

**Kitchener Waterloo Women's Recreational Hockey League
Operations Manual
April 2008**

Kitchener Waterloo Women's Recreational Hockey League Operations Manual

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Article I: Responsibilities of the Executive Officers

1.0 President

- i) The President shall keep informed of all matters pertaining to the business of the League.
- ii) The President shall preside at all meetings of the Executive Committee and at all General Meetings of the League.
- iii) The President shall represent the League in relation to other bodies and at events and shall have the prerogative to appoint any person to carry out this duty on behalf of the President.
- iv) The President may designate from time to time, the Vice-President who shall carry out the duties of the President when the President is absent or unable to act.

1.1 Vice-President

- i) The Vice-President shall be responsible for the management and monitoring of all ongoing programs of the League and for the administration of its business.
- ii) The Vice-President shall be responsible for the timely and accurate dissemination of relevant information to all members of the League and to the general public.

1.2 Technical Director

- i) Organize referees and scorekeepers for the league
- ii) Compile league statistics
- iii) Oversee league schedule
- iv) Oversee skill development

1.3 Treasurer

- i) Organize league finances and payments
- ii) Compile league registration

1.4 Secretary

- i) The Secretary shall record and preserve the minutes of all meetings of the Executive Committee and all General Meetings of the League.
- ii) The Secretary shall deal with all correspondence of the League as instructed by the President or the Executive Committee.

1.5 Past Executive Advisory Position

- i) The Past Executive Position shall give advice and guidance to the current executive as required

Article II: Responsibilities; Other

- 2.0 As the need arises other positions may be created to assist the executive. The responsibility of these positions will be to advise the executive or members.
- 2.1 Sub committees are created/appointed so they can make recommendations to the executive. Subcommittees are to be chaired by a member of the Executive or an appointee of the Executive. A member of the Executive must sit on the Subcommittee to ensure appropriate direction and accountability.
- 2.2 Team representatives will attend meetings and keep their respective team advised of all league functions/news. Further, team representatives will have the authority/responsibility to vote at all meetings.

Article III: Elections

- 3.0 Only league members are eligible to run for an executive position.
- 3.1 An individual can run for an executive position by either letting their intentions be known at the annual general meeting or by nomination by another member at the annual general meeting. Any individual running for an executive position must have their nomination seconded by a member of the league.

Article IV: Meetings

- 4.0 The purpose of league meetings is the orientation of members. This is one forum in which to inform members of the operations of the league. Further, meetings will be used to add/change rules in the operations manual as warranted by league operations/play. Refer to article x of the constitution for the quorum required to change/add rules.
- 4.1 Meetings will be held at the beginning of each season once team representatives have been elected. The executive will notify team representatives at least two weeks prior to when the meeting(s) will take place. In addition, the executive may hold a meeting in the second half of the season should they determine one is required before the annual general meeting.
- 4.2 The executive and team representatives will attend meetings and emergency meetings. At least one representative per team must attend.

4.3 The Executive Committee may address a need for change to the rules and regulations for the purpose of league operations, by calling an emergency league meeting and notifying the membership in writing. Any changes to the rules made at the emergency meeting shall take effect immediately and remain in effect until the end of the season. These rules will become proposed amendments to the operations manual at the next Annual General Meeting.

Article V: Code of Conduct

5.0 Players and coaching staff are expected to participate in the spirit of true sportsmanship. Each player and coaching staff shall show respect for others, through fair play, and maintaining a safe playing environment.

5.1 For safety purposes any player, coach, or team representative appearing under the influence of alcohol or drugs at the arena will not be permitted to participate in that league game.

5.2 All players and coaching staff must read and sign the appropriate code of conduct before participating in the Kitchener Waterloo Women's Recreational Hockey League.

Article VI: Registration

6.0 Players' fees for the next season shall be decided before the end of the current season and announced at the annual general meeting.

6.1 Non-Sufficient Funds (NSF) cheques will result in suspension of membership until cash payment is received by the Treasurer in full, along with a \$25 administration fee. Suspended members will have their membership cancelled if payment has not been received within 30 days following the date of notification of NSF by the financial institution.

6.2 Requests for refund will be assessed by the Executive. A \$35 administrative fee will be applied to all refunds granted. Refunds are prorated based on the games remaining in the season. No refunds for the current season will be issued for any reason after January 31.

6.3 Any player who has outstanding fines or administration fees from any previous season will not be able to register until payment of outstanding fines and fees are paid in full.

6.4 Player subsidies will be assessed by the current Executive on an individual basis.

6.5 A member in good standing is defined, as a member who is paid in full, has no outstanding fines, owes no administration fees, and is not ejected from the league.

Article VII: Teams

7.0 The Executive and/or a Subcommittee are involved in the ranking of players, during games and evaluation night, and the subsequent selection of teams each year.

7.1 Each team will have a maximum of 15 skaters plus a goalie.

7.2 Coaches/team representatives will be notified of the goaltender pool prior to season start. A goaltender that cannot attend a game is expected to notify her coach/team representative and the goalie convener at least 24 hours prior to game time to allow time to find a replacement.

7.3 Each team will designate 3 representatives at the start of the season.

Article VIII: Uniforms and Equipment

8.0 A common team jersey is provided for all players and must be worn during all league games. Players are to wear the same sweater number all season. Players shall not alter the sweater or sponsorship banner except for the addition of an 'A' to denote Assistants. Notations must be made on the game sheet.

8.1 All jerseys remain the property of the K-W Women's Recreational Hockey League and must be returned at the end of the season to their respective Coaches. The Coaches will then return them to the Executive. Failure of a player to return a jersey will result in a fine of \$25 payable immediately.

8.2 All players must wear CHA mandatory hockey equipment at all games, practices and skills clinics. All equipment must be worn properly.

8.3 Any equipment deemed unsafe by the officials will disqualify the player from playing any games until the equipment is properly repaired or replaced.

Article IX: Games

9.0 Each game will consist of 2 periods each being a 10-minute stop-time. The third period is run time to consume the time that is left in the game. The final two minutes of the third period will be stop time, regardless of the score.

9.1 Games will begin with each team having a minimum of six players. A team who does not have a minimum of six players forfeits the game.

Article X: Rules

- 10.0 No Slap Shots Allowed. A slap shot shall be defined as a back swing above the knee. A minor penalty is assessed.
- 10.1 No Centre Red Line. The centre red line will be used solely for the purpose of icing.

Article XI: Penalties

- 11.0 Any three penalties received in a game will result in an immediate ejection from the game and a \$25 fine to be made payable to the league prior to the next scheduled game by the player.
- 11.1 Any player, team representative, or coaching staff receiving a game misconduct/ejection will result in a \$25 fine, to be made payable to the league prior to the next scheduled game by the individual.
- 11.2 Any player, team representative or coach, receiving a second game misconduct/ejection will automatically be suspended until further review by the Disciplinary Committee.
- 11.3 Fighting will result in a 5-minute major penalty and a game ejection. A disciplinary hearing will be held.
- 11.4 A minor penalty is 2 minutes in periods 1 and 2- 3 minutes in period 3. A major penalty is 5 minutes in periods 1 and 2 – 7 minutes in period 3.

Article XII: Tournaments

The coach, team representative, or manager shall attain permission from the Executive of all external tournaments entered in which league jerseys will be worn.

Article XIII: Discipline Committee

- 13.0 The Executive Committee shall have the authority to reject, remove, suspend or discipline Players, Coaches, Assistant Coaches, Team Staff, Timekeepers, Scorekeepers or Referees for conduct prejudicial to the aims of the league.
- 13.1 The Discipline committee shall have authority to reject, remove, suspend or discipline players and coaches.

Article XIV: Major Penalties

Minor Penalties
8 minutes in penalties – written admonishment
12 minutes in penalties – 2 game suspension
16 minutes in penalties – 5 game suspension
20 minutes in penalties- expulsion from the league
Minor Bench penalties served by a player do not count in the total accumulations (i.e., to many players on the ice, goalie penalties)

Major Penalties	
When a player accumulates...	Automatic Disciplinary Action
1 major penalty	1 game suspension. The suspension must be noted on the game sheet. \$25 fine, payable before the next game to be played by the player.
2 major penalties	5 game suspension. \$25 fine, payable before the next game to be played by the player.

Article XV: Misconduct Penalties

When a player accumulates...	Automatic Disciplinary Action
1 ten minute misconduct penalty	Written Admonishment.
1 game misconduct penalty	1 game suspension. The suspension must be noted on the game sheet. \$25 fine, payable before the next game to be played by the player.
1 gross misconduct penalty	5 game suspension. \$25 fine, payable before the next game to be played by the player.
2 game misconduct penalties OR 2 gross misconduct penalties	Expulsion from the League.

Article XVI: Appeal Process

- 16.0 To appeal, an individual, coach or team must submit written documentation stating the reasons for the appeal and the facts supporting the appeal to the League President.
- 16.1 Time allowed for filing an appeal is 7 days within receipt of notice of a decision by the Executive Committee or its standing or ad hoc committees.
- 16.2 A \$25 appeal fee must accompany the appeal. The \$25 appeal fee will be refunded should the appellant win their appeal.
- 16.3 Within 7 days of the appeal being filed, the League President shall set a date for hearing the appeal. The hearing date will be no more than 15 days after the filing date.
- 16.4 The League President shall notify all parties to the appeal as soon as a hearing date is set. The President's notice shall inform the parties of the time, place and date of the hearing.
- 16.5 The Appeal Committee will consist of 5 members and 3 alternate members. The League President will act as one of the 5 committee members, with 4 additional members good standing with the League. 3 alternate members in good standing with the League will be designated in the event that there is a conflict of interest with any of the 5 designated members. The Appeal Committee members are to be agreed upon at the first Team Representative meeting of the season by asking for 7 volunteers from any of the league members. If there are more than 7 volunteers, names will be drawn from a lottery. If no volunteers come forward, the Executive may appoint the Appeal Committee.
- 16.6 The Appeal Committee has the authority to uphold or decrease a suspension.
- 16.7 The Appeal Committee shall render its decision not more than 5 days after the hearing.

Article XVII: External Rules

Rules not covered by this operations manual will be governed by the CARHA Rules (<http://www.carha.ca/Membership/RuleBk2.pdf>).