

## **RULES & REGULATIONS**

### **1. GENERAL**

- a) Prior to participation all players must be currently registered with the KDMHA. Each player must submit a registration application form properly completed, accompanied by proof of age and the applicable registration fee, the amount of which will be set by the executive each year. Birth or Baptismal certificates will be accepted as proof of age.
  
- b) All players shall play in the age group of which they are the legal age to play. If a player wishes to play for a team higher or lower than their appropriate level, they must first get the approval from the KDMHA Executive. The executive before approving such a move will in turn get permission from any necessary governing bodies, from the players parent or legal guardian, and the Coaches involved. Players who have signed a CAHA minor hockey card and are playing Junior must pay the registration fee if they participate in more than one minor hockey game.
  
- c) Each player including goaltenders shall be required to wear protective equipment as approved by the ODMHA/CAHA and include but not be limited, to an approved helmet with full face mask and chin strap properly fastened, skates, athletic support with jill or jock, shoulder, elbow, and shin pads, hockey pants and gloves, and throat protector. Goaltenders will also wear chest protectors, arm pads or approved upper body protection and a face mask with attached helmet and throat protector.  
  
 Players not equipped with the compulsory equipment shall not participate in a game or practice.
  
- d) Teams will be permitted to attend sanctioned tournaments during the season, at their own expense.
  
- e) It is the policy of the KDMHA that a team's first responsibility is to fulfill its league commitments. However, ODMHA playdowns take precedence over league regular season or playdowns.
  
- f) No one except Referees are allowed in the referee's room at any time during the hockey season.
  
- g) Any coach, manager, player or team official entering the referee's room to dispute a ruling will automatically be suspended for four (4) consecutive league games over and above any other suspensions they receive.

### **2. DISCIPLINE:**

This section of the Constitution will deal specifically with the Formal Discipline under the KDMHA.

All other areas which are attempted to be resolved informally will be first handled through the Complaint Resolution Process.

- a) As a minimum, discipline imposed by the KDMHA will conform to the ODMHA code of Discipline. KDMHA reserves the right to impose any additional discipline considered warranted by the Discipline Committee.

b) On taking office, the executive shall appoint a Discipline Committee (other wise known as the Special Requirements Committee) to be comprised of three persons, with at least one being a member of the executive. In the event one or more members of the Committee is unable or unwilling to serve during the term, the President is authorized to appoint another person, subject to ratification by a majority vote of the executive at it's next regular meeting.

- c) The Division Convenors shall be known as the officer in charge during the course of operations of their respective divisions. (refer to Complaint Resolution Process).

Prior to invoking any form of discipline under this part, the officer in charge shall conduct an inquiry in to the nature of the alleged misconduct and will assure a complete and unbiased review, as described in the Complaint Resolution Process.

- d) The Discipline Committee, upon being advised by the officer in charge that an allegation has been made under this part, shall convene a disciplinary hearing within five clear days.
- i) The Disciplinary Committee shall serve, or cause to be served, reasonable notice upon the subject(s) of the hearing that a disciplinary hearing has been scheduled. Where the subject(s) of the hearing is a minor person, that persons' parents/guardian shall be served notice.
- ii) All parties to a disciplinary hearing shall be afforded reasonable opportunity to attend the hearing and to make any argument or representations bearing upon the conduct of the issue.
- iii) The Discipline Committee shall consider all material facts, factors and argument prior to rendering a decision.
- e) The decision of the Discipline Committee is final and binding. No appeal lies except to the executive and the executive has jurisdiction to consider only questions of fairness regarding process.
- f) Any member of the association may submit a query, in writing, to the executive as to the reason no action, or in their opinion insufficient action, was taken by either the officer in charge, Coach Coordinator or the Discipline Committee.

Any such query shall be investigated by a disinterested member of the executive.

- g) All players, team officials, game officials and anyone elected or appointed under this Constitution is subject to this part at all times while under the auspices, authority or supervision of the KDMHA.
- h) Every team is responsible to the executive for the actions of it's players and officials. Good sportsmanship will prevail at all times and no profane language will be permitted.
- I) An official or players, while a game of their team is in progress, who is believed on reasonable grounds to have been drinking alcoholic beverages or taking illegal drugs, who used abusive language to anyone, including spectators or players, or whose conduct is deemed by the officer in charge to require immediate action while subject to the provisions of this part, shall be subject to immediate suspension by the officer in charge pending a hearing by the Discipline Committee.
- j) Neither the committee nor any other person involved with the administration of discipline under this

part shall cause to have published through any medium, the name of any person disciplined under this part.

- k) All persons subject to this part shall display the utmost respect for arena property both home and away, and shall conduct themselves in the spirit of the objectives and the aims of the KDMHA.

Without restricting the generality of the foregoing the following is a non-exhaustive list of conduct (on and off the ice) for which a disciplinary inquiry may be warranted:

- unsportsmanlike conduct
- fighting
- abuse of equipment, uniforms, sticks, etc. which is property of the KDMHA
- theft or abuse of property of others
- willful violation of rules and regulations
- fundraising/soliciting prizes or money without the permission of the KDMHA executive.

- l) Where any person involved in the administration of this part is in a position of actual or apprehended conflict of interest of bias,, the President shall relieve that person and appoint another disinterested person.

Where the President is in a position of actual or apprehended conflict of interest or bias, such duty shall be carried out by the Vice President, unless the Vice President is also unable to act, in which case a disinterested member of the executive shall be determined by polling the Officers in order set out in By-law 1(a).

### **3. COMPLAINT RESOLUTION PROCESS:**

This section shall be used as a guide in resolving complaints within the KDMHA and its members. This process is designed to ensure that all persons have a clear and well defined method of making a concern known, and that it is dealt with in a fair and timely manner at the appropriate level all members of the KDMHA shall comply with this section.

- a) All complaints or concerns shall be voiced directly to the person implicated. The goal at this stage is to bring the problem into the open; keep the issue limited to those who are involved and solve the problem quickly, directly, and verbally, is possible.
- b) If a solution cannot be found during direct discussions or if the individual voicing the complaint feels that it is of a serious enough nature to warrant going immediately to a higher level or it is a complaint or accusation of a personal nature which cannot be discussed directly with the implicated person, within a maximum of 30 days, the Coach of the team involved or the individuals voicing the complaint, will insure that the appropriate Division Convenor is contacted. The Convenor will hold an informal meeting with the concerned parties as soon as can be reasonably expected in an attempt to find a resolution.
- a) If a solution cannot be found the Division Convenor will inform the vice-president of the problem and have the complaint submitted in writing. All persons implicated by the complaint shall be given a copy of the same. The Division Convenor will draft a brief written statement of the problem and the measures taken to resolve it and submit this to the vice-president. If it is clear to the Vice President that all informal avenues to resolve the problem have been exhausted and a problem remains, the Vice President shall recommend to the President that a Complaint Review Panel or Discipline Hearing is necessary.

- e) The panel to hear complaints will consist of, and not be excluded to, the Vice President (chair), one neutral members of the executive and the Special Requirements Committee . If a vote is deemed necessary, the Vice-President may break the tie. If the issue is of a disciplinary nature as determined by the Vice President after a review of all relevant material, section 2, entitled Discipline of the KDMHA Constitution will take precedence and this standing committee will be converted to just the Special Requirements Committee to conduct a Disciplinary Hearing. If it is not clear that it is a disciplinary issue, and for all other types of complaints, a Complaint Review Panel will convene.
- f) A Complaint Review Panel or Disciplinary Hearing will review all relevant documentation and/or submissions from all sources. The panel will allow any individual to make representation to the hearing either in person or in writing if their input is relevant.
- g) After considering all relevant information, the panel will draft a letter with their recommendations to the President of the KDMHA. After being satisfied that the procedures outlined by the Constitution have been fairly applied, the President will forward the hearing's findings in a letter to all those persons directly involved in the situation. The letter will include the decision and recommendations of the hearing, any subsequent follow up action that is anticipated, and the rights of the appeal within and outside the KDMHA.
- h) The only right of appeal, within the KDMHA, after the Complaint Review or Disciplinary Hearing process has been followed, will be to the question compliance to the KDMHA Constitution. If appealed, the President of the KDMHA and two independent parents will review the complete process. Only a deviation from the process that would have had a dramatic impact on the hearing's decisions will warrant further action.
- i) If the complaint is directly related to/or in conflict with anyone in this Complaint Resolution Process it should be brought directly to the President.

#### 4. TEAMS:

- a) As far as possible there will be a level I or II team for each division from Novice to Juvenile. Where sufficient numbers warrant, there will be a second level I or II team (or one of each). A house league may be formed for Novice. Level III team(s) for higher divisions.
- b) Level I, II and III teams shall play in the league designated by the executive and shall wear the colours determined by the executive.
- c) All team Managers and Coaches shall be approved by the executive. Said Managers and Coaches are subject to all the rules of the CAHA, ODHA, ODMHA and KDMHA and they may be suspended at any time if considered appropriate by the officer in charge. Foul language, intoxication or unsportsmanlike behaviour in front of players by team officials will not be tolerated.
- d) Team manager and coaches shall be responsible to arrange for transportation as and when required.
- e) **PLAYER SELECTION PROCESS:** The selection of players for the level I and II teams can be a stressful experience and one in which questions can arise. All possible efforts must be taken to ensure that the selection process not only is objective but is seen to be objective and open to scrutiny. Any decision taken is to be in the best interests of the child and his or her development and enjoyment of the game and will take precedent over the selection of coaches.

The Division Convenor will:

- i) Ensure that all players have been properly registered with KDMHA and are wearing the required

- protective equipment.
- ii) Issue practice sweaters to the players, keeping track of the sweater numbers assigned to each player. Once assigned the player retains that number and wears only that number until the final selections have been made.
  - iii) Select a minimum of three evaluators who, to the best of knowledge of the Division Convenor, do not have a conflict with any players trying out and wherever possible is from outside of our playing district.
  - iv) Supply each evaluator with the evaluation check list/criteria, a list of players by sweater number only, who remain to be evaluated and the drills to be expected.
  - v) After each session, coordinate the review of the evaluation and ensure that any decisions taken are supported by the documented evaluations. If the Coach Selection has been finalized, the Coach(es) will also participate.  
Ensure that players who are released from the try outs are informed in a private and conscientious manner and directed towards another KDMHA team. If requested by the child or their family, information on both positive and negative points, as included in the evaluator's notes, should be discussed. It is not appropriate to specify who the evaluators were. It is strongly suggested that no player be advised that they are definitely of the team until the final selections have been made.
  - vii) Retain the evaluation documentation to support the team selection until the end of the current season or longer as required.

#### **PLAYER SELECTION PROCESS: DETAILED**

The Evaluation Committee will participate in the player selection process until the prospective team roster is down the number normally carried by that team, plus three. The final selections will be made by the Coach unless the Coach has a child trying out who is not definitely on the team as decided by the Evaluation Committee. The Coach should be able to support these final selections and can ask the Evaluation Committee to remain in place to assist as needed. If the final selections include the prospective Coach's child, the KDMHA executive will be advised and action taken as required, on a case by case basis, to ensure objectivity.

If a Division Convenor has a conflict of interest with any player trying out for a level I or II team within his/her division, he/she will inform the KDMHA executive and be excused from the selection process. The KDMHA executive will appoint a temporary Division Convenor to co-ordinate the selection process where conflict arises.

When a level I or II coach has a child trying out for the team he/she will coach, or a Division Convenor has a child trying out for a level I or II team within his/her division, the following guidelines shall be used in initial player selection.

- a) The Coach/Division Convenor will not make any decisions regarding his/her child
- b) The Coach/Division Convenor will not participate in discussions with the selection committee regarding his/her child during initial selections
- c) The Selection Committee will consult with the coach prior to any cuts
- d) The goal of the Player Selection Committee will be to rank order the number of players to be carried by the team, plus three, i.e. if the team is going to carry 15, they will agree on a list that begins with 1 - the best player, and ends with 18. Depending on where the coach's child has been ranked the following should occur:
  - i) if the Coach's child is ranked in the group of players that will be carried by the team, the coach will assume his/her responsibilities for final player selection
  - ii) if the Coach's child is ranked outside the number of players to be carried plus 3 (in this case 18) the Coach's child is moved to the next level, and the coach assumes his/her responsibility for final selections

- iii) if the Coaches child is ranked between the number of intended players plus 3 (the group in the example between 15-18), the coach may assume responsibility for the selections, however, the player selection committee shall remain in place and input in the final selections. If the coach and selection committee cannot agree on the final team roster, they will present their case to a panel consisting of the Vice-President, Coaching Co-ordinator, Division Convenor, and two other members of the executive. A vote of the panel is final.
  - iv) to provide consistency in the selection process, where possible, a temporary division convenor should remain in place until final team selections are made.
- f) In divisions where there is only one level I or II team, a total of nineteen players can be signed.
  - g) Where there is more than 1 team in the same division, there should be consultation among all Coaches in the division prior to signing any players.
  - h) Use of Affiliated or Designated Players: - Players can be used from a lower level or lower division team if the coach of the team using the players does all of the following prior to each game in the following order:
    - I) obtains the permission of the player's coach
    - ii) obtains permission of the player's parent or legal guardian
    - iii) establishes that the player wants to play at the higher level
    - iv) add the said player to an affiliate list in accordance with the league
  - i) Normally, the number of players carried on all teams within a division shall be in direct proportion to the number of players registered in that division. This will be calculated by taking the total number of players registered in each division and dividing by the number of teams in that division. The following factors should be considered in the selection of, and number of players carried by level I and level II teams:

a) the KDMHA is committed to having as many players as possible play at a level of competition suited to their skills and abilities

b) *Due to the competitive nature of hockey children can expect to sit during power plays, penalty killing or the last part of a game (3 or 4 minutes). However coaches, at all levels, will make sure that all children experience these aspects of a game in lesser games such as exhibition or tournaments. No coach will sit a player for any duration unless it is for disciplinary reasons.*

*Goalies at all levels will play equal ice-time. Equal ice time may be approached through exhibition or tournament but no goalie should sit more than 2 consecutive games during the hockey season.*

c) the KDMHA is committed to being competitive at level I and II

d) to allow a level I or II team to carry less than 15 players when the above formula results in a number of 15 or greater, a coach may make a written request to his or her division convenor. The division convenor will consult with the coaching coordinator who will call a meeting of all coaches within the division. The final decision on the number of players to be carried will be made based on a vote of the division convenor and all coaches within that division who will take into account the best interests of the players within that division. If a tie occurs, the coaching coordinator will break the tie.

## 5. COACHES DUTIES AND RESPONSIBILITIES:

Coaches must endeavour to teach hockey skills and good sportsmanship and co-operate with the executive and in the case of the house league, the Division Convenor. Coaches must be on hand sufficiently in advance of game times to avoid delays. Coaches must ensure that all players and Assistant Coaches on their team are registered with the KDMHA prior to being allowed on the ice. The coach is encouraged to openly communicate both verbally and in writing with his/her players and parents. Prior to competitive level try-outs, in consultation with the division convenor and coaching coordinator, the coaches expectations, team rules and any other relevant information about the upcoming season shall be passed to those players and parents who may commit to that team. Throughout the season, the coach is required to communicate with the team by holding parent meetings (min. of 2), passing written schedules and information as required for the effective operation of the team. Coaches must see that all uniforms, equipment, etc., belonging to KDMHA are accounted for at the end of the season. The executive is empowered to suspend a Coach or Manager for, but not limited to:

- *discourteous* conduct in front of players
- disrespect to any officer, executive member, arena employee or fellow KDMHA member
- neglect of duties
- not providing fair ice time
- being intoxicated during a game or practice

A coach or official subjected to abuse by a players, parent or other person must report the matter to the President, who may order a suspension as indicated. Coaches must convey results of games to league officials or in the case of a house league, to the Division Convenor, promptly following games.

Coaches shall be appointed by the executive. A Coach may enlist such assistance as required, subject to approval of the executive. It is the responsibility of Coaches to notify the Referee-In-Chief of all exhibition games, cancelled games and changes in the regular schedule. All Coaches must be present or have a delegate present for all games and practices.

At the beginning of the season all Coaches will be provided with a copy of the latest CAHA rule book and Regulations, The Constitution, By-Laws and Rules and Regulations of the KDMHA and any other pertinent material. It is the responsibility of Coaches to be familiar with the Rules and Regulations of minor hockey and the KDMHA.

#### **6. FINANCES:**

The necessary expenses of the KDMHA will be met from grants, registration fees, membership fees, solicitation, fund raising events and any other means approved by the executive. Sponsorship of teams by outside parties is to be encouraged. However, complete control of such team must remain with the KDMHA.

#### **7. HOUSE LEAGUES:**

- a) Players chosen for level I and II teams will not be available for house league play except in the instance of designated players.
- b) The Division Convenor will endeavor to pick, in conjunction with the Coach Selection Committee, the Coaches for house league teams within his/her division prior to the selection level I and II teams. In consultation with the Coaches within his/her division and the Mentor Coach, the Division Convenor shall divide the players registered in his/her division in accordance with paragraph I, of the Player Selection Process - detailed and in addition take into account that the goal is to create a balanced league. The Division Convenor, in consultation with the Coaches in his/her division and the Mentor Coach, may make changes during the first month of league play if there is an obvious in-balance in the skill level of the teams.
- c) All Coaches, Assistant Coaches and players must be registered with KDMHA prior to being allowed on the ice. Any player registering after the teams are selected, shall be assigned to a team by the Convenor.
- d) All ODMHA and ODHA rules shall be in force unless specifically exempted by the executive.
- e) All games shall be comprised of three, fifteen (15) minute running time periods with a maximum elapsed time of fifty (50) minutes or when ice time is completed.
- f) Only authorized players of the team may play for that team. Any deviations must be approved by the executive.
- g) All referee's decisions are final. Any protests will be made in writing within twenty four hours of the completion of the game to the Referee-In-Chief and the Convenor. Rulings on protests will be made within twenty-four (24) hours of receipt.
- h) Every player on all teams shall be assured equal ice time. This shall be effected by the "honour system" and any infractions of this rule shall not be tolerated.
- I) A minor penalty shall be three minutes running time or two minutes stop time. A major penalty assessed in the first two periods shall be an automatic game misconduct and if assess in the third period will be an automatic game misconduct plus a one game suspension. Further action may be taken by the executive.

#### **7. HOUSE LEAGUES (CON'T):**

- j) Any team not supervised by a Coach shall not participate in a game or practice. The game will be forfeit.
- k) All regular season and playoff games shall be played to a schedule established by the Convenor. All teams will participate in the playoffs.

**8. INJURIES:**

Any player suffering from an injury will first be examined by a qualified Trainer. If necessary qualified medical attention will be obtained. If a player, team official or spectator is injured and requires medical attention, the Coach will ensure that an Injury/Accident Report is completed and submitted to the executive.

**9. AMENDMENTS:**

Amendments to the Rules and Regulations may be made only by a two-thirds majority vote of the executive. All such changes shall be ratified at the Annual General Meeting or Semi-Annual Meeting.