

CHEDOKE MINOR HOCKEY LEAGUE

BY-LAWS

DEFINITIONS

CHA	Canadian Amateur Hockey Association
CHL	City Hub League
CMHL	Chedoke Minor Hockey League
CSA	Canadian Standards Association
HMHC	Hamilton Minor Hockey Council
MHAO	Minor Hockey Alliance of Ontario
OHF	Ontario Hockey Federation
OMHA	Ontario Minor Hockey Association
RHL	Recreational Hockey League
TDC	Technical Development Committee
City	The City of Hamilton Recreation and Culture Department
Coaching Staff	Head coach, assistant coaches, manager and trainer
Member	as defined in the Constitution

By-Law 1

OPERATION AND GUIDING PRINCIPLES

(A) Operation

These by-laws shall comply with the CMHL constitution and are the operating rules for the league.

(B) The Guiding Principles shall be to:

1. Foster, promote and teach amateur hockey.
2. Offer all eligible players the maximum opportunity to participate.
3. Develop and encourage the qualities of sportsmanship, fairness, team play, personal development and a mentally and physically healthy environment among all players, coaching staff, officials and members. As such, CMHL shall not tolerate profane language or threatening, menacing or intimidating behaviours by any of these participants.
4. Sponsor and promote athletic, social and other activities as may contribute to the betterment and financial position of CMHL, and
5. Support the activities and regulations of our affiliated groups.

(C) Members Issues

A member may request – in writing – for an issue to be brought before the Board for discussion. The issue shall be placed on the agenda of the next regularly scheduled meeting. The member may attend that next meeting of the board to present the information on the issue. The Board will vote on accepting or not accepting a proposal on the particular issue.

By-Law 2

PLAYER ELIGIBILITY AND REGISTRATION

1. CMHL shall comply with any registration procedures and quotas established by HMHC and the department of Culture & Recreation, including the non-resident player fee.
2. Article 1 of the Constitution sets out the age groupings for each division in the league.
3. A player resident in the city of Hamilton shall have registration priority over a non-resident player.
4. The resident player registration days shall, as directed by the City, be during March and again on the first weekend after Labour Day on a first come, first serve, basis.
5. A non-resident player may not register until registration opens up to non CMHL players and must pay a non-resident fee.
6. Registration shall remain open until December 1 or until the quota for each division from Novice to Midget is reached. New city residents shall be accepted as specified by OHF regulations. Registration for Pre Novice shall remain open until December 31 or until the quota for that division is reached. Team rosters must be completed and received by the Secretary-Treasurer of HMHC by it's due date and on it's approved form.
7. Each player's registration, to be valid, must include the completed HMHC registration form, CMHL approved payment of the annual fee and a photocopy of an approved proof of age document such as an original birth certificate, baptismal certificate or passport or another certified document. The player registration file shall be administered and controlled by the Registration Committee.
8. If a player registers with any other RHL, the CMHL registration shall become invalid until such time as the player decides to join CMHL, and is accepted by CMHL. CMHL shall not be obliged to return the registration fee if the player does not join CMHL.
9. A player may not participate in any other minor hockey league with the exception of high school –for which the player must notify the head coach who shall then notify the Convenor.
10. A player may receive a refund, net of an administration fee of up to \$25, when leaving the league by submitting a written request and the returning the sweater and any other equipment belonging to CMHL (in the same condition that it was issued) unless leaving under a suspension. The refund shall be pro-rated based on the hours of ice scheduled and the condition of the returned equipment.

By-Law 3

COACHES AND TEAMS

(A) Coaches and Qualifications

1. The Board shall select the CHL and house league head coaches. The Convenor shall approve assistant coaches selected by each head coach.
2. No elected Board member or the Referee-in-chief shall be the coach, assistant coach, trainer or manager of any CMHL or other minor hockey league team – in accordance with the Constitution.
3. HMHC shall sponsor the coaching clinics. The clinics shall be available to all levels and the clinic dates shall be published when CMHL is advised.

4. A coach must complete the level coach certification programme by December 31 of current coaching year.

(B) The Team, Sponsor and Player Selection

1. The Board shall select the head coaches prior to the player selection draft and approve or appoint assistant coaches for the head coaches. The head coaches shall attend each player evaluation session. The players shall be rated as group 1 to 4 in descending order of ability using decimals where necessary.
2. The teams and sponsors shall be chosen by the head coaches. A sponsor may specify a coach he wishes for his team.
3. A maximum of 3 players may be pre-chosen for the draft from the pool of children of the head coach, assistant coaches and the sponsor. The pre-chosen players shall be the first ones to be selected from their rated group with the head coach's draft turn. Any additional children beyond the 3 are part of the normal draft procedures.
4. To promote the qualities stated in the guiding principles of by-law #1 among the players and coaches, the player selection shall be by a draw and the head coaches' order of selection shall be determined by a draw. The groups drawn shall be in the order 1 to 4 in descending order of ability. The selection shall use the reverse order system (the head coach to select last in the current round is the first in the next round). This reversing order shall continue until all players in the group have been chosen. The sequence will continue to the next group.

(C) Team Administration

The coaching staff shall:

1. Consist of the head coach, any assistants, trainers or managers he selects whose total number meets the maximum set by CMHL for the related games and practices. Although all members are singularly responsible for their actions, the coach is also responsible for the behaviour and actions of the members of the coaching staff and may be liable to discipline resulting from their behaviours and actions. The coach is also responsible for all signed forms relating to the team.
2. Each team may have up to 4 persons on the coaching staff on ice for practices and directing the team from the bench during games. All of these staff must be appropriately certified and one MUST be a certified trainer.
3. Abide by the constitution and by-laws and encourage the players and members to do so also.
4. Inform the players and members of the CHA, MHAO, HMHC and CMHL rules as appropriate and that all players shall attend a picture day that will take place in the fall.
5. Inform the members that CMHL medical insurance covers MHAO sanctioned CMHL games and events only.
6. Ensure that the players and members as well as themselves exhibit civil and sportsman-like behaviour before, during and after any game or practice of while taking part in CMHL activities.
7. Appoint one member who shall attend the members meetings called during the season as the team's representative (even though all members are encouraged to attend these meetings).
8. Provide a completed and signed game sheet to the timekeeper prior to the start of each game.

9. Ensure at least the minimum number of eligible players are ready to start each game.
10. Participate in CMHL fund-raising promotions along with the players and members.
11. Meet with the parents of their team before the first regular scheduled game to discuss: the coaching philosophy, team operations, team budget including tournaments (give a copy to the members), team rules (give a copy to the members), responsibilities of the coaching staff, players and members, and any other points that the coaching staff or members wish to discuss.

(D) Team Financial Records and Rules

1. The head coach shall appoint a member to maintain a record of the team's financial affairs. Team bank accounts must be opened in the name of the team with a minimum 2 signing authorities. Only one member per family may be a signing authority.
2. The head coach shall present a proposed team budget to the VP for his or her Division, in order to receive the VP's approval, prior to presentation to the parents or guardians of the team. This is to be done within the first 3 weeks of the beginning of the regular season. This budget will consist of an estimated breakdown of all costs that are associated with the operation of the team's finances, and shall not exceed a value of \$60.00 per team player. After the Head Coach receives approval of this budget by the VP of his or her Division, the Head Coach will then submit this budget to the parents or guardians of his or her team, for the final approval. The Head coach shall ensure that the parents or guardians of the team have approved this budget, by securing their written signatures to it. A copy of this signed budget will then be submitted to the VP of the Division, for filing and reference. No Head Coach shall solicit further funds, from any source, than the above maximum, without prior approval of the executive.
3. The head coach shall ensure that a copy of the team financial statements for the season is given within 45 days of the end of the season to all members of the team, and that a copy is forwarded to the CMHL treasurer.
4. Any team rules not detailed in these by-laws must be approved by the division's Vice-President.

By-Law 4

PLAYER MOVEMENT

(A) Within a Division

1. CMHL shall encourage all players to play at their own age level. CMHL shall not force a player, who does not wish to, to play in a higher division.
2. Any coach or manager, who persuades, coerces, compels or offers inducements to a player to join a higher division team shall be subject to suspension for up to one season.
3. The Convenor must approve the permanent transfer of a player to another team. After discussions with the affected head coaches, the Convenor shall contact the player's parents/guardians.
4. From Pre Novice to Bantam the Convenor, in conjunction with the Divisional Vice President, may move up to 2 players to or from a team before week 7 of the season to adjust for any large inequities occurring from the player draft. In Midget, player movement will take place prior to the seventh game.
5. The Convenor shall place any players who register after the player draft on teams with consideration as to which teams do not have a full compliment of players.

(B) Between Divisions

1. A player may play a game for a team in a higher division or classification only where that team has a player shortage due to sickness, injury or vacation. To do so, the Convenor shall prepare a list of those players who wish to be in a substitute pool. The head coaches and convenors of the teams involved shall be advised of each movement.
2. The Convenors shall provide their approved lists of the pool players to the Convenor in the higher division or classification for distribution to the head coaches there.

**By-Law 5
TEAM SPONSORSHIP**

1. Teams cannot be sponsored by breweries, distilleries, wineries or tobacco companies.
2. Sponsors must renew and complete the approved sponsorship form annually and give it to the Sponsorship Committee
3. The Sponsorship Committee shall acquire the necessary sponsors and allocate them to each team. It shall recommend the sponsorship fee for approval by the Board.
4. A sponsor shall not give money to, nor provide equipment or other benefits for, it's team. Rather, all moneys and equipment shall be given to CMHL for distribution.

**By-Law 6
EQUIPMENT & UNIFORMS**

1. CMHL shall supply 1 sweater and 1 pair of socks to each player as part of the registration fee.
2. Every player must wear the issued sweater and socks when representing CMHL in a game. Any under-sized team jersey will be enlarged upon request to the Convenor. Any player using a non-authorized jersey without the Convenor's permission shall not be allowed to play.
3. The Board shall determine the team names and colours for each division.
4. Equipment must be approved by the BNQ, CSA or other testing bodies approved by HMHC.
5. Each player must wear during all games and practices all equipment which is approved by HMHC (including the helmet, athletic support, mouth guard, neck guard, skates and stick).
6. The team goalkeeper must wear during all games and practices all goalkeeper's equipment which is approved by HMHC (including the helmet, goalie pads, mouth guard, skates and goal stick).
7. On-ice coaching staff must wear approved helmets, which chin strap fastened.

**By-Law 7
CONDUCT AND DISCIPLINE**

(A) General

1. The Board and Discipline Committee shall govern within the rules and/or By Laws of CHA, OHF, MHAO and HMHC where appropriate.

2. The head coach may suspend a player for 1 game for any inappropriate behaviour. The head coach must make a written request to the Convenor if more than a 1 game suspension is deemed necessary.
3. The division Convenor shall administer and monitor all discipline actions.
4. Any suspensions issued by the Convenor, coaches or CMHL officials of more than 2 games may be appealed to the Discipline Committee by giving a written request with reasons to the President who will inform the committee to meet within 1 week of receipt of the request.
5. Any member may request in writing the Discipline Committee to rule on an action in or outside the arena described and considered by the member to be disciplinable. The Committee shall review the evidence and, if necessary, hold a meeting with the parties involved and make a ruling.
6. The Discipline Committee shall also administer discipline actions not initiated by a Convenor for any member, Board member, coach, manager, trainer or player whom it determines is in contravention of the constitution or by-laws, which shall include any conduct not in accordance with the mandate and guidelines in Article 2 of the Constitution.
7.
 - a) Suspensions received by players in a "House League" or "Select" game are to be for that number of scheduled team games (House League and/or Select) and no games may be played until the suspension is served.
 - b) A suspended player may practice with this team while serving a suspension.
 - c) A suspended player may not be in the dressing room or on the team bench on game day nor participate in any team activity while serving a suspension.
 - d) No games may be scheduled after a suspension has been earned to lessen the length of the suspension.
8. A player or coaching staff suspension not completed in the current season shall be carried over to the next season, commencing with the first scheduled league game.
9. A rule change made by CHA, MHAO or HMHC before or during the season shall be in force with CMHL teams as of the date written notice is received by the Board and it will be written into the next revision of the by-laws.
10. The Convenor (or delegate) or the referee may make a decision during a game for a situation not covered in the by-laws. The decision maker shall then inform the Board of the decision. A team can not appeal the game as a result of such a decision. The Board shall confirm or amend the decision for subsequent occurrences of the situation.
11. The Board shall decide on situations not covered under the by-laws. The decision shall stand for the season and be referred to the By-Laws Committee for future revision.
12. A suspension determined by the Discipline Committee shall be effective from the date stated in its written decision. Suspensions to players or coaching staff shall be in terms of league games to be missed. Suspensions to members shall be in whatever time frame determined by the Discipline Committee.

(B) Areas of Discipline

1. All members shall conduct themselves in a civil and sportsman-like manner when questioning the decisions of the volunteers and on-ice officials. The questions and concerns not satisfactorily answered may be advanced through in the following order:
 - Head Coach
 - Convenor
 - Vice-President for the division
 - And the Board

2. A member, coaching staff or player shall not damage or deface either the facilities used by, or the equipment, of, CMHL. Anyone doing so shall be liable for the repair costs, suspension and/or other rulings by the Discipline Committee. The coach shall report to the Convenor and the Arena staff any damage noted in the dressing room prior its use by the team.
3. A member, coaching staff or player shall not use alcohol or drugs at a CMHL sponsored game, or in any arena or other facility used for such function.
4. A member, coaching staff or player shall not smoke on the bench or in the dressing rooms.
5. Players or members shall not participate in off-ice fighting in the arena or parking lot before, during or after a game.
6. A team shall forfeit any game where one of it's players or coaching staff who is ineligible because of a suspension participates on it's bench or on the ice.
7. The head coach of each house league team shall ensure that, in each game, all players participate equally. This will include equal number of shifts per player (within one) and, within reason, equitable amounts of actual ice time. This procedure will be monitored by the respective Division Convenor, member of the Executive, or delegate. Any coach who does not follow this procedure shall receive, from the Convenor of the Discipline Committee, in order of number of infractions, a verbal warning, followed by a 1 game suspension, followed by a suspension for the balance of the season, respectively. In the event that any infraction occurs within the playoffs, the team of the coach committing the infraction will automatically forfeit the game in favour of the opposing team. In the playoffs, a verbal warning will NOT be issued.
8. The head coach shall ensure every team player participates in sportsman-like fashion during the game and in the handshaking ceremony at centre ice after each game. The head coach or Convenor shall suspend a player who is found to display poor sportsmanship in the handshake ceremony.

By-Law 8 APPEALS OF DISCIPLINE COMMITTEE RULINGS

1. A member or player may appeal a decision of the Discipline Committee.
2. The appeal must be in writing and delivered to the President within 7 days of the written decision of the Discipline Committee. It must state how the constitution or by-law was improperly applied to the situation under appeal.
3. A fee of \$25 payable to CMHL must accompany the written appeal. The fee of \$50 payable to CMHL must accompany an appeal presented in person at a Board hearing. The appeal fee is refundable if the appeal is upheld.
4. The Board shall hold an appeal hearing within 14 days and give its final decision, in writing, not more than 14 days after the hearing is completed.
5. Disciplinary action against a Board member is governed by the rules in the Constitution.
6. No one may appeal any game in which they are not directly involved, ie., coaching or playing.

By-Law 9 OFFICIALS

1. Referees for CMHL games must be certified by OHF through MHAO clinics.

2. The Referee-in-chief shall co-ordinate the referees for both the regular and playoff schedules.
3. Both home and visiting teams must each supply one person for the time box unless otherwise agreed upon by both teams. Non complying team will forfeit the game.
4. HMHC shall sponsor the officials' clinic.

By-Law 10
LEAGUE PLAYING RULES

(A) The General Game Rules

1. CMHL playing rules shall not contradict those of more senior groups to which it is associated.
2. Body contact is not permitted in any division or playing level.
3. A team must have a minimum of 10 players plus a goalie to start a game from Pre-novice through Atom and 7 players plus a goalie from Peewee through Midget. The convenor or the designate or the referee shall delay the start of the game until the minimum is reached. The team not meeting the minimum shall forfeit the game when the game has been delayed for 15 minutes.
4. Each game from the Novice through Midget divisions shall normally have 3 stop-time periods of 10 minutes each. The Convenor or designate may enforce running time or a curfew to ensure the game is finished within the 1 hour time limit.
5. Each Pre-Novice game shall normally have 3 stop-time periods of 10 minutes each and shall use the 2 minute buzzer system for changing lines (giving latitude for shifting with insignificant time left in the shift). The Convenor or designate may enforce running time or a curfew to ensure the game is finished within the 1 hour time limit.
6. The referees shall not call an offside, icing or penalty infraction in the Pre-novice division until the Convenor chooses which game (between numbers 5 and 10 in the regular schedule) to start calling the infractions and shall so inform the referees through the Referee-in-Chief. The referees shall however inform the coaches or players of the omitted call for training purposes.
7. Regarding the possible overlap of the House League and Select Programs, the following order of attendance is mandatory, for all players involved. All coaches are required to police this matter, and are empowered to discipline offending players, accordingly, after notifying and discussing with the appropriate Convenors. This discipline may result in the expulsion of a player from the Select program for the remainder of the season. Coaches may themselves also be subject to discipline, for failure to comply. This discipline may result in the expulsion of the coach for the remainder of the season. The order of attendance is (a) to (e) where (a) has top priority and (e) has the least priority.
 - a. House league regularly scheduled game
 - b. House league regularly scheduled practice
 - c. Select game
 - d. Select practice
 - e. Tournament or exhibition for either House League or Select team that has been applied for first.
8. All players must wear a mouth guard unless they provide a Doctors note. Any player in violation of this rule will be assessed a 10 minute misconduct. If the 10 minute misconduct penalty occurs in the 3rd period it will result in a game suspension for the next scheduled game. Repeat offenders will be referred to the Discipline Committee for further action.

(B) Penalties and Suspension

1. The game penalty and the additional game suspension rules are listed on separate forms and the head coach shall have a copy of each for the team's use. The referee-in-chief shall give a copy of each to each game official.
2. From the Pre-novice to Midget divisions, a player who receives 4 minor penalties in 1 game shall be suspended for the balance of the game.
3. If the fourth minor penalty is assessed in the last 5 minutes of the game, the player shall be suspended a further 1 game.
4. The referee shall forward the gamesheet and any report of suspension to the Vice-President of Administration, or the delegate, within 48 hours of the conclusion of the game.

(C) Winning Teams

1. The first place team of each division at the end of the regular season shall be the division champions for the regular season only.
2. If the Super Saturday game is tied after 3 periods, the committee officials in charge will choose, depending on the time available, a 10 minute stop-time period or a 5 shot penalty shot shoot-out until the game is decided.
3. The winning team in each division on Super Saturday may choose to advance to either the city playoffs or an upcoming MHAO tournament, if available.
4. The losing team in each division may choose the option, if available, not chosen by the winning team.

By-Law 11
TOURNAMENTS AND EXHIBITION GAMES

(A) Restrictions and Approvals

1. A team shall not enter a tournament or exhibition game or participate in any exchange programme or trip during the regular season or playoff schedule if the event conflicts with any league game or with the local school board's education programme.
2. A team can participate in an exhibition game only with other affiliated associations,.
3. The head coach shall apply in writing for approval from the Vice-President-Operations/Committees on the Board-approved form for each tournament or exhibition game or other event.
4. The head coach of a team intending to participate in a tournament or exhibition game must register with and pay the related fee to MHAO as well as ensuring that the players and members are covered by any insurance required beyond that afforded by CMHL.

(B) Administration

1. The head coach shall ensure through the Referee-in-Chief that only certified on-ice officials will be used in the exhibition game.
2. The team's pre-season budget presented to the members shall list any anticipated tournament and its cost. If not listed, the team must apply for each tournament on an individual basis with written approval from the team's members.

3. The head coach shall ensure the Vice-President of Administration, or delegate, receives the game sheet within 48 hours of the return to Hamilton.

(C) Out-of-Province Events

The head coach shall apply for approval from the Board for all out-of-province events and also from HMHC for events anywhere that last more than 4 days.

1. A minimum of 14 validly registered players from the Pre-novice through the Atom Divisions and 12 players from the Peewee through Midget divisions must agree to participate. Players from an affiliated team may be used, subject to the approval of the respective RHL.
2. The head coach must apply to the Board and then the HMHC Executive Committee for approval of the event.
3. The application shall include the destinations, dates of departure and return, number of tournaments and games to be played, the names of the coaching staff, players and members attending and a financial budget.
4. The head coach must provide a copy of the actual receipts and expenditures for the event to the Board within 4 weeks of the team's return.
5. The head coach is responsible for ensuring the team's accident and medical insurance is adequate for the whole event. CMHL shall not be responsible for any costs incurred by the team.

**By-Law 12
FUNDRAISING**

1. CMHL shall operate fundraisers approved by HMHC.
2. All coaching staff players and members of teams shall be encouraged and expected to participate in the fundraisers.
3. A team cannot operate, or participate in, an individual team or division fundraiser.

**By-Law 13
VOLUNTEER EXPENSES**

1. The Board shall reimburse a volunteer for reasonable out-of-pocket expenses incurred in activities approved in advance by the Board or a committee.

**By-Law 14
TEAM PHOTOGRAPHS**

1. The Board shall arrange for the team and/or individual photograph sessions announce which photographs, if any, will be included in the registration fee.
2. The Board will post the picture taking date and procedures on the CMHL bulletin board outside the office as soon as the date is known.

**By-Law 15
CMHL CLOTHING AND OTHER SOUVENIRS**

1. Authorized clothing and other souvenirs, when approved by the Board, shall be made available by the approved supplier for purchase at the Chedoke arena.
2. Individual team clothing or souvenirs are not permitted to be sold by any member or official.