



HANDBOOK

Revised Date: September 15, 2014

ABSTRACT

The objective of the League shall be to promote, develop and encourage sportsmanship and fair play in the game of hockey among the youth of the League members.

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REVISION HISTORY

Date	Author	Revision
July 6 th , 2012	Sherry Malloy, WCMHA President	V1: Initial Draft
July 11 th , 2012	Sherry Malloy, WCMHA President	V2: revision from committee meeting
July 18 th , 2012	Sherry Malloy, WCMHA President	V3: addition of playoffs for review
August 8 th , 2012	Sherry Malloy, WCMHA President	V4: revision from committee meeting Aug. 1/2012
October 3 rd , 2012	Glenn Austin, LCMHL President	V5: Final with format changes
September 15, 2014	LCMHL	V6: Move to Handbook, rule & format changes

CONSTITUTION

Article 1 Name

The League shall be known as the Lanark Carleton Minor Hockey League (LCMHL), hereinafter referred to as the “**League**”.

Article 2 Objective

The objective of the League shall be to promote, develop and encourage sportsmanship and fair play in the game of hockey among the youth of the League members.

Article 3 Membership

- a) Membership shall be open to any Minor Hockey Association of one or more teams within District 4.
- b) Associate membership shall be open to any Minor Hockey Association with one or more teams. Associate members must indicate where they are placing teams no later than the first September meeting of the league.
- c) Application for renewal of membership shall be made to the Secretary of the League, accompanied with the applicable fees.
- d) Application for membership shall be made at the commencement of each season. Application for new membership must be made prior to the commencement of the current season.
- e) Application for withdrawal by a member Association or any of their individual teams must be submitted, in writing, to the President of the League then to the District 4 Chairperson no later than the first September meeting of the league for approval.

Article 4 Board of Directors

- a) Each member Association shall submit a letter appointing one representative and alternates before the commencement of season. The representative shall be a Director of the League and be entitled to one vote at meetings.
- b) Associate members may attend meetings and participate, and are entitled to vote.
- c) The Board of Directors and Executive Officers shall manage the affairs of the League. Its Directors shall transact no business of the League, except at a meeting of Directors at which a quorum is present.
- d) No member of the Board of Directors is entitled to more than a single vote.
- e) No Association shall be represented at any meeting of the League unless all monies due have been paid.
- f) If an Association is not present for 2 consecutive meetings, then that Association will be notified after the 1st meeting and fined \$150 after the 2nd meeting.

Article 5 Executive Officers

- a) The following are the **Executive Officers**
- **Past President**
 - **President**
 - **Vice President**
 - **Secretary**
 - **Treasurer**
 - **Webmaster**
 - **Statisticians** (maximum of two (2) voting positions). If there are more than two (2) statisticians attending the meeting, a lottery/draw will determine who receives the votes.
- b) **ELECTIONS** shall be held at the Annual General Meeting, hereinafter referred to as the “AGM”.
- The President and Vice President may hold only one office. All other directors may hold any two of the remaining Offices.
 - To be eligible to run for President, the nominated person must have served on the Board during the current year.
 - Any willing volunteer from a member Association provided said person has the written approval of their Association and is nominated and approved by the Board of Directors may fill any Executive position left vacant at the conclusion of the AGM.
- c) **TERM OF OFFICE** - All Officers shall hold office for one year or until their successors have been appointed or elected.
- d) **REMOVAL** - All Officers may at any time with just cause be subject to removal by resolution of the Board of Directors.
- e) **DELEGATION OF POWER** - The Board may by resolution designate power and duties of the League to any Officer or Director.

Article 6 Powers

- a) **BOARD OF DIRECTORS** - The Board of Directors shall be empowered to authorize expenditures on behalf of the League, and delegate by resolution to an Officer(s) this right.

The Board of Directors may receive donations and benefits for the purpose of furthering the objectives of the League. All donations and benefits received will be formally recorded by the League for transparency purposes.

- b) **EXECUTIVE** - Any Executive position vacated during a term of office may be filled by a majority vote. The appointed member will assume all duties of an elected official until the end of the serving year.

The Executive shall have the authority to suspend from participating in the League, any officer, team official, referee, minor official, team or player for breach of this constitution, its by-laws or conduct deemed prejudicial to the general welfare of the League.

Appoint sub-committees from its membership or employ individuals for the handling of special or specified business that falls outside the responsibilities of elected Officers of the Association.

Article 7 Meeting of Directors

- a) **PLACE AND NOTICE** - Meetings of the Board of Directors may be held as the Directors deem. Meetings may be convened by the President or Vice President. Notice may be given not less than one week prior to. The Board may schedule meetings over a period of time, therefore no notice will be needed.
- b) **VOTING** - Matters arising at any meeting of Directors will be decided by a majority vote. In the case of a tie vote, the Chairperson will have the deciding vote. Each Executive Officer and member Association will have one (1) vote. Quorum (Article 14) must be in place for a vote to occur.

Article 8 Annual General Meeting

The Annual General Meeting (hereinafter referred to AGM) shall be held no later than May 15.

Article 9 Fiscal Year

The fiscal year shall begin and end with the AGM.

Article 10 Committees

The Board of Directors may appoint committees as they deem necessary. The members need not be Directors. The Chairperson for said committee may appoint the members. The Board of Directors shall have the power to dissolve or reconstitute said committee, limit, modify, change or expand the powers and authorities of said committee. The final proceedings of said committee shall be governed by the by-laws and the Board of Directors shall approve resolutions prior to proceedings.

Article 11 Amendments

- a) Notice of the proposed amendments to the Constitution shall be submitted to the Secretary in writing at least seven (7) days before the regular League meeting preceding the League AGM. The Secretary shall circulate the proposed amendments to all Associations and the Executive Committee at the regular meeting. All amendments to the Constitution shall be adopted only at the AGM by a two-thirds majority vote.
- b) Any amendments to the operations and administration, By-Laws and League Regulations may be approved at a meeting of the Directors by a simple majority vote provided that a notice of the motion to be made was sent to directors at least fifteen days prior to the meeting. Motions affecting the By-Laws and Regulations made without prior notice will be tabled until the next meeting. All amendments shall take immediate effect and remain in effect for the remainder of the current year unless otherwise specified.
- c) Any amendment to the Constitution, By-Laws, or Regulations of the CHA, ODHA, or ODMHA shall automatically amend the Constitution, By-Laws, or Regulations of the League where applicable.

Article 12 By-laws and Regulations

The By-Laws and Regulations shall be considered and published as an Appendix to the League's Constitution and be established or amended only by proposal of members of the Executive or Standing Committee and approved by a two thirds (2/3) majority vote of the members present at an AGM.

Article 13 Dissolution of the League

If for any reason the League should dissolve, a Special meeting shall be called to disburse all assets. A two thirds (2/3) majority vote is needed to proceed with this action.

Article 14 Quorum

A quorum shall be 50% plus one (1) of the Board of Directors and Executive Officers, one of which must be the President or Vice President.

Article 15 Adjournment

The Chairperson of any meeting may, with the consent of the meeting, adjourn such meeting from time to time and no notice of such adjournment need be given to members. Any business may be brought before or dealt with at any adjourned meeting which may have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

Revision Dates

Original Constitution May 1985

Amended	26 April 1988	24 April 1993	20 April 1998	April 2002
	26 April 1989	24 April 1995	19 April 1999	April 2003
	23 April 1990	30 April 1996	24 April 2000	May 2014
	April 1992	28 April 1997	25 April 2001	

BY-LAWS

Clause 1 Fees

- a) The League entry fees shall be set annually by the Directors.
- b) Any financial deficit of the League shall be prorated among all registered Associations no later than 30 days prior to the AGM and payable at the AGM. Failure to abide by this rule may result in the suspension of the Association from further involvement in the League and reported to the District Chairperson.

Clause 2 Duties

President

- The President of the League shall be the chief Executive Officer of all the League and shall preside, if present, at all meetings of the Directors and the members of the League. The President shall have the powers and be charged with the duties of that office and shall perform all duties incident to his/her office and such other powers and duties as may from time to time be assigned to him/her by the Board of Directors.
- The President shall report all suspensions to the Board of Directors at regular league meetings.
- The President shall have the authority to enforce all suspensions incurred under the ODMHA Code of Discipline during League and play-off games, or upon the recommendation of the District Chairperson for suspensions incurred during tournaments or exhibition games.
- The President shall only vote in the event of a tie.
- The President or his/her designate shall represent the League at District 4 and ODMHA meetings.
- The President shall be one of three (3) signing authorities.

Past President

- The Past President shall be an advisor to the President, the Executive Committee and Board of Directors. The Past President may be elected to any position except that of President during his/her tenure as Past President.

Vice President

- The Vice President shall be vested with the power to perform all duties of the President in his/her absence, or as directed by the Board of Directors.
- The Vice President shall liaison with all teams regarding day to day operations.
- The Vice President shall be one of three (3) signing authorities.

Treasurer

- Subject to the provisions of any resolution of the Board of Directors, shall have the care and custody of the funds. The Treasurer shall sign contracts, documents, or instruments as require signature and have powers and duties as may be requested to perform duties, as the League feels necessary.
- The Treasurer must be one of the signing authorities.

Secretary

- The Secretary shall give notice of meetings of Directors and Committees. The secretary shall maintain the books of the League unless otherwise stated and may be requested to perform further duties, as the League feels necessary.

Webmaster

- The Webmaster is responsible for the design and management of the League's Web site and distribution of information to the League membership. The Webmaster duties include, but are not limited to:
 - Create and administer pages on the website via the online site administration tools provided by the website host;
 - Manage website administrator accounts and privileges;
 - Work with the League Game Scheduler to upload regular season and playoff games into the League Web site;
 - Distribution of association news announcements and emails
 - Help support and maintain the League/District Suspension reporting system, including account provision

Statistician

- Shall be responsible for their Division (Novice, Atom, Pee Wee, Bantam, Midget & Juvenile) of hockey within the League.
- Prepare game schedules (regular season & playoff), keep records of statistics and determine the League regular season and playoff Champions.
- Provide and distribute an electronic report for each meeting of the League on matters related to their Division (stats, missing/late game sheets, changes to schedules) and keep other records as may be specified annually by the Board of Directors

Clause 3 Appeals and Discipline Committee

- a) The Appeals and Discipline Committee (hereinafter referred to as the **A&D Committee**) shall be appointed by the President. The committee shall consist of at least three members, plus the President or Vice President, who shall act as Chairperson of the Committee.

The appealing Association shall not have a member on the A&D Committee.

- b) The A&D Committee shall meet as summoned by its Chairperson and shall deal with all disciplinary matters, protests, rule interpretations and other matters related thereto.
- c) The A&D Committee shall have the authority to summon any player, official Association officer, League Director or Officer for the purpose of questioning.
- d) The A&D Committee shall have the power to impose penalties in conjunction with the ODMHA Code of Discipline as it may consider appropriate in the circumstances, and rule on matters brought before it.
- e) The A&D Committee shall report its findings, conclusions, decisions and recommendations to the Executive Committee and the parties involved.

Clause 4 Age Groups and Divisions

Team divisions shall be according to CHA/ODHA/ODMHA age group regulations and shall be named Novice, Atom, Peewee, Bantam, Midget, and Juvenile. Divisions may be tiered by ability or divided by other rationale that the Board of Directors may see fit.

Clause 5 Team Registration

- Team entries shall only be accepted from member Associations paid in full.
- Registration of all teams shall be submitted annually to the Secretary accompanied by the appropriate fees.
- The acceptance of any team entry in the league shall be the prerogative of the League Directors.

Clause 6 Team Placement

- For **Team Placement**, the League will use the Ottawa District Minor Hockey Association guideline for a tiered recreational league (Appendix D of ODMHA Rules and Regulations). Associations must seek exemptions from the League should they wish to deviate. They must be voted on by the League at the Team Placement meeting in late September. Any disputes will be referred to the League President.
- Associations must report the number of teams at all divisions and ages to the League at the beginning of the year.
- In the event an association has more than one (1) team per category and the League determines there is an imbalance of players, the member Association will be requested to balance teams.
- No changes to team placement may be requested **after November 15**.

Clause 7 Player and Team Registration

- a) All players shall be registered in accordance with ODMHA Regulation 9.0 Players, Officials and Team Registration.
- b) The respective Associations shall be responsible for the verification of residency in accordance with ODMHA Regulation 6.0 Residence Rules.
- c) All teams must submit an official ODMHA Team List verified and signed by their Association and District Registrars.
- d) A copy of all completed team lists must be submitted to the League President and the appropriate League Statistician by November 1st of that year. Any team list not submitted by November 15th will result in all games for that team being forfeited to the opposing teams until copies of the team list have been submitted to the league officials.
- e) Any changes to the team lists after this date must be sent in writing to the President, District and Association Registrars for approval prior to the player playing.
- f) A final copy of the affiliations for teams must be submitted to the League President by Feb. 1st.

Clause 8 Number of Players per Team

- A maximum of nineteen (19) players per team. Seventeen (17) players and two (2) goalie
- Teams may use affiliated players for suspended players.

Clause 9 Team Officials

In accordance with ODMHA Regulation 10.

Clause 10 General

Any situation which may arise which is not specifically covered by these By-Laws and Constitution shall be ruled upon by the Board of Directors. The rulings shall be valid only for the season in progress.

Clause 11 Suspension of Members

The President of the League or the Executive Committee of the Board of Directors shall have the authority to suspend or expel from participating in the League any coach, manager, player, trainer, referee or any other person connected with a team or Association participating in the League.

Such actions may be assessed for infringement of playing rules, conduct unbecoming to hockey, refusing to accept and obey rulings of the League, notorious and continued foul play, unfair, unsportsmanlike and ungentlemanly conduct, individually or collectively, on the ice or on any arena property where a hockey game is being played or gathering in the interests of the game, for negligence to pay League fees or for any persistent infringement of the laws of the game or rules of the ODMHA. Any suspensions may be appealed.

Any suspension levied by the League President or Executive must be ratified by the Board of Directors at the next regular or special meeting of the League.

Revision History

Dated May 1985

Amended	26 April 1988	April 1992	28 April 1997	25 April 2001
	26 April 1989	24 April 1993	20 April 1998	April 2003
	23 April 1990	24 April 1995	19 April 1999	April 2008
	15 April 1991	30 April 1996	24 April 2000	May 2014

RULES AND REGULATIONS

1. INTERPRETATION

In these playing rules:

- a) **League Executive:** means the Officers of the LCMHL, and it also encompasses the Association Representatives from all of the registered Associations within District 4.
- b) **League:** Means the LCMHL (Lanark Carleton Minor Hockey League) generally or the Board of Directors of the LCMHL League according to its Constitution and By-Laws.
- c) **ODMHA:** Means the Ottawa District Minor Hockey Association, Minor Council or the Executive Committee of the ODMHA.
- d) **Association:** Refers to any registered Association in ODMHA or registered Association within LCMHL.

2. CODE OF CONDUCT

Any team members, team, association, club or league official whose conduct on or off the ice before, during or after any LCMHL League game, playoff or special event game is deemed to be detrimental to the interests of the LCMHL League, may be subject to suspension by the League Executive.

3. GENERAL

Playing Rules & General information: can only be found on the LCMHL League Website & should be checked on a frequent basis during the season.

General Playing rules: are subject to Hockey Canada rules plus the Minor Regulations and Code of Discipline as set by the ODMHA. The following additional rules are specific to the operation of the LCMHL League.

NOTE Where discrepancies or disputes arise the League Executive will determine the interpretation of said playing rules. In all cases, the Executive will have the final decision on the LCMHL League playing rules.

Code of Discipline: All teams must adhere to the latest edition of the **ODMHA Code of Discipline** listed in the most recent **ODMHA** handbook and posted on the LCMHL & ODMHA Website. Team officials who do not adhere to these conditions face disciplinary action by the LCMHL League Appeals and Discipline Committee All penalties incurred by players and team officials under the code must be reported to both the LCMHL Representative and the respective District Representative within **24 HOURS** after the completion of the game in which the infraction(s) occurred and for tournament play prior to the next tournament game, if applicable. This is in addition to any home association policy.

- **For any team that receives 50% more penalty minutes than the average within their division**, the League President will notify the team and the association. If the team's penalty minutes with respect to the division's average are not reduced, the Coach and Team may be subject to disciplinary action from the League's President or the League's Appeals and Discipline Committee.
- Any Pee wee team receiving more than 10 penalties in a game shall have their coach suspended for one game. Any Bantam team receiving more than 12 penalties in a game shall have their coach suspended for one game. Any Midget team receiving more than 15 penalties in a game shall have their coach suspended for one game.
- **Any player receiving his/her 4th penalty in a game shall be ejected from the remainder of that game.** The score keeper shall notify the referee of any player receiving his/her 4th penalty within the game.
- **Any player or team official receiving a fighting penalty, game misconduct, match penalty or gross misconduct shall not be allowed to return to play in the LCMHL until acknowledgement by the Association of the infraction of the player/team official.** The association representative shall submit

a report explaining the player's/team official's actions and the recommended term of suspension. All penalties are subject to the minimum required by the ODMHA and further discipline may be applied by the LCMHL.

- Further to the Code of Discipline set out by the ODMHA, the Lanark Carleton Minor Hockey League shall impose additional game suspensions equal to the number of games administered by the ODMHA Code of Discipline for instigator and/or aggressor penalties.
- The LCMHL Appeals and Discipline Committee is chaired by the President or VP and the panel consist of three (3) LCMHL Association Reps that are not in a conflict of interest in terms of the hearing

ODMHA	+	LCMHL (new in addition to ODMHA)	⇒	Total
Instigator <i>OR</i> Aggressor				
Suspended next meaningful game	+	Suspended next meaningful game (or more)	⇒	Suspended next two (2) meaningful games or more
Instigator <i>AND</i> Aggressor				
Suspended next two (2) meaningful games	+	Suspended next two (2) meaningful games (or more)	⇒	Suspended next four (4) meaningful games or more

Season: The League Executive shall determine the duration and format of both the League season and playoffs. The League Executive will also have the final decision in any LCMHL Special event for each division of the LCMHL League.

SWEATERS: Every member of the home team including goaltenders **must** wear light coloured team sweaters issued by the minor hockey association. The visiting team including goaltenders **must** wear distinctive dark-coloured sweaters issued by the minor hockey association. Unless the Associations have prior approval from the League for the use of other jerseys (for example, sponsored jerseys in one-color only) the player(s) must abide by this rule. Failure to comply with this rule may result in the immediate expulsion from the game of the offending player(s). In the case of matching or confusing colours, the Home Team must change. The referee will decide if a change is required.

HANDSHAKE: Unless otherwise directed by the referee for safety or disciplinary reasons, the handshake shall take place at the **CONCLUSION** of each game. Coaches shall stress the importance of sportsmanship. Any player or member of a team staff that receives a game misconduct after the handshake process has started shall receive a minimum 2 game suspension. Any player or member of the team that receives a 10 minute misconduct after the handshake process has started will receive a minimum 1 game suspension. After any team is involved in 2 such incidents during the year the head coach will receive a 2 game suspension.

Team/Coach Penalties: The LCMHL League Playing Rules are designed to ensure fairness to all teams and players. Failure to abide by any of these rules may result in the **FORFEITURE OF GAME POINTS** and the **SUSPENSIONS OF COACHES/TEAM OFFICIALS** for at least the next meaningful league, playoff or special event game as determined by the League Executive.

Pre-game Activities: No team will be allowed to conduct a pre-game event that may affect the playing time of any league, playoff, or special league event games without prior written authorization by the League Executive.

Requests for a player to play at a lower age level:

- ✓ Request must be submitted in writing no later than the November League meeting.
- ✓ A \$25 cheque made payable to the LCMHL must accompany the request (no refund will be given).
- ✓ Request must include Association approval, name of player, birth date, reason for request and players sweater number. The Association must provide a minimum of 3 ice times when the player can be evaluated (ice time must include scrimmage). The League will provide an evaluator.
- ✓ Player should be seen at his/her appropriate age group.
- ✓ Evaluator must be notified 24 hours in advance if player is unable to attend the specified ice times.
- ✓ Player requests must be approved by the League President and District 4 Council in accordance with ODMHA Policy.

4. LEAGUE PLAY

Season: All Divisions in the LCMHL League will play a 24 game schedule, with the exception of Novice and Juvenile, they will play 20 games. The League Executive shall determine the duration and format of both the League regular season and playoffs for each division of the LCMHL League.

- At no time will League games be allowed to be scheduled or permitted as part of any tournament play unless they are hosted or approved by the LCMHL League.
- The League may host showcase events. This will be decided by the Executive.
- The exact date(s) will be set by the Executive by the end of the month of May for the following year.
- All Member Associations are required to participate. Failure to do so could result in a fine and or the possible suspension of the team or team officials.

5. GAMES START TIMES ALL DIVISIONS

Start Times: The earliest start times at all levels for the LCMHL regular season & playoff games for **Monday to Friday** 18:00 hours (6:00pm) and for **weekends** 08:00 hours (8:00 am).

Required Ice Allotment times per Division: 15% of ice submission by registered Associations is expected for weekdays (Monday to Friday). The League will make every effort to schedule sensibly for start times between teams with travel. These times exclude flood times.

50 Minute Game: Novice, Atom, Peewee and Bantam

80 Minute Game: Midget and Juvenile

Restrictions regarding the latest start time for regular season & playoff games.

Novice 7:00 PM (19:00 hours)

Atom 8:00 PM (20:00 hours)

Peewee 8:00 PM (20:00 hours)

Bantam 9:00 PM (21:00 hours)

Midget and Juvenile 9:30 PM (21:30 hours)

6. REFEREES

- a) To the extent permitted at local arenas, the referee **MUST** be on the ice before the scheduled **START TIME**.
- b) It is recommended that a Home Team Official ensure referees booked for their game are present at the arena 15 minutes prior to the start time of the game.
- c) Should a no-show of officials occur, the home team must advise the appropriate statistician within 24 hours. Games cancelled due to absent officials will be rescheduled by the statistician and the home team.
- d) **All games are to be played under the following system:**
Novice, Atom & PeeWee (all levels) - 2 man system
PeeWee, Bantam, Midget and Juvenile (all levels) - 3 man system

Under the 2-man system, one official **MUST** have one year of experience.

Under the 3-man system, Linesmen may be Level I officials but the referee **MUST** be a Level II.

Level III referees are recommended for all Midget and Juvenile games.

- e) **Referees Game Sheet Responsibility at the end of the game:** The game sheet must be delivered to the home team by the referee in a timely manner of approximately 30 minutes. The referee will retain the first and last copy for reporting of a game incident when necessary. The second last copy goes to the visiting team. The referee must ensure that any suspension incurred is properly listed and readable prior to returning copies to the teams. He is responsible to ensure that the game sheet is properly signed and noted prior to returning to the team. If any changes are made to the game sheet after the teams have received their copies then the referee must immediately contact a league official and make him or her aware of the change.
- f) Referees must adhere to a dress code established by the referee body when assigned to LCMHL League games
- g) **OFF-ICE OFFICIALS:** Competent off-ice officials ie. PENALTY BOX ATTENDANT must be provided by the home & visiting team for all games. All off-ice officials must be 16 years of age. **Note:** No appeal on the timing of the game will be heard if the team did not provide a **PENALTY BOX ATTENDANT** during the entire game.

NOTE: Penalty box attendant(s) are not timekeepers or scorekeepers.

7. TIMING OF GAMES + TIMEKEEPING RULES

- a) **TIMEKEEPERS:** The Home Team must provide competent and knowledgeable timekeeper(s) for all LCMHL league and playoff games and must be clearly identified with contact number on the game sheet.
- b) **TIMEKEEPERS/SCORER:** Must ensure all suspensions currently in force will be clearly shown on the game sheet and initialled by the **REFEREE PRIOR** to the **BEGINNING** of the game. In addition, **ALL AFFILIATED PLAYERS** must be clearly identified on the game sheet marked as "AP" and shall be in accordance with the ODMHA Minor Affiliation regulations.
- c) The timekeeper/scorer must ensure that any stop-time left over at the end of the game, is clearly noted on the game sheet.
- d) The timekeeper/scorer records goals and assists **as instructed by the referee.**
- e) The timekeeper/scorer records all penalties assessed by the referee in the correct manner, using the abbreviations shown on the back of the game sheets.

- f) The timekeeper/scorer will ensure that the buzzer to end the game is sounded as soon as the correct stop time for the third period has expired or immediately after the running time limit for the game has elapsed, whichever comes first.
- g) The timekeeper/scorer records the end time of the game on the game sheet.
- h) The timekeeper/scorer ensures that the game sheet is signed-off by the referee and linesmen prior to distribution of game sheets.
- i) **TIMEKEEPER RULES:** Timekeepers must enter the start and end time of each game on the game sheet. The start time is the same as the scheduled game time unless a delay has occurred. The timekeeper must also record any unused stop time if a period or game is terminated by running time. If there is no run time clock available, the timekeeper is additionally responsible for monitoring running time with a stopwatch or wristwatch that has the same capability as a stopwatch. The stopwatch or wristwatch once started must not be stopped.
 - The stopwatch, wristwatch or run-time clock is started at the scheduled game time; this clock is started at the warm-up. The timekeeper must sound the buzzer at least 30 seconds prior to the end of the warm-up to prepare the teams for the start of the game.
 - After the warm-up, the timekeeper/scorer enters the applicable stop time on the clock and re-starts the GAME clock for the first period as soon as the referee drops the puck and then times the game strictly in accordance with the official timing rules. The running time remains in effect from the start of the warm-up.
- j) **TIMING: ARENA CLOCKS** are considered the official timepiece for determining the scheduled start and end of all LCMHL regular season and playoff games.
- k) **WARM-UP: A two 2 minute MAXIMUM** warm-up will commence at the scheduled START TIME of the game.

TIME OUTS: Are **NOT** permitted in any LCMHL regular season or play-off game.

RUNNING TIME: In order to maintain uniformity throughout the League and be mindful of arena schedules, the following must be adhered to. It is the responsibility of every participating Association in the LCMHL League to educate and inform their volunteers.

Novice, Atom, Peewee & Bantam:

All games will consist of two (2) ten minute STOP TIME periods, and one (1) twelve minute STOP TIME period (third). The running clock shall be set for fifty (50) minutes and started at the beginning of the time slot. If the clock cannot be started at the beginning of the time slot then it shall be adjusted to the remaining time left in the slot and started immediately. Once started the running clock shall not be stopped. The game ends whenever the first of the following happens: the third period ends, the running clock expires, or the arena staff ends the time period. All rinks should have a visible clock that shows the running time.

Midget & Juvenile:

All games will consist of one (1) fifteen minute STOP TIME period, and two (2) 18 minute STOP TIME periods (second and third). The running clock shall be set to 80 minutes when the ice is ready or adjusted to the time available. Once started the running clock shall not be stopped. The game ends whenever the first of the following happens: the third period ends, the running clock expires, or the arena staff ends the time period. All rinks should have a visible clock that shows the running time.

- l) **DELAYED GAMES:** If, for any valid reason i.e. bad weather, arena staff, injury in previous game, etc. the start of the game is significantly delayed, the game end time can be extended if an agreement is reached between coaches, the arena staff and/or a home association official. Both coaches must indicate their

awareness of the delay and/or extension by initialling the game sheet start time/end time prior to the start of play. At the discretion of the two head coaches, they can modify the 2 minute warm-up. The game must be played and the LCMHL League will make a ruling as to its outcome. It is the Timekeeper's responsibility to ensure that any changes to the published start time is duly noted on the game sheet in the event there is a disagreement and a formal protest is lodged. If a game starts late, and no agreement has been reached to change the official start time and end time, then the game must end at the originally scheduled time. **CLOCK FAILURE:** If the arena time clock fails, the referee must consult with the timekeeper to ensure that a stopwatch or wristwatch with stop capabilities is used to complete the timing of the game. (See Section 7: Timekeeping Rules) If the stop time cannot be recorded, the game will use running time with an adjustment to the penalties. Two (2) minute penalties become three (3) minutes in length; five (5) minute penalties becomes seven (7) minutes. Ten (10) minute penalties will remain ten (10) minutes. Should the clock fail at any time when there is a penalty, the remaining time will be multiplied by 1.5 and served at running time under the appropriate penalty rule. (i.e. Player A has 1:14 remaining in penalty when the clock fails. Upon game restart the penalty time will be set for 1:51 of running time.)

GAME COMPLETED: Regular season and playoff games are considered complete, if a minimum of one-half of the allocated stop time has been played and the run time has expired.

NOTE: Causes for ice to be "unavailable for play" include power failures, unsafe ice, serious injury, etc. The timekeeper must note the stop times at the occurrence of the interruption, and the time it was cleared. A major altercation resulting in interruption of the game is not considered as justification for the application of this rule.

8. RESCHEDULING/ SWITCHED GAMES

- a) **Switched Games:** Visiting teams, as shown on the league schedule, may not reschedule any game(s) without first attempting to switch games with other visiting teams scheduled to play the same home team on a different date. Once the teams involved have agreed to switch a game, the statistician must be notified by the team requesting the switch no later than 72 hours before the scheduled date of the first game involved in the switch. The statistician shall notify the home team. The home team cannot refuse to play the switched team.
- **Re-Scheduled Games:** Teams requesting to have a game re-scheduled, must make the request in writing, and submit it to their statistician for consideration. Statisticians are entrusted with the authority to either approve or deny all requests upon their submission. No team will be allowed to engage with any other team to re-schedule any game without first receiving written approval from their statistician. This rule does not apply to inclement weather related issues. (refer to rule f). The LCMHL League has instituted a policy regarding game changes, to minimize disruption to the League schedule and to provide all teams with a reasonable window of time to meet their scheduling needs.
 - Visiting Teams may switch games as required. A switch involves two visiting teams switching their games, so that games occur as scheduled, but the Game # on that given date changes. The game date, time, and location remain unchanged. On the League schedule, the game number will change to reflect the correct match-up.
 - Prior to midnight on Dec. 15, teams may reschedule as many games as they need to change, provided the new date, time, and location are agreed to by both parties.
 - After midnight on Dec. 15, a maximum of 2 game changes may be requested by any team.

ALL GAME CHANGES AND SWITCHES MUST BE APPROVED, IN ADVANCE, BY THE STATISTICIAN

- b) **Scheduling Deadline:** Any games that have been cancelled and not re-scheduled must be scheduled by the end of December of the current playing season. It is the League's intentions that once the League enters into the New Year, all games have been scheduled.
- c) **Invalid Reasons for Re-Scheduling Games:** No team will be allowed to re-schedule any league or playoff game for team activities, player/coaches absence, game starting time, playing games on successive nights etc. Any requests to have a game re-scheduled; must be sent in writing and receive the approval of the statistician.
- d) **Referee Costs:** Any additional costs charged to the LCMHL League in respect of the game officials assigned to a league or playoff game will be borne by the team that was responsible for incurring the additional costs.
- e) **Ice Costs:** When a team fails to appear for a league or playoff game (scheduled or rescheduled), without proper notification, and/or if the game is not played due to lack of officials or facilities; then the (team or) association at fault will be responsible for all reasonable expenses involved to a maximum of \$75 (subject to approval of the League Executive). Proper notification being at a minimum of 4 hours before game time and personally to one of each of the team's officials, the home association's ice or referee scheduler, or home association's League representative. **Statistician's Discretion:** To ensure the League schedule is completed within the prescribed time limits, the statistician has the authority to make a final decision for all rescheduled and switched games where the teams involved fail to reach an agreement within a reasonable time frame.
- f) **Inclement Weather Re-scheduling:**
 - Team officials must contact their statistician who has the authority to postpone games due to weather conditions.
 - If the statistician cannot be reached, team officials must contact the League President, Vice-President or the Treasurer or Secretary who also have the authority to postpone games.
 - The opposing team must be notified by the team official requesting cancellation due to inclement weather.
 - The team official will then contact the Referee Scheduler of their Association to advise the officials that the game has been postponed and will be re-scheduled.

NOTE: At no time may a team postpone a game on its own. If this is done the team will be subject to a fine or suspension.

9. COMPLETION OF LEAGUE SCHEDULE

- a) All scheduled games **MUST** be played regardless of whether the outcome of the game will affect the status of the League standings. Unless determined otherwise by the League Executive, failure to complete all scheduled games will result in suspension of the coach and/or the loss of points.
- b) All divisions of the LCMHL League must complete their regular league schedule by the final date determined by the League Executive under rule 3. d) (Season).

10. GAME PRECEDENCE

- a) Regular season, playoff or special league event games take precedence over tournaments and exhibition games. Section 13. b) may be invoked to address conflicts. Teams that place a priority over games other than those in the League against the direction of the statistician will forfeit points and the responsible coach will be suspended.

- b) If a team forfeits a game for any reason, the **COACH** and other **TEAM OFFICIALS** may be subject to disciplinary action by the **ODMHA & the LCMHL**. In addition, the team forfeiting will have 2 points deducted from either their current league or playoff standings, whichever is applicable. The team complying with the rules will NOT be awarded 2 points in the case of a forfeit where no game is actually played.
- c) The League Website will NOT show two points being given to the team in compliance. If for some reason the League Website either automatically awards points to the opposing team or allows suspensions to be shown as served in error, the original statistician records shall prevail as the only recognized record. The League Website's game sheet will not be considered the Official Game Sheet --The Official Game sheet is the original Game Sheet signed by the attending officials. Under no circumstances can a forfeited game be used to serve suspensions. The League Website is a tool used by the League to provide information to our members -- again the only OFFICIAL GAME SHEET is to be the ORIGINAL Game Sheet.
- d) During play, in a tied game, if a team leaves the ice in contravention of the rules, they will forfeit the point to the team complying with the rules & regulations.

11. TOURNAMENTS

- a) It is mandatory that all teams in each division report suspensions within 24 hours of their return and submit copies of all tournament game sheets to the League Suspension Reporting System within five (5) days of completion of said tournament. Failure to comply will result in the suspension of the responsible coach.
- b) No team will be permitted to enter any tournaments, during the playoff schedule, unless otherwise approved by the League. All requests need to be made in writing to the statistician. Regular season, playoff, or special league event games take precedence over tournaments and exhibition games.
- c) Teams that place a priority over games other than those in the league, against the direction of the statistician will forfeit points and the responsible coach will be suspended.
- d) All teams will be subject to play league games following participation in a tournament if it has been so scheduled.

12. SUBMISSION OF GAME SHEETS/REPORTING OF SCORES AND SUSPENSIONS

- a) **Submitting Game Information:** (REGULAR SEASON & PLAYOFF) For all league play, at the conclusion of the game, teams are required to **post their game sheet information on the League Website within 48 hours of the completion of the game**. Playoffs will require to be reported within **24** hours to the statistician and posting of game sheet information on the Website. Game sheet information **MUST** be posted on the League Website exactly as they have been recorded on the original game sheet.
- b) **Submitting Game Sheets:** (REGULAR SEASON & PLAYOFF) For all league play, at the conclusion of the game, the referee must provide both teams with a signed copy of the game sheet, one of which must be the original copy.
 - If the referee is required to submit a written report, the referee will keep one of the last two remaining copies for his/her reference. Referees will not keep the original; the home team must retain it for their records for the duration of the season.
- c) **Game Sheet Submission Fine:** (REGULAR SEASON & PLAYOFF) After 72 hours, the statistician shall send the Head Coach a warning email notification, after 7 days the statistician shall send the registered Association representative a warning via email notification, after 14 days the statistician shall notify the League President of the impending \$25 fine. After 30 days, the registered Association shall be fined. This may result in further discipline which may include the loss of points.

- d) **Submitting Game Sheets:** (EXHIBITION during REGULAR SEASON & PLAYOFF): Once a team has entered the League, at the conclusion of all exhibition games played and until the team is disbanded, the referee must provide both teams with a signed copy of the game sheet, one of which must be the original copy.
- e) **Submitting Game Sheets:** (TOURNAMENT during Regular Season) See Rule 12b
- f) **Reporting Suspensions:** Coaches/managers must report all suspensions assessed during league and out-of-league play to both the League statistician and their respective District Chairperson within 24 hours of the completion of the game. While the statistician may provide advice regarding the suspension applicable to the penalty under the ODMHA Code of Discipline, the final decision comes from the District Chairperson or LCMHL Representative. If the District Chairperson/LCMHL Representative changes the original or initial suspension, the team must notify the statistician IMMEDIATELY of this fact.
- g) **Ineligible players:** Hockey Canada Regulations state that when a team is found guilty of using an ineligible player, points will be automatically removed from the offending team. Further, under the ODMHA Code of Discipline the Head Coach of the game with the ineligible player is suspended for 5 games. For games in which the ineligible player participated, **no points** will be awarded to the **offending** team; **no additional** points will be awarded to the **compliant team** either. Further suspensions from the League may be applied to the coach or other team officials. The League statistician will adjust the divisional standings to reflect the points and wins/ties forfeited by a team. The **Home & Visiting** team officials are responsible for reporting to their respective District Chairperson/LCMHL Representative. If the District Chairperson/LCMHL Representative changes the original or initial suspension, the team must notify the convenor IMMEDIATELY of this fact.
- h) **Team officials:** Coaches, Assistant Coaches, Managers and Trainers are responsible for ensuring that the Code of Discipline is followed during LCMHL League games, exhibition games, and tournaments. Players under their control must fully comply with **Hockey Canada, ODMHA & LCMHL League Playing Rules**. Failure to comply will result in disciplinary action by the League. In all instances, the coach or acting coach for that game will be responsible. The League will, at its discretion, hold other team management responsible. The **Home & Visiting** team officials are responsible for reporting to their respective District Chairperson//LCMHL Representative.

13. LEAGUE WINNER

End of Season Standings: If two or more teams are tied in points at the conclusion of the regular season, ties will be broken in the following order of precedence:

- Team with most wins overall;
- Team with most wins against other tied teams;
- Team with best plus – minus record (goals for – goals against = plus/minus rating) in league play;
- Team with best plus – minus record (goals for – goals against = plus/minus rating) in head to head;
- Team with most goals for;
- Team with least goals against;
- Teams with the least penalty minutes;
- Coin toss by statistician.

14. PLAYOFFS

- a) **General:** Within each division, playoffs for the first round shall consist of all teams in a round robin.
- b) **Playoff Format:** League Executive will specify the start and end dates for all playoff rounds, as outlined under rule 3. d). There will be no changes permitted to home ice dates once these have been submitted

and accepted by the League. Statisticians will be responsible to schedule all playoff games within his/her division.

- c) **Playoff Game Notification:** Every attempt will be made to provide notification of playoff games thirty-six (36) hours before the scheduled time/date of a game. In extraordinary circumstances, notification may be less than seventy-two (72) hours. Any coach who declines to play a playoff game as scheduled by the league will be subject to immediate disciplinary action, including **FORFEITURE OF POINTS AND SUSPENSION OF THE COACH** for at least the next meaningful game. LCMHL will make every effort to post the schedule on the website 72 hours in advance.
- d) **Home Ice Advantage:** For the round robin, there will be no home ice advantage for any team.
- e) **Completion of the Round Robin:** The completion of the playoff rounds within all divisions must be completed by March Break, inclusive of any League imposed blackout periods.
- f) **Reading Week & March Break:**
 - **For Juvenile (Reading Week only):** The League will schedule no games, from 12:01 am the first Friday of the Reading Week until 6:00 pm of the second Sunday, inclusive. Teams may elect to play during the Reading Week, providing both teams are in full agreement. Nonetheless, completion of playoff rounds will not be jeopardized by Reading Week Break thus, the executive **reserves the right to impose games during this period under rule 3d)**. Juvenile teams should expect to play during the March Break period.
 - **For levels Novice to Midget (March Break only):** The League will schedule no games, from 12:01 am the first Friday of the March Break until 6:00 pm of the second Sunday, inclusive. Teams may elect to play during the March Break, providing both teams are in full agreement. Nonetheless, completion of playoff rounds will not be jeopardized by March Break thus, the executive **reserves the right to impose games during this period under rule 3d)**.
- g) **Round Robin:** Each team will play each other once for a minimum of three games and a maximum total of six games. Maximum number of games to be determined by the number of teams in the Round Robin.

The playoff schedule will be set as follows for the first round:

- 7 teams or less one pool
 - 8 to 14 teams two pools (Pool 1 = odd teams; Pool 2 = even teams)
 - 15 or more teams format to be determined by the League, no later than the December meeting.
 - The League may at its January meeting decide to split playoff divisions into a finalist division and a runner-up division.
- h) **Round Robin Seeding:** Seeding date is determined by all games played as of 11:59 PM on January 30th.
 - i) **Regular Point System:** winner of pool is determined by most points. No overtime. In the event of ties at the end of the playoff Round Robin, placement is determined by:
 - Team with most wins in round robin play;
 - Team with most wins against other tied teams in round robin play;
 - Team with best plus – minus record (goals for – goals against = plus/minus rating) in round robin play;
 - Team with best plus – minus record (goals for – goals against = plus/minus rating) in head to head games with other tied teams in round robin play;
 - Team with most goals for in round robin play;
 - Team with least goals against in round robin play;
 - Teams with the least penalty minutes in round robin play;
 - Final standings at end of regular season;
 - Coin toss by statistician.

j) Format for Division Finals – Four Point Series

- Division finals will be a four (4) point series to a maximum of four games, unless otherwise directed by the League because of time constraints. Winner = 2 points, Loser = 0 points. Tied games will remain tied with each team receiving one (1) point, except for Game 4.
- Winner Pool 1 vs. Winner Pool 2 - top 2 teams if only 1 pool.
- In divisions where there are finalist and consolation division groupings - the top two teams in each division shall advance.
- Home ice advantage (2 games, not necessarily the 1st game) shall be awarded to the team that placed higher in the Regular Season Final Standings.
- 4th game: Host association must supply 2 hours (2&1/2 hours for Midget and Juvenile) for overtime.
 - i. OVERTIME is played in the 4th game only.
 - ii. Overtime is played if there is a tie at the end of regulation time and neither team has reached 4 points in Game 4.
 - iii. Teams will not change ends for overtime periods. *Penalties will be served and do affect the number of players on the ice.*
 - iv. All overtime periods will be 5 minutes, stop time, sudden death.
 - Period 4: 6 players (including the goalie)
 - Period 5: 5 players (including the goalie)
 - Period 6 and beyond: 4 players (including the goalie)
- 1. If the 4th game results in a tie at the end of the additional allocated overtime ice, the 4th game must be replayed in its entirety.

k) Expediting Completion of Playoff Games/Series

- The playoff end date for the League is March 31st.
- If in any series, it is the opinion of the League that time is of the essence, the League may require that the game be played on the first available ice regardless of where the game should normally be played. The normal home status rotation will remain in effect.
- If in the opinion of the League, a series is being delayed because of unavailability of ice, the League may direct that a game be played on another ice surface. At the discretion of the League, this other ice surface could be in either of the competing team's arenas or on a neutral site. Ice costs will be borne by the designated home team.

15. GAME PROTESTS

APPEALS PROCEDURE FOR GAME PROTESTS: (see Annex 1 for prescribed procedures) All game protests or appeals must be submitted to the League within 72 hours after the completion of the game that is in dispute. All appeals must be in writing from the Home Association President or other designated representative from the registered Association, submitted to the President of the LCMHL League (Chairperson of the Appeals and Discipline Committee). All letters of appeal must clearly state the grounds upon which the appeal is being made and what aspect of the game, in particular is being appealed. At its discretion, the League will determine whether or not the appeal will be heard by the League. Appeals of a frivolous or trivial nature will not be heard. The League will not hear “timing” protests unless the protesting team had a representative in the penalty box for the duration of the game (Rule 6g). League timekeepers are representatives of the League and not the association.

ANNEX 1 - Appeal Procedures

LCMHL APPEALS AND DISCIPLINE COMMITTEE

GENERAL: The LCMHL Appeals Committee will comprise a minimum of three (3) members plus the Chairperson. Prior to each Appeal hearing, the Chairperson will select the Appeal Committee members drawn from the sitting members of the LCMHL League Executive. In the selection of these members, the Chairperson will exclude any person who may have any real, potential or perceived conflict-of-interest. The Chairperson of the Committee will be either the President or the Vice-President of the LCMHL League. Appeals will be held, as required, at times and places to be determined by the Chairperson. In the event that the Chairperson is unable to attend an appeal hearing, or for any other reason, the Chairperson may appoint an acting Chairperson drawn from sitting members of the LCMHL Executive.

APPEAL HEARING PROCEDURES:

The hearing procedures will be as follows:

1. The nature of the appeal will be summarized by the Chairperson who may call upon any witnesses to give testimony;
2. The appellant or representative must provide the \$150 cheque payable to the LCMHL at the hearing;
3. The Appellant or Representative will be provided an opportunity to present the case, to substantiate the nature of the appeal, or to call witnesses;
4. Committee members, including non-voting League members and all witnesses will have the opportunity to ask questions and to explore in detail the nature of the appeal;
5. The Appellant or Representative will have the opportunity to summarize the case;
6. Voting by the Committee Members will take place, in camera, at the conclusion of the hearing. A simple majority will determine the outcome;
7. When the decision of the Appeals Committee is in favour of the appellant, one half of the appeal fee will be returned. In the event the appeal is not won, the appeal fee will be retained by LCMHL League;
8. The result of the appeal will be forwarded to the Appellant or Representative in written form within 48 hours from the conclusion of the appeal. Copies will also be forwarded to Committee Members, Appellant's Association, League representative and the Secretary of the LCMHL League. If time is of the essence, the Chairperson may provide a verbal decision to the Appellant followed up by the written decision;
9. The decision of the LCMHL League Appeal's Committee is final subject to further appeal to the District 4 under prevailing appeal rules and guidelines of that Association.
10. Appeals should be forwarded to:

LCMHL League -- Vice President (see website for contact information).