

OTTAWA DISTRICT “AAA” MINOR HOCKEY
LEAGUE

CONSTITUTION

OPERATING RULES & REGULATIONS

2007/2008
November 22nd, 2006

OTTAWA DISTRICT “AAA” MINOR HOCKEY LEAGUE

CONSTITUTION

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CONSTITUTION

ARTICLE 1 – NAME AND AFFILIATION

1. This League shall be known as the ODMHL “AAA” League.
2. The Executive Committee of “AAA” League is authorized by Minor Council to operate the league under the guidance and direction of the Executive Committee of the ODMHA.
3. The ODMHL “AAA” League, by virtue of its affiliation with the Ottawa and District Minor Hockey Association is a member of Hockey Canada, the governing body of amateur hockey in Canada.
4. The League, on behalf of the ODMHA, shall have jurisdiction to govern and administer “AAA” Hockey as defined by Hockey Canada, within the ODHA, a Branch of HC, in accordance with the Constitution, By-Laws and Regulations of the governing bodies, except as noted in this Constitution.
5. A copy of the playing rules, duly updated to reflect all amendments and revisions, shall be submitted to the Executive Committee of the ODMHA by September 30th of each year.

ARTICLE 2 – AIMS AND OBJECTIVES

1. To provide a league for teams of players of participating minor hockey associations of the ODMHA at the Branch “AAA” level.
2. To promote fair play and sportsmanship, and to develop the skills of the players in the league, through the provision of a safe and competitive environment.
3. To have and exercise general care, supervision and direction over players, teams, officials and executives of the league with emphasis on the enhancement of good character and citizenship.

ARTICLE 3 – MEMBERSHIP AND ELIGIBILITY

1. Membership and therefore participation, in the ODMHL “AAA” League is open to all ODMHA zones provided such membership is consistent with the regulations of the ODMHA and HC. All such shall agree to abide by and comply with all OEMHL, ODMHA and HC rules and decisions.
2. Participating members are required to pay league fees for each team in accordance with policies established by the League at their appropriate regular meeting. Teams failing to pay their fees are subject to suspension from league participation and fines as determined by the Executive committee.

ARTICLE 4 – THE BOARD OF DIRECTORS

1. The business and affairs of the League shall be conducted by a Board of Directors who shall act in accordance with this Constitution and such By-Laws and Regulations as may from time to time be enacted by the League.
2. The members of the Board of Directors of the League shall consist of:
 - a) The President
 - b) The First Vice-President
 - c) The Second Vice President
 - d) The Treasurer
 - e) The Secretary
 - f) The League Scheduler
 - g) A representative from each active participating AAA Association
 - h) The Convener for each Division
 - i) The ODMHL appointed Referee-in-Chief. (non voting)
 - j) Ottawa District “AAA” League past President (non voting)
3. The term of office of the elected Board of Directors of the League shall commence following the Annual Meeting and continue until the next Annual Meeting.
4. The Board of Directors will appoint the League scheduler for their term of office and a Special Advisor if so required.
5. There will be two (2) Standing Committees, within the League, which shall deal with matters of competitive parity and playing rules and of liaison with the ODMHA and its component organizations. The League Executive will assign members of the Board of Directors to these Committees, each according to their needs.
6. The Executive Committee will consist of the President, First Vice-President, Second Vice President, Secretary and Treasurer. They shall be nominated and elected at the Annual General Meeting. Should one of these elective posts become vacant, the Board of Directors shall convene a meeting and appoint a replacement to fill the vacant position until the next Annual Meeting.
7. The immediate Past President: may attend all meetings and act in an advisory capacity. He shall when called upon perform the duties of the President in the absence of the present President and both Vice Presidents. He shall have the rights & powers of the President during regular meetings that he has been called upon to chair. When called upon he may hold the position of Chairperson of a standing committee. When acting as President, he shall not vote except when such vote is needed to break a tie.

ARTICLE 5 – BY-LAWS AND REGULATIONS

1. The League at its Annual Meeting, by a two-thirds majority vote of those present and voting, establish By-Laws governing inter-alia conduct of meetings, voting, elections and duties of the Board of Directors and conditions for membership. By-Laws concerning such matters as properly fall within the jurisdiction of the League.
2. Constitutional changes shall not be amended except at the annual Meeting. Notice of proposed amendments shall be given in writing at least thirty days prior to the annual meeting. A two-third majority vote of those present and voting will be required.

3. Any Member of the Executive Committee, seconded by a Member of the committee, may propose to the Board of Directors the adjustment of playing rules, budget and fees, committees, operational procedures and activities as established by By-Laws, and such other matters as properly fall within the jurisdiction of the Board of Directors. A simple majority of those voting and present may pass these rules.

ARTICLE 6 -AMENDMENT TO THE ODMHL ‘AAA’ LEAGUE CONSTITUTION

1. The Constitution of the League shall not be amended except at an annual Meeting. Notice of the proposed amendment shall be given to the Secretary in writing at least thirty days prior to the Annual Meeting.
2. All proposed amendments to the Constitution shall require a two-thirds majority of those present at the Annual Meeting. Amendments to such amendments may be made and voted upon at the meeting provided that such sub-amendments shall not change the original intent of the motion.
3. Amendments/revisions to the playing rules may be recommended at any time. All proposed amendments to the ODMHL “Playing rules” must be presented in form of a motion by the executive committee to the League Board of Directors and shall require approval by simple majority prior to implementation.

ARTICLE 7 – MEETINGS

1 – Annual Meeting

- a. The Annual Meeting must be convened once every year during the month of April or within 30 day’s of the last league play-off game.
- b. The Annual Meeting of the League shall be held following the last league play-off game in accordance with article 7-1-a. Its purpose shall be to review the activities of the past season. The meeting will be to carry out elections and to consider policies aimed at improving the League’s operations for the coming season in the light of the League’s stated aims and objectives. Voting members must be in good standing prior to commencement of the meeting.
- c. The quorum for the Annual Meeting shall be six (6) members including at least two elected members of the Board of Directors, or their designated representative. The President, First Vice-President, Second Vice President, Past President, Secretary, or Treasurer may not designate a substitute representative.
- d. The agenda for the Annual Meeting shall be prepared by the Secretary and shall include the following essential annual business:
 - ✚ Constitutional Amendments
 - ✚ Amendments to the League Operating Rules and Regulations
 - ✚ Amendments to the League Playing Rules
 - ✚ President’s Annual Report
 - ✚ First Vice-President’s Annual report
 - ✚ Second Vice President’s Annual report
 - ✚ Treasurer’s Annual Report
 - ✚ Convener’s Annual Reports

- ✚ League Scheduler's report
- ✚ Statisticians report
- ✚ League Referee chief's report
- ✚ Election of President, Vice-President, Secretary, and Treasurer.

e. **Voting at the Annual Meeting shall be by "secret ballot", with the following voting privileges:**

- a) **Each attending member of the Executive Committee and appointees will have one vote each, with the exception of the ODMHA executive member or appointed ODMHL "AAA" League Member running the election. He/she will only vote in the case of a tie.**
- b) **Each Division Convener will have one vote.**
- c) **Each Zone Representative will have one vote as per teams registered in the league at the close of the current season just ended.**
- d) **There will be no voting by proxy.**

f. **Attendance at Board and Annual Meetings shall be open to:**

- a) **Interested observers or invited guests who may be admitted to any meeting where the Chair grants permission.**
- b) **Any ODMHA or Association Executive.**

2 - Regular Board of Directors Meetings

1. **Board of Directors meetings shall be at the call of the Chairman or as provided in the By-Laws. In addition:**

- a) **As a general rule the Board of Directors shall hold a minimum of five (5) meetings during the current playing season, excluding the coaches/managers meeting**
- b) **If for any reason a meeting has not been called by the President within 30 days after being requested in writing by four or more Directors, a meeting may be called and chaired by an elected member. Such meeting is subject to the rule of quorum and shall be legal and constitutional.**
- c) **The quorum for the Board of Directors meetings shall be six (6) members + two of who must be a member elected at the Annual Meeting of the League.**

2. **Notice of meetings shall be given by the Secretary to members at least seven days prior to each meeting**

- a) **Emergency meetings of the Board of Directors may be called without the usual seven day notice provided that 3 members of the executive committee agree to such a meeting.**

BY-LAWS OF THE ODMHL “AAA” LEAGUE

By-Law 1

The Board of Directors

1. The President of the ODMHL “AAA” League shall preside at all Board of Directors meetings; he shall not vote except in the case of a tie when he shall cast the deciding vote. He shall be an ex-officio member of all Standing and Ad Hoc Committee. He or his designate will be the representative of the League to the ODMHA Branch League coordinating Committee. He/She will sign all cheques and documents for the League.
2. The First Vice-President will act as D&A Chairman or appoint a Chairman for all ODMHL “AAA” League discipline & appeals. The first Vice President shall perform the duties of the President in the latter’s absence or at his request and he shall then have all the rights powers of the President; he or she may hold the position of Chairperson of an Ad Hoc Committee or any Standing Committees. When acting as President, he or she shall not vote except when such vote is needed to break a tie. He/She will co-sign all cheques and documents for the League.
3. The second Vice President shall perform the duties of the President or First Vice President in the latter’s absence or at their request and then will have all the right’s and powers of the President; he or she may hold the position of Chairperson of an Ad Hoc Committee or any Standing Committees. When acting as President, he or she shall not vote except when such vote is needed to break a tie. In addition the second Vice President shall be responsible for complaints concerning on-ice officials, within the League. He or she will work in conjunction with the ODMHL “AAA” League referee-in-chief. He/She will co-sign all cheques and documents for the League.
4. **The Treasurer shall:**
 - a. Prepare all cheques presented with proper documentation to be signed by the President and co-signed by one of the Vice Presidents. Treasurer will not act as a co-signer.
 - b. Shall keep an accurate record of all monies received and disbursed. {Accounting software will be provided for proper accounting to safeguard league funds, i.e. all transaction with proper dates of the invoice must be posted in software}. Any Funds transferred from the operating bank to investment or vice versa must be recorded. Any approved budget must be entered within the software.
 - c. Back-ups must be performed on a regular basis and kept offsite. The treasurer must also keep written documents as well as the back-ups.
 - d. Shall provide thorough prepared statements as well as bank statement at each regular and Annual Meeting.
 - e. Shall prepare a budget for each Division at the beginning of each season, to determine participating team fees, and have it approved by the Board of Directors.

****Proposed budget will be available to league associations by mid May of each year.**

- f. Revenues: Confirmation will be provided to all associations to insure accurate registration information after the team registration deadline. This document or reconciliation sheet will state the Zone & or District and the amount of teams within the league.**
 - g. Expenses: League President will be paid \$1,300.00 dollars per term. The First & second vice president will be paid \$850.00 dollars per term. Treasurer/Secretary will be paid \$850.00 per term. The Conveners will be paid \$750.00 per term. {This payment will be in two payments with half paid in August/September with the second payment in December/January.}**
 - h. No other expenses will be paid to the executive. The only above allowance paid to the executive will be travel allowance for Provincial Tournaments to be determined by the executive approved by the board. IE Travel, Hotel & Meals. {Travel & meals will not be provided for partners.}**
- 5. The Secretary shall:**
- a) Issue notices of all meetings, seven days prior to the meeting.**
 - b) Maintain records of proceedings and meetings.**
 - c) Have custody of all documents and records pertaining to the affairs of the league.**
 - d) Act as the Chairperson of the Nominating Committee, and conduct the election of officers at the Annual Meeting. He or she may request a member of the ODMHA in good standing to perform the election.**
- 6. No member of the Board of Directors shall act as coach, assistant coach, manager, or trainer of any team in the League.**
- 7. No member of the Executive committee or Board of Directors may hold more than one elected office within the League at one time, unless approved by the Board of Directors.**
- 8. Voting members of the Board of Directors include the following:**
- a) The Executive Committee**
 - b) All Division Conveners**
 - c) All participating AAA Association Representatives**
 - d) All Board Members appointed by the League, such as: - League Scheduler.**
- 9. No Board Member may have more than one vote. Members holding two “voting” positions may only cast one vote on any issue.**

By-Law 2

ODMHL “AAA” League Executive committee & Board of Directors

Powers & Duties

1. The Executive Committee will conduct the day-to-day operational duties of the league.
2. The Executive Committee and or the Board of Directors of the League shall have ultimate and full operational control of the affairs of the League and shall have power to amend or alter within the terms of the Constitution the regulations of the League.
3. In the event that a member of the Board of Directors, excluding the elected officers, is unable to attend a meeting of the Board of Directors, he/she shall be entitled to send an alternate to represent him/her, who shall have all the voting privileges of the Director he/she represents.
4. Unless granted a leave of absence by the League Executive committee any member of the Board of Directors who absents himself from two consecutive meetings of the League without having sent an alternate representative will be fined \$50:00, any member of the Board of Directors who absents himself from three consecutive meetings may have his office declared vacant by the Board of Directors.
Note:
Any levied fine must be paid at the member’s next attendance prior to the commencement of the meeting. If the fine is not paid then the Member will be asked to withdraw.
5. Should a vacancy occur, as a result of (3) above, among the members of the Board of Directors, the designated association which lost the representative shall be notified to name a replacement to fill the vacancy within thirty days?
6. The Executive Committee shall have the power to suspend or discipline any Association, coach, trainer, manager, player, or other official connected with any organization or association playing or participating in the League.
7. The Executive Committee & or the Board of Directors may suspend or expel an area Association, any team or member of a team refusing to accept or obey its rulings.
8. The Executive Committee & or the Board of Directors may suspend or expel a team, player or team official, for notorious and continued foul play, or unfair, unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interests of the game, for negligence to pay association assessments, or for any persistent infringement of the laws of the game or the Rules of the League, ODMHA or HC.
9. The Executive Committee & or the Board of Directors may re-admit by resolution and majorities vote any Area Association, official, team or member of a team under suspension within its jurisdiction, providing it does not contravene ODMHA and HC Regulations.

- 10. The Executive Committee shall determine all questions arising from emergencies not provided for in this Constitution, these By-Laws or Rules and Regulations or in the rules of the competition.**
- 11. The Executive committee under the First Vice President shall form when required, an Ad Hoc Discipline and Appeals Committee. The Committee shall consist of the First Vice President or his appointee, and a minimum of three additional Board Members. A referee representative appointed by the Referee-in-chief may be included if requested. The referee representative shall not be a voting member, and will advise the committee and provide and interpretation of the Rules and Regulations. The Chairman will vote only to break a tie.**
- 12. Where a coach, trainer, manager, player, referee or other official connected with any organization or association the League is affected by a decision of the Disciplinary and Appeals Committee, an appeal may be filed with the Chairman of the ODMHA D. & A. Committee after receiving the League's Disciplinary and Appeals Committee decision, as provided for in the League Playing Rules.**
- 13. The Executive Committee may from time to time appoint people to perform special duties. These appointees may not be members of the Board of Directors nor will they have voting privileges.**

LEAGUE OPERATING RULES AND REGULATIONS

1. PURPOSE

- a) These standard Rules and Regulations shall govern the operation of the ODMHL “AAA” League.
- b) These Rules and Regulations are not to be confused with the League Playing Rules, which do not form part of this Constitution.

2. LEAGUE PLAY

- a. The League operates the following Divisions: Minor & Major Bantam, Minor, & Major Midget.
- b. All players attending pre-season “AAA” try-out sessions must be registered in the minor hockey association applicable to the player’s normal place of residence. Only registered players from minor hockey associations that fall within an “AAA” Zone designated by the ODMHA shall be permitted to try-out in the Zone. Any person who fails to comply with these rules may be subject to disciplinary action by the District Chairperson representing the “AAA” Zone or the President of the ODMHA.
- c. Minor & Major Bantam will play a 28 game schedule, Minor & Major Midget will play a 26 game schedule.
- d. League play will commence in September. The exact date will be set by the Executive.
- e. The Executive will determine the finishing dates for each division.
- f. The League will not operate during the Christmas Break. The exact dates to be determined by the Executive.
NOTE: The League will allow teams to play through the Christmas break providing both teams agree and the Convenor has given permission.
- g. League playoffs will be continue through the March Break each year.
- h. The League will host a minor and major showcase day to take place in January.
- i. The League will also host an all-star game in January for minor& major Bantam, minor & major Midget.

3. CONVENORS

- a. a) Each Division Convener shall, on behalf of the Executive Committee & the Board of directors to whom he/she is at all times accountable, superintend the operation of his/her division under the rules set out within this document under Duties of “AAA” League Conveners. Each Association representative is expected to either accept the responsibility as a Division Convener, or provide a volunteer from their association. In the case where there are insufficient volunteers from either the Board or member associations, the Executive Committee may appoint conveners as they see fit. All

Division Conveners will be voting members of the Board, unless they are also acting as association representatives. No member of the Board may have more than one vote, except as provided for at the Annual Meeting.

- b. The duties of the Division Conveners are explained in a separate document called “Duties of Divisional Conveners.
- c. An important function is to attend games within the Division and to ensure that the aims of the League are being met to the greatest extent possible.

10. STATISTICIAN: WEBMASTER

The League Statistician will:

- a. Administer & maintain the League Web site;
- b. Maintain scoring statistics for all teams; and,
- c. Provide liaison with external web service providers.

4. REGISTRATION AND FEES:

- a) Registration fees for team s participating in each division shall be those approved by the League and shall as a minimum be sufficient to cover administration, awards, and referee costs as required.
- b) Registration fees shall be payable to the “Ottawa AAA League” and submitted to the AAA League Treasurer:
- c) A minimum of \$400.00 per team (or an amount designated by the Executive Committee) with submission of the team entry at the beginning of the season.
- d) The first half of the total outstanding balance per team to be paid prior to the 30th of October or at a date set by the Executive Committee.
- e) The remainder of the fee is required by November 30th, or as stipulated by the Executive Committee.
- f) Failure by associations to make payments on time could result in a penalty of \$100.00 per month effective December 1st of the current playing season.

5. SCHEDULES: (LEAGUE SCHEDULER)

- a) The League Scheduler shall be responsible for preparing the regular schedule for each league division. The Scheduler will have the right to change ice allotment between divisions as he/she deems necessary.
- b) Association teams must submit ice by the date requested, as well as a list of tournaments that their association teams will be attending.

- c) **The timing and execution of games shall be in accordance with the “AAA” Playing Rules, which are contained in the League playing rules, and do not form part of this Constitution.**
- d) **League Scheduler will schedule both the semi-finals and finals playoffs series for all divisions. Playoff ice must be submitted by February 1st of the current playing season.**
- e) **The League will not accept ice on the 31st of October.**
- f) **The League will not accept ice on the all-star or showcase days.**
- g) **A minimum of 20 ice slots must be submitted. NOTE: If a regular game day scheduling system is used (i.e. game day is every Monday,) a maximum of 14 ice slots are allowed under this system. The association must submit 6 alternate ice times.**
- h) **Division conveners will be responsible to provide the League Scheduler with the final placement of the teams within their division. The scheduler will prepare a schedule for each series in all divisions and provide to each division convener when completed.**
- i) **The League scheduler will determine the start and finish dates for each round of the playoffs for all divisions.**

DUTIES OF “AAA” CONVENERS

General:

1. League conveners are appointed by the “AAA” Executive committee primarily from the association representatives. Each participating association is expected to provide a representative that is willing to assume the responsibilities of a league convener. NOTE:
The “AAA” Executive committee may appoint a Convener who is not an association’s representative with the agreement of the majority of the committee.

Job Description:

1. Division conveners are members of the ODMHL “AAA” executive, and as such must participate in the decision making policies of the committee, whether it involves their division or not.
2. League conveners must ensure they know, and are known by, the coaches in their division.
3. The convener is the liaison between the league and the teams within his/her division, and must represent them at league meetings.
4. The convener ensures that the HC, ODMHA and ODMHL “AAA” League rules are adhered to by his /her teams and that his/her coaches are familiar with them.
5. The convener must establish a good working relationship with the ODMHL “AAA” Referee-in-Chief and ensure an unbiased attitude when dealing with discipline matters involving his home association teams.

Duties and Responsibilities:

1. Conveners are responsible for the successful completion of league and play-off games within their division.
2. Conveners are responsible for providing an interpretation of league rules as well as the ODMHA Code of Discipline, to the coaches and team officials within their division. They are expected to be supportive of novice and veteran coaches alike and act on their behalf at league meetings if necessary.
3. Conveners must keep accurate records of all scores, major penalties, and game sheets for league play, play-off play and all other meaningful games during the course of the season. The Convener should request all exhibition game sheets prior to the start of regular league play. The Member Associations should notify the League of any carry-over suspensions from the previous season.
4. The convener’s records of suspended offenses must include all penalties received by the team in his/her division including exhibition games, tournaments, and league. These records must be kept up to date so that when a penalty is reported to him/her by a team official, he/she must immediately amend the player’s suspensions. The ultimate responsibility for the interpretation of the code remains with the coach of the team. Conveners should advise their coaches to seek clarification of the code from their District Chairperson for the purpose of suspensions.----- see note next page
NOTE:

- a) Although the responsibility for notifying District Chairman of suspensions lies with the offending team it is recommended that the league Convenor notify the District Chairperson of all suspensions. {This may be accomplished through e-mail.}
- b) The Convenor will not at any time notify any District disciplinary person other than the District Chairperson
5. The convener must submit a monthly report to the First Vice-President of all suspensions recorded within his/her division and also any problems surfacing within the division.
 6. The convener shall report to the “AAA” League, all instances where team officials have failed to report major penalties directly to him/her with 24 hours or a reasonable time period. The Convenor must follow Directives in attached letter I.E. AAA League Executive Directive on Suspensions see letter attached.
 7. The conveners should try to attend as many games as possible within his/her division.
 8. In the event a team wishes to reschedule a league game, the convener must ensure that both teams agree, and that the rescheduling is done in accordance with the “AAA” League Playing Rules.
 9. The convener is responsible for distributing league trophies and banners at the conclusion of league play and play-offs.
 10. Duties performed by League Scheduler.

Authority:

1. The convener is the only one who can authorize the rescheduling of a league game. In the event the convener is unavailable, this responsibility may be assumed by the league President, Vice President, Secretary or any other League Convenor. Only the league convener or person that has assumed the responsibility may phone the referee-assignor and reschedule games.
2. In the event that in the opinion of the convener, a coach or other team official has conducted himself in a manner detrimental to minor hockey, the convener has authority to suspend a player, coach or other team official but he/she must bring it to the attention of the “AAA” executive (President, Vice-President, Secretary) for action. The convener does not have the authority to terminate or change the out-come of a game.
3. The convener has the authority to discuss a game situation with the officials, with their permission.

League Logo

4. The ODMHL “AAA” League Logo may not be used under any circumstances unless the executive committee has given permission in writing.

5. Executive Letters in effect: {for use by the League Convenors} Next Page

Letter # 1

For use by the League Convenors concerning Suspensions}

Be advised that, when the ODMHL “AAA” League notifies a coach or suspends a team for an “AAA” League playing rule infraction, as well as for infractions of the ODMHA Rules and Regulations, the following rule will apply to all individual convenors and Executives.

This directive in the “AAA” League that all suspensions concerning playing suspended players will be passed on through e-mail by the individual “AAA” League Convenor to the following individuals.

All “AAA” League suspensions, such as for playing suspended players or for failure to report a suspension, will be charted by the convenors and proper notification will be given by the Convener, as follows.

1-} – The Convener will notify the team official or officials suspended and/or player(s). It is the notified team official’s responsibility to notify their District Chairperson or delegated Head of Discipline.

2-} - The Convener will through email then notify the ODMHL “AAA” League Vice-President in charge of discipline & President.

3-} - Each “AAA” League convener will maintain a record of all suspensions earned and served. Where it seems that a player or team official did not serve the minimum suspension required by the ODMHA Code of Discipline, the convener will notify the responsible District Chair, for their action. Such anomalies will be noted on the suspension chart.

4-} – HC rule R states when a team is found guilty using an ineligible player the points will automatically removed from the offending team.

5-} - Convenors are to follow instructions listed in the ODMHL playing rules for further instructions concerning Teams playing ineligible player’s within the “AAA” league.

During the course of the season the “AAA” League President and or Vice-President in charge of discipline will ensure this new procedure is adhered to.

Letter # 2

August 25th, 2006.

Re: 2006-2007 Referee Complaints,

This will be Ottawa District “AAA” League policy concerning Referee complaints for the 2006/2007 season. This policy will be found in the Ottawa District “AAA” League Constitution.

All complaints must be in writing from “AAA” league teams concerning officiating and will only be responded to by league officials under the following criteria.

Complaints from teams concerning officials or officiating, must be forwarded by the team Coach & or Manager in writing, to his or her “A” League association representative who then will forward the written complaint to the league convenors. No officiating or referee complaint from a team will be replied to unless they were properly forwarded in writing by the association “A” League representative of the complaining team.

Upon receipt of a written complaint the convener will then forward the written complaint to the 2nd Vice President of the “AAA” league who is in charge of all referee complaints. The 2nd Vice President in charge of all League referee complaints will forward to the “A” League RIC copied to Branch RIC for further action.

The League VP will notify the association representative that his or her complaint has been received and properly forwarded. The league will wait for a reply from the “AAA” League RIC. Once the reply is received, the league will review the reply, and if no further action is required by the League it will then pass it on to the association representative. The league will file the complaint and mark the file as closed. The League out of courtesy will forward the entire file to the District Chairman of the complaining district to make them aware the league has now closed the file.

Once the file is closed by the League if the association representative is not satisfied he or she may pursue the complaint through their respective District Chairperson.

Any District Chairman, Association Presidents and or Vice Presidents who forward referee complaints in writing to the league concerning officiating will be dealt with in the same manner by the “AAA” League 2nd Vice President. The same complaint procedure will be followed to the conclusion of the complaint.

Any written complaint of abuse by a referee and or linesman on a player, a coach and or parent within the “AAA” League will be immediately forwarded to the ODMHA D&A Chairman as well as the ODMHA Director of Risk & Safety. The league will also notify the “A” League RIC and Branch RIC of the complaint. The League, will follow-up this type of complaint following procedures.

NOTE: Any Referee complaint or abuse complaint must be passed onto the League Convener in writing following the instructions listed. The League in turn will immediately forward the complaint to the proper ODMHA authority for further action.

On any official’s complaint that has been properly recorded the League reserves the right to request of the League RIC through the Branch RIC if necessary to restrict the official until a final conclusion on the offence has been rendered.

Letter # 3

Next Game sheet procedures **GAME SHEET PROCEDURES CONTAINED IN PLAYING RULES.**

Subject: Game sheet procedures

Please note this will be the official ODMHL Ottawa District “AAA” League policy concerning game sheets within the League. I would impress upon you to pass this on to all your teams at all levels. This policy is listed in the Ottawa district “AAA” League playing rules.

The white copy of all game sheets is to be retained by the team. The team representative must send the game sheet within 24 hours in the stamped, addressed envelope provided. The Team representative must report within 24 hours all suspendable offences to the League Convener. (Note the Convener may require a follow-up fax or email of the game sheet).

The team official reporting must also report all suspendable offences to their respective District Chairperson or individual discipline person assigned this task by their individual District Chairperson.

It is your responsibility as League Conveners to administer the suspension by verifying that the suspension has been properly served by the offending player. {Note please see the letter attached to your Constitution on reporting if player is played when under suspension.}

Once the Team has been given the white copy of the game sheet the Referees must retain the 4th copy of the game sheet. They must fill out the proper game report form produced by the referee group and send by e-mail or fax to the ODMHA as well as the District Chairpersons or individual League.

**Individual League Conveners and “AAA” League Executive email addresses are listed on the “AAA” League web site at www.aaaleague.ca
Minor Council accepted this procedure for the 2007-2008 season as well as future seasons.**

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