules/Regulations

In the absence of any rules and regulations governing the operation of the Rangers, the Corporation, ODHA or Hockey Canada Constitution, by-laws and/or the Rules and Regulations shall take precedence.