



## HANDBOOK

LCMHL endeavors to provide a positive hockey experience in a safe, sportsmanlike environment where the values of fair play and respect for all participants are learned and modeled.

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## REVISION HISTORY

<b>Date</b>	<b>Author</b>	<b>Revision</b>
July 6 <sup>th</sup> , 2012	Sherry Malloy, WCMHA President	V1: Initial Draft
July 11 <sup>th</sup> , 2012	Sherry Malloy, WCMHA President	V2: revision from committee meeting
July 18 <sup>th</sup> , 2012	Sherry Malloy, WCMHA President	V3: addition of playoffs for review
August 8 <sup>th</sup> , 2012	Sherry Malloy, WCMHA President	V4: revision from committee meeting Aug. 1/2012
October 3 <sup>rd</sup> , 2012	Glenn Austin, LCMHL President	V5: Final with format changes
September 15, 2014	LCMHL	V6: Move to Handbook, rule & format changes
May 15, 2024	LCMHL	V7: Overall update to Constitution
August 2024	LCMHL	V7: Overall update to Bylaws, Rules and Regulations

## 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, respect and fair play in the game of hockey.

### Article 3 Membership

- a) Membership shall be open to any Minor Hockey Association (Association) of one or more teams within District 4. Associate membership shall be open to any Association outside of District 4 with one or more teams on a season-by-season basis.
- b) Associate members must apply for membership each season no later than September 1<sup>st</sup>. They must indicate all age groups in which they request to participate at that time.
- c) The membership of Minor Hockey Associations within D4 will automatically renew each season unless an application for withdrawal as outlined in Article 3 (e) is submitted.
- d) Application for new membership must be made prior to the commencement of the current season. The application must be submitted in writing to the President of the League for consideration no later than the first of September each year.
- e) Application for withdrawal by a member Association must be submitted, in writing, to the President of the League no later than the first of September each year for approval.

### Article 4 Board of Directors

- a) Each member Association President will be the appointed representative to the League. Each President should send an alternative representative to meetings if they are unable to attend. The President or their alternative shall be a Director of the League and be entitled to one vote at meetings.
- b) Associate members may attend meetings, participate and are entitled to vote only on matters related to their team placements.
- c) The Board of Directors is composed of the Presidents of each Association and the members of the Executive Committee as defined in Article 5.
- d) The Board of Directors 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.
- e) No member of the Board of Directors is entitled to more than a single vote.
- f) No Association shall be represented at any meeting of the League unless all monies due have been paid.

### Article 5 Executive Committee

- a) The following Officers are members of the **Executive Committee**
  - **President**
  - **Secretary**
  - **Treasurer**

- **Webmaster**
  - **Statisticians** (maximum of six (6) positions)
- b) **ELECTIONS** shall be held at the Annual General Meeting, hereinafter referred to as the “AGM”.
- The President may hold only one office. All other directors may hold any two of the remaining Offices, however, in this case the director would only be entitled to one vote and quorum would be adjusted accordingly.
  - In order to be eligible to run for President, the nominated person must have served on the Board during the current year.
  - In order to be eligible to run for any Executive Committee position, excluding President, any volunteer from a member Association may be nominated provided said person has the written approval of their Association and is nominated and approved by the Board of Directors.
  - Any vacant Executive Committee position at the conclusion of the AGM may be filled by a vote of the Board of Directors at a future meeting.
- c) **TERM OF OFFICE** - All Executive Committee members shall hold office for one year or until their successors have been appointed or elected.
- d) **REMOVAL** - All Executive Committee members may at any time with just cause be subject to removal by a 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 OFFICER** - Any Executive Officer position vacated during a term of office may be filled by a majority vote of the Board of Directors. The appointed member will assume all duties of an elected Officer until the end of the serving year.

The Board of Directors 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.

The Board of Directors shall have the authority to 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 and Officers deem. Meetings are convened by the President. Notice must be given not less than

one week prior to the meeting, unless an emergency meeting is required. Generally, the Board of Directors will meet once per month, on a fixed day and time. If a fixed schedule is established at the beginning of each year, no additional notice will be needed for the fixed schedule.

- b) **VOTING** - Matters arising at any meeting of the Board of Directors will be decided by a majority vote. Each Executive Officer (other than President) and member Association will have one (1) vote, except as outlined in Article 5. Quorum (Article 14) must be in place for a vote to occur. The President shall count in quorum but will only vote in the event of a tie. Voting rights are established as per Article 5.

## Article 8 Annual General Meeting

The Annual General Meeting (hereinafter referred to AGM) shall be held no later than June 1 for the purpose of holding elections.

## 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, but they must be members of a District 4 Minor Hockey Association. The Chairperson for said committee may appoint the members. The Board of Directors shall have the power to dissolve or reconstitute said committee as well as 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. The Committee shall have no decision-making authority without approval from the Board of Directors.

## Article 11 Amendments

Any amendments to the Constitution, By-Laws and League Regulations may be approved at a meeting of the Board of Directors by a simple majority vote provided that a notice of the motion to be made was sent to directors at least seven days prior to the meeting. Motions affecting the Constitution, By-Laws and Regulations made without prior notice will be noted in the meeting, but voting will be deferred until the next meeting. All amendments shall take immediate effect and remain in effect until amended.

Any amendment to the Constitution, By-Laws, or Regulations of Hockey Canada or Hockey Eastern Ontario (HEO) shall automatically amend the Constitution, By-Laws, or Regulations of the League where applicable.

The By-Laws and Regulations shall be considered and published as part of the overall LCMHL Handbook and be established or amended as outlined in Article 11.

## Article 12 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 would be required to proceed with disbursement.

## Article 13 Quorum

A quorum shall be 50% plus one (1) of the Board of Directors, one of which must be the President (or their designate).

## Revision Dates

**Original Constitution** May 1985

<b>Amended</b>	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	15 May 2024



## 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.
- c) Accumulated surplus may from time to time be distributed equitably amongst the Associations participating when the surplus is created. This will be done by either payments to the association or through a fee reduction in a future year.

### Clause 2 Duties

#### President

- The President of the League shall preside 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 is responsible for ensuring that suspension statistics are monitored and discussed at regular league meetings.
- The President shall have the authority to enforce all suspensions incurred under the HEO 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 be counted in quorum numbers but will only vote on issues before the Board of Directors in the event of a tie.
- The President shall represent the League at District 4 and HEO meetings.
- The President shall be one of the two signing authorities.
- The President may appoint a designate from the Board of Directors to act on their behalf if they will be absent from a meeting.

#### 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.
- The Past President is a non-voting position

#### Treasurer

- Subject to the provisions of any resolution of the Board of Directors, the Treasurer shall have the care and custody of the funds. The Treasurer shall sign contracts, documents, or instruments that require signature and have powers to perform duties, as the League feels necessary.
- The Treasurer shall be required to track all financial transactions and provide financial statements to the Board of Directors at meetings
- The Treasurer must be one of the two (2) signing authorities.

### Secretary

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

### Webmaster

- The Webmaster is responsible for the design and management of the League's Website and distribution of information to the League membership through publication to the website. 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 Ice Scheduler to upload regular season and playoff schedules into the League Web site;
  - Distribution of association news announcements and emails
  - Help support and maintain the League/District Suspension reporting system, including team set up and account provision

### Statistician

- Each Statistician shall be responsible for their Division (U9, U11, U13, U15, U18 & U21) of hockey within the League.
- Statisticians review and modify game schedules (regular season & playoff), keep records of statistics and determine the League regular season and playoff Champions.
- Statisticians 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

Discipline is generally imposed through District 4, however on occasions where LCMHL has the need to impose additional discipline, this committee will be appointed.

- 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 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 HEO 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 HEO age group regulations and shall be named U9, U11, U13, U15, U18, and U21. 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 Treasurer or President accompanied by the appropriate fees.
- The acceptance of any team entry in the league shall be the prerogative of the Board of Directors.

#### Clause 6 Team Placement

- For team placement, the League will use the HEO guideline for a tiered recreational league. 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. Imbalance will be determined by a review of League statistics by the BOD at the November meeting to ensure parity of teams in each level. If a significant imbalance is reflected, the member Association may be requested to rebalance the affected team through player movement.
- No changes to team placement may be requested **after the game schedule is published unless there are exceptional circumstances, and that decision will be made by the Board of Directors.**

#### Clause 7 Player and Team Registration

- All players shall be registered in accordance with HEO Regulations.
- The respective Associations shall be responsible for the verification of residency in accordance with HEO Residence Rules.
- All completed team lists must be posted to the League website prior to a teams first scheduled regular season game. Any team list not submitted on time may result in fines being imposed on the non-compliant team.

## Clause 8 Number of Players per Team

- A maximum of nineteen (19) players per team is permitted, consisting of seventeen (17) skaters and two (2) goalies
- Teams may use affiliated players for suspended or absent players.

## Clause 9 Bench and On-Ice staff

All requirements for Bench and On-Ice Staff will be determined in accordance with HEO requirements.

## 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 or unsportsmanlike 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 HEO. Any suspensions may be appealed.

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

## Revision History

**Dated** May 1985

<b>Amended</b>	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
	August 2024			

# RULES AND REGULATIONS

## 1. Interpretation

In these playing rules, the following definitions are used:

- a) **Board of Directors:** Officers of the LCMHL and the Association Representatives from all of the registered Associations within District 4.
- b) **League:** LCMHL (Lanark Carleton Minor Hockey League)
- c) **HEO:** Hockey Eastern Ontario.
- d) **Association:** Any registered Association in HEO 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 Board of Directors.

## 3. General

Playing Rules & General information:

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

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

**Code of Discipline:** All teams must adhere to the latest edition of the **HEO Code of Discipline** posted on the LCMHL & HEO Websites. Team officials who do not adhere to these rules face disciplinary action by the LCMHL League Appeals and Discipline Committee. All infractions incurred by players and team officials under the code must be reported via the district's suspension reporting system 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 U13 team receiving more than 10 penalties in a game shall have their coach suspended for one game. Any U15 team receiving more than 12 penalties in a game shall have their coach suspended for one game. Any U18 or U21 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 all game suspensions have been served. All penalties are subject to the minimum required by HEO and further discipline may be applied by LCMHL.

Further to the Code of Discipline set out by HEO, the League may impose additional game suspensions equal to the number of games administered by HEO Code of Discipline for instigator and/or aggressor penalties.

The LCMHL Appeals and Discipline Committee membership is as outlined in Bylaw 3.

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

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

**Sweaters:** The home team, including goaltenders, must wear light coloured team jerseys issued by the minor hockey association. The visiting team, including goaltenders, must wear dark-coloured jerseys 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 their jersey. 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 to their players.

**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 additional discipline as determined by the Board of Directors.

**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 Board of Directors.

#### 4. League Play

**Season:** Each Division in LCMHL will play a prescribed number of regular season games as indicated in the chart below. Each game will consist of 50 minutes of ice time (excluding flood time).

Division	Games
U9	20

U11	20
U13	24
U15	24
U18	30
U21	24

The Board of Directors shall determine the duration and format of both the League regular season and playoffs for each division of LCMHL. 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 LCMHL. 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. Game Start Times

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

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

- U9 7:00 PM (19:00 hours)
- U11 8:00 PM (20:00 hours)
- U13 8:00 PM (20:00 hours)
- U15 9:00 PM (21:00 hours)
- U18 9:30 PM (21:30 hours)
- U21 9:30 PM (21:30 hours)

## 6. Referees

- a) 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 20 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:**
  - U9 - 1 person system
  - U11 - 2-person system
  - U13, U15, U18 and U21 - 3-person system

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

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

Level III referees are recommended for all U18 and U21 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 following the game. The referee will retain a copy for reporting of a game incident when necessary. A copy is provided to the visiting team. The referee must ensure that any suspension incurred is properly listed and readable prior to returning copies to the teams. They are responsible for ensuring that the game sheet is properly signed and noted prior to returning to the team. If any changes are made to the game sheet by the referee 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 games.
- g) **OFF-ICE OFFICIALS:** A PENALTY BOX ATTENDANT may 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 and Timekeeping Rules

- a) Either the home hockey association (paid timekeepers) or Home Team must provide competent and knowledgeable timekeeper(s) for all LCMHL league and playoff games. Timekeepers must be clearly identified with their name and contact number on the game sheet.
- b) 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 HEO Affiliation regulations.
- c) The timekeeper must ensure that any stop-time left over at the end of the game, is clearly noted on the game sheet.
- d) The timekeeper records goals and assists as instructed by the referee.
- e) The timekeeper records all penalties assessed by the referee in the correct manner, using the official abbreviations.
- f) The timekeeper 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 records the end time of the game on the game sheet.



- h) The timekeeper ensures that the game sheet is signed-off by the referee and linesmen prior to distribution of the game sheet to teams.
- i) 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, wristwatch, or mobile device application that has the same capability as a stopwatch. Irrespective of timing means, the timer, once started, must not be stopped.
  - The running game clock is started at the scheduled game time.
  - The timekeeper -starts the GAME clock for each of the three periods 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 game time.
- 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. The exception to this is U9 which has a 3-minute warm-up.

**TIME OUTS: 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.

**U9:**

All games will consist of two (2) 23-minute RUN TIME periods. 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 second 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.

**U11, U13, U15, U18, U21:**

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.

- l) **DELAYED GAMES:** If, for any valid reason (i.e. bad weather, arena issue, 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 two-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 change 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 an alternate device 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 become 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 when 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/Switching Games

- a) **Switching 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 immediately. The statistician shall notify the home team. The home team cannot refuse to play the switched team.
- b) **Re-Scheduling 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 (g) below). LCMHL 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 or switch 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**

- c) **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.
- d) **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.
- e) **Referee Costs:** Any additional costs incurred by LCMHL for game officials assigned to a league or playoff game will be borne by the team that was responsible for incurring the additional costs.
- f) **Ice Costs:** Any team that 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, the team or association at fault may be subject to league discipline.). A minimum of 4 hours notification prior to game time is required to cancel the game.

g) **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.

h) **Inclement Weather Re-scheduling:**

Team officials must contact their statistician who has the authority to postpone games due to weather conditions.

If the appropriate statistician cannot be reached, team officials must contact the League President, Treasurer or Secretary who also have the authority to postpone games.

Upon approval, the opposing team must be notified by the team official requesting cancellation due to inclement weather.

The team official must then contact the Referee Scheduler of their Association to ensure that the officials are notified that the game has been postponed and will be re-scheduled.

Any game cancelled for inclement weather must be cancelled with a minimum of three (3) hours notice unless there are exceptional circumstances.

**NOTE:** Teams may not postpone a game without proper authority. Doing so will result in the team facing disciplinary action, which may include 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 Board of Directors, failure to complete all scheduled games will result in suspension of the coach and/or the loss of points.
- b) All divisions of LCMHL must complete their regular league schedule by the final date determined by the Board of Directors under Rule 3 Season.

## 10. Game Precedence

- a) Regular season, playoff or special league event games take precedence over tournament and exhibition games. The Board of Directors will have final authority 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 HEO **and** LCMHL. In addition, the team forfeiting will have two points deducted from either their current league or playoff standings, whichever is applicable. The team complying with the rules will NOT be awarded two 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.
- d) Under no circumstances can a forfeited game be used to serve suspensions.
- e) During play, 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. Tournament

- a) 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 as per 10(a).
- b) 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.

## 12. Submission of Game Sheets/Reporting of Scores and Suspensions

- a) 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**. Playoff games must be reported within **24** hours. Game sheet information **MUST** be posted on the League Website exactly as it has been recorded on the original game sheet.
- b) 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 copy 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:** If the game sheet is not filed 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 possible disciplinary action.
- d) **Reporting Suspensions:** Coaches/managers must report all suspensions assessed during league and out-of-league (tournament) play, using the District's Suspension Reporting System (TTM) within 24 hours of the completion of the game. The site will assess the number of suspended games based on the HEO Code of Discipline. Further suspensions from the League may be applied to the offender. Failure to comply will result in the suspension of the responsible coach.
- e) **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 HEO 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 the suspension using the District's Suspension Reporting System (TTM).
- f) **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, HEO & LCMHL 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 as necessary. 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:

2 Teams Tied	3+ Teams Tied
Most wins against tied teams (H-H)	Most wins against tied teams
Most Wins overall	Best Goal Average [ GF / (GF + GA)]
Best Goal Average [ GF / (GF + GA)]	Least goals against
Least Penalty Minutes	Most goals for
First goal against tied teams	Least penalty minutes
Coin Toss by statistician	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:** Board of Directors will specify the start and end dates for all playoff rounds, as outlined under Rule 3 Season. There will be no changes permitted to home ice dates once these have been submitted and accepted by the League.
- c) **Playoff Game Notification:** Every attempt will be made to provide notification of playoff games forty-eight (48) hours before the scheduled time/date of a game. In extraordinary circumstances, notification may be less. 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 U21 (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**. U21 teams should expect to play during the March Break period. Where Reading Week dates vary among the various local schools, the League will select a date at the beginning of the season and publish which week will be deemed Reading Week.
  - **For levels U9 to U18 (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**. Where March break may vary among the local school boards, the League will select a date at the beginning of the season and publish which week will be deemed March Break.
- 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:

- o 7 teams or less one pool
  - o 8 to 14 teams two pools (Pool 1 = odd teams; Pool 2 = even teams)
  - o 15 or more teams format to be determined by the League, no later than the December meeting.
  - o The League may at its January meeting decide to split playoff divisions into a finalist division and a runner-up division.
- h) **Regular Point System:** winner of each pool is determined by most points. No games in the Round Robin will play overtime. In the event of ties at the end of the playoff Round Robin, placement is determined by:

2 Teams Tied	3+ Teams Tied
Most wins against tied teams (H-H)	Most wins against tied teams
Most Wins overall	Best Goal Average [ GF / (GF + GA)]
Best Goal Average [ GF / (GF + GA)]	Least goals against
Least Penalty Minutes	Most goals for
First goal against tied teams	Least penalty minutes
Coin Toss by statistician	Coin Toss by statistician

i) **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 grouping 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 to allow 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 4<sup>th</sup> game results in a tie at the end of the additional allocated overtime ice, the 4<sup>th</sup> game must be replayed in its entirety.

j) **Expediting Completion of Playoff Games/Series**

The playoff end date for the League is March 31<sup>st</sup>.

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:** 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 LCMHL (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 President 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. League timekeepers are representatives of the League and not the individual association.

### LCMHL APPEALS AND DISCIPLINE COMMITTEE

**GENERAL:** The LCMHL Appeals and Discipline Committee will comprise a minimum of three (3) members plus the President. Prior to each Appeal hearing, the President will select the Appeal Committee members drawn from the sitting members of LCMHL Board of Directors. In the selection of these members, the President will exclude any person who may have any real, potential or perceived conflict-of-interest. Appeals will be held, as required, at times and places to be determined by the President. In the event that the President is unable to attend an appeal hearing, or for any other reason, the President 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 President who may call upon any witnesses to give testimony;
2. The appellant or representative must provide \$150 cheque payable to 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 lost, the appeal fee will be retained by LCMHL;
8. The result of the appeal will be forwarded to the Appellant or Representative in written form within 48 hours of the conclusion of the appeal. Copies will also be forwarded to Committee Members, Appellant's Association, League representative and the Secretary of LCMHL. If time is of the essence, the President may provide a verbal decision to the Appellant followed up by the written decision;

9. The decision of the LCMHL Appeal and Discipline 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 -- President (see website for contact information)