



***House League
Team Official Guide
to Hockey
Rules and Regulations***

2009-2010

NOTE

1. ***The GHA Team Official Guide to Hockey Rules and Regulations consists of extracts from the GHA By-law and the Rules and Regulations pertaining to the administration, organization, rules, regulations, and matters of discipline involving the players, parents and team officials (coach, assistant coach, manager and trainer).***
2. ***The Guide, plus any amendments and/or additions issued during the season, is authorized for use by the team officials and players. In the event of any discrepancies, the original By-law and the Rules and Regulations shall take precedence.***
3. ***In addition to this Guide, you should be familiar with the Hockey Canada Playing Rules and the ODMHA Code of Discipline, which are applicable to all players and team officials, plus any additional rules and regulations as published by your area association.***
4. ***Where applicable, the reference to the GHA, Hockey Canada or ODMHA Articles, By-laws and Rules and Regulations is indicated in brackets at the end of the paragraph.***

IF YOU SHOULD NOTICE ANY ERRORS OR OMISSIONS IN THE GUIDE, PLEASE INFORM THE GHA OFFICE OR ANY MEMBER OF THE EXECUTIVE.

WE WOULD ALSO APPRECIATE RECEIVING ANY COMMENTS AND/OR SUGGESTIONS YOU MAY HAVE.

THANK YOU FOR YOUR CO-OPERATION.

N O T E: This Guide contains all amendments to the GHA By-law and the Rules and Regulations as of August 24, 2009. You will be notified of any changes

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Affiliation

1. The purpose of the Corporation affiliation is to ensure that teams of a higher division or category have the opportunity to dress the number of players officially registered with the team. For this reason, affiliated players (i.e., players from teams within the same association) may only be used to replace absences from the original roster (cannot increase the roster).

NOTE: "Division means the class of hockey being operated within the Corporation. These are as follows: Juvenile, Midget, Bantam, Peewee, Atom and Novice. "Category" for the purposes of these Rules and Regulations shall be House League "A", House League "B" and House League "C".

2. For play-offs only, teams may not use affiliated players unless the team is below 10 players (excluding a goalie) and, should this happen, the team can only affiliate back up to 10 players (not full roster). Players that bring the team beyond these limits will be deemed ineligible and may face disciplinary action.
3. Regular goalkeepers from a lower calibre team may dress and play as a spare goalkeeper only for a higher calibre team and shall be permitted to return to his/her lower calibre team until such time as he is declared the regular goalkeeper of the higher calibre team.
4. Where there are A, B and/or C levels of House League Hockey, at no time shall a goalkeeper play for another team in their own category.
5. Appearance of a registered player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation shall be considered as taking part in the game, and such participation shall specifically be noted on the official game report.
6. Affiliated players used by a higher division or category team in a game shall be designated on the official game report by the use of the symbol "A/P" after their name on the team line-up or roster.
7. House teams will complete *initial* affiliation lists by **November 15th**. Players **must** be on the DISTRICT REGISTRAR'S affiliation lists **before** playing in a game for the affiliated team.
8. After January 15th, no names may be added to any affiliation list.
9. Affiliation forms can be obtained through your Association Registrar. Your registrar is responsible for providing this information to the GHA District Registrar. Please note that an affiliated player cannot play on his/her affiliated team until the GHA District Registrar has approved the form.
10. A player may only affiliate with one team during a season.

11. Players may affiliate up and across. For instance, a Pee wee House A player may be affiliated to a Major Pee wee Rep B team or a Bantam House A team, they may not affiliate to a Bantam House B team.

Call-up Procedures

- a. The coach or manager initiating the call-up shall first contact the requested player(s) coach or manager.
- b. Whenever possible, **advanced notice (48 hours) should be given for any call-up requests.** (No telephone calls after 10:00 p.m.)
- c. All call-ups require the approval of the player's parent(s) and the player. The player does not report, if he has a meaningful game, as defined in the ODMHA Handbook, with his substantive team except with his coach's permission.
- d. All coaches are to make every reasonable effort to distribute call-ups from among several players instead of calling up the same player.
- e. All call-up requests after January 10th of the existing season are to be made only on the authority of the Corporation 2nd Vice President House League, as pertinent prior to the use of the affiliate. The Corporation Vice-President shall record all call-ups and process all such call-up requests.
- g. Prior to game six (6) of a player call-up, a written agreement of all concerned parties must be in effect (head coaches of teams involved, Corporation President, **or his designate**, and the member association Presidents)

NOTE 1: Approval of the appropriate Corporation Vice-President is required before the fifth game after January 10th.

NOTE 2: In accordance with Hockey Canada rules and regulations, if a player is called up for more than five (5) meaningful games after January 10th with any higher affiliated team(s), he may not return to play at the lower division.

NOTE 3: Ideally a player should attend a practice before participating in a game at a higher level.

Appeals

The Corporation President is responsible to review and assess all appeals and to convene appeal hearings. Appeals must be based on reasonable grounds and on information that officials acted improperly or mistakenly.

There are two types of appeals:

1. Game protest

2. Code of Discipline appeals (appeals of penalties and disciplinary hearing decisions).

What Constitutes an Appeal of a Discipline Hearing

1. New evidence not used in the original hearing which may have an effect on the decision.
2. Irregularities in the proceedings of the original hearing that may have caused an unjust hearing.
3. Grounds that the decision of the original hearing was too harsh or too lenient or reached in an unjust manner.

Appeal Procedures

1. Appeals must be received in the District 9 office within 48 hours of the game or notification of discipline hearing results. Copies must be sent to the *Discipline Chair and District Chair*.
2. Appeals must be in writing accompanied by a cheque payable to the Gloucester Hockey Association for \$150.

NOTE: Appeals for multiple penalties require an additional \$100 for each penalty appealed. For example, a player receives an instigator, a fighting and a gross misconduct in a game. An appeal would be \$350 for all three penalties, \$250 for two penalties and \$150 for one penalty. The appeal must clearly identify which penalty is being appealed and paid for.

3. 50% of Cheques for upheld appeals will be returned

Guidelines for Discipline Hearings and Appeal Hearings

1. Scheduling

- a. Disciplinary hearings will be scheduled by the District Discipline Chair as soon as possible following a serious incident. Appeal hearings will be scheduled by the Corporation President as soon as possible following the receipt of a legitimate appeal.

2. Attendance

- a. Attendance is at the discretion and permission of the Chair of the hearing.
- b. Non-attendance by offenders/appellants may result in disciplinary action and forfeiture of fee.
- c. In attendance are:
 - i) appellant(s) or offender(s);
 - ii) team officials where involved
 - iii) on-ice officials;
 - iv) game officials where involved;
 - v) witnesses;

- vi) member association representative or Corporation officials, e.g., Convenors where involved.
- vii) parent or guardian where a minor is involved.

3. Hearing Procedures

- a. Invariably, there are two sides to every issue. Each side will be permitted to have someone present who can offer evidence or support.
- b. All comments, questions and responses will be addressed through the Chair.
- c. Each person scheduled to appear will be allowed to state his case without interruption.
- d. No hearsay evidence will be allowed. Written and signed statements by persons who are not able to attend may be accepted at the discretion of the Chair.
- e. If a prepared statement is read, the original copy is to be submitted to the Chair after being presented.
- f. A short rebuttal is allowed each person after all the witnesses have made their initial statements.
- g. Only Committee members may ask clarifying or supplementary questions at the conclusion of a person's statement.
- h. At the conclusion of all statements and questions, all those who are not members of the hearing Committee shall be excused and the Committee members will deliberate and make their decisions.
- i. Any member with a conflict of interest will not vote, e.g., the Committee member of the association involved.
- j. All affected parties will be verbally notified (followed in writing) of the Committee's decision via the respective Convenor or association representative (usually the next day, unless approval of the District Discipline Chair is required).

Body Checking

Hockey played in the House League will be under *Rule 6.2 of Hockey Canada*, i.e. no deliberate body checking. The no deliberate body checking rule applies to all House League games, and tournament being played in District 9. When a team is participating in a game, exhibition or tournament where there is body checking, the team officials shall obtain written approval from the parent/guardian for the player to participate in the game.

Complaints

On-ice or Off-ice Activity Complaints

- a. Complaints are an important way to improve the conduct of District 9 hockey. If it is important, complaints are to be submitted in writing because only written complaints will be acted upon.
- b. Complaints concerning an individual, team, team official, parent or fan that engages in activity on or off the ice which threatens the welfare of others or makes a travesty of the game should be directed through member association Presidents or Convenors to the District Discipline Chair.
- c. The District Chair will refer complaints to the Discipline Chair, member association President, Convenor, or Executive member, as appropriate, to take action.
- d. The complainant will be advised of who is responsible for handling and responding to the complaint and of the results as soon as possible.

Dressing Rooms

- a. Any irregularities or damages should be reported immediately to the arena manager. It should be noted that the team can be held responsible for any damage(s).
- b. No team official, player or employee of any club may enter into any acrimonious discussion with any referee during or after a game. No person, except the President of the league or his representative, shall be allowed to enter the officials' dressing room on the day of the game. For any infraction of this rule, the matter shall be reported by the referee to the President of the league for further action.
- c. Dressing rooms are for the use of the team officials and the players ONLY, unless authorized by the team officials.

Equipment

All players must wear the following protective head and neck equipment when on the ice during a game or practice. Hockey Canada insurance is not applicable if the safety equipment is not worn.

1. CSA approved (and unaltered) helmets. No markings on the helmet, other than the manufacturer's, are permitted.
2. CSA approved (and unaltered) full mask.
3. A BNQ certified throat protector.
4. Goalies, in addition to wearing the BNQ certified throat protector, will wear a commercially produced throat guard for goalies which may be part of or attached to the helmet.
5. Chin straps must be properly secured at all times.

6. An approved mouth guard.

A penalty will be called, resulting in the player being ordered to the dressing room for the remainder of the game, when the player fails to comply with the above.

Fair Ice Time

1. In all divisions and categories/levels of **House League** hockey each player shall play a regular shift on his team during each game. The Convenor will not interfere with coaching strategy but he will not tolerate players sitting on the bench and not being given a chance to develop. Coaching strategy should not include speciality teams or double rotation of strong players that could upset regular rotations over a game and allow some players to play more than others. Any player on a roster whom the coach feels is not good enough to play a regular shift must be moved to a lower classification except as noted in R&R 16.
2. **For House League**, when a **GHA** Division Convenor has been informed that a team official has been reported as not giving fair and equal ice time, the Convenor will attend the next game and report his findings to the team official. A first warning will be given at which time the team official will be informed that a second offence, without justifiable cause, will result in the following.
3. Coaches not observing the Corporation's Conduct for Fair Ice Time, will be penalized as follows:
 1. game misconduct and one week suspension
 2. three meaningful games and 2 weeks suspension
 3. suspension until the Corporation's or Discipline Hearing is held.

Gamesheets

1. Regular game sheets are to be used for all exhibition and tournament games.
2. Copies of game sheets are distributed as follows: the first copy to be submitted to the GHA Office within one (1) week; second copy to the head referee; third copy to the home team; and fourth copy to the visiting team. Failure to send the first copy to the GHA Office within the requisite time will result in disciplinary action up to a \$50 (fifty dollar) fine to the home team.

Game Switches / Reschedules

If a team cannot make a game due to acceptance in a tournament or other just cause, the first option should always be to switch the game within your current schedule. This cause's the least disruption as referees may already be booked and we try to schedule several level games

together ie: 3 Bantam games together so the referees go to the Arena for several games. You are also only allowed **one reschedule per year** unless otherwise approved by the GHA VP House League.

Game switches are easiest made near the beginning of the season when you have the most options. Please do not wait too long or your options may be too limited. Some tournaments wait to the last minute to accept teams, contact the tournament and find out if you have a chance of getting in and be pro-active and do the switch "just-in-case".

EXAMPLE

In this example, Leitrim Hawks 3 needs to swap a game on 3 Nov due to an away tournament. Every effort must be made to keep the HOME team in tack. Thus, if you are the away team, you should be looking at the Home teams schedule for a switch with another away team. If you are the Home team then you should be looking at your own schedule to switch. If this does not work then try to switch the Home teams within an association ie: As in the example, BBSTINGERS1 is the HOME team so maybe you could look at BBSTINGERS2 schedule for a switch. Ideally switches should be within your level (ie: Peewee A) but if not possible you may switch within your Division (Peewee A,B or C). Switches are not permitted outside of your Division ie: switching between Bantam and Peewee.

OLD

HL0487	03-Nov	Bantam B	BLK	6:00:00 PM	LETRMHAWKS3	BBSTINGERS1
HL2208	17-Feb	Bantam B	BLK	4:00:00 PM	METCAFJETS3	BBSTINGERS1

NEW

HL0487	17-Feb	Bantam B	BLK	4:00:00 PM	LETRMHAWKS3	BBSTINGERS1
HL2208	03-Nov	Bantam B	BLK	6:00:00 PM	METCAFJETS3	BBSTINGERS1

NOTE: The game number or teams do not change, only the date, arena and time.

Teams should make every effort to cooperate with game switches. All game switches should be reported to the following GHA Convenors dependent on the association you are registered with. The game changes will appear on the GHA website within 72 hours. This is your confirmation that the change was approved. Please be sure to check the website to ensure the information was captured correctly.

The GHA Convenors do not need to be copied on conversations between teams but only when the exchange has been agreed upon. However, if you are having difficulties in finding an exchange or cooperation from teams then the GHA Convenor may be able to assist you.

Blackburn	Derek Purcell	613-824-3858	dspurcell@rogers.com
Cumberland`	Unknown		
Gloucester Centre	Randy Brand		rpcbrand@sympatico.ca
Leitrim	Unknown		
Metcalfe	Louis Fournier		louis@metcalfejets.ca
Orleans	Gilles Vanasse		maple.9@rogers.com
Russell	Luc Rochefort		roche4@rogers.com

Please complete the Game Switch Form on the GHA Website and email to your GHA Association convenor indicated above and include **all** teams involved. This way all teams are informed. You must indicate to the GHA convenor the reason for your change ie: tournament in Brockville etc...and make sure that you indicate which team is making the request.

Reschedule a Game (1 allowed per team)

If a game switch is not an option and you need to cancel the game, the HOME team keeps the ice for a practice and uses another practice ice for the reschedule. If the HOME team is unable to use the ice they may sell or trade this ice, within their home association only, to compensate for the rescheduled game. Please do not leave the ice sitting empty, as this is reported to the City and we may lose ice allocations next year. Your first responsibility is to play your GHA league games so reschedule your game as soon as possible.

All game switches, cancellations and reschedule's **MUST** be reported to the GHA Convenor **21 days prior to the date** of either the cancellation or the reschedule. Please complete the Game Reschedule Form on the GHA website and email to the GHA Convenor and include all teams involved. The GHA will cancel and rebook the referees. The reschedule will appear on the website within 72 hours. This is your confirmation the reschedule was approved. Please be sure to check the website to ensure the information was captured correctly.

The GHA pays for the referees scheduled on GHA ice and Cumberland Minor Hockey pays for the referees scheduled on Cumberland ice so please keep the HOME games on your Districts ice.

If you are canceling a game due to inclement weather, please ensure that you contact the opposing team immediately and Karen Ouellette the Office Manager at 613-889-4522 or Karen Watts at 613-899-9282 to cancel the referees. You must provide a minimum of **5** hours notice or you will be charged the full cost of the officials. The HOME team must use the ice for a practice and provide a new hour of ice for the reschedule.

All game switches, cancellations and reschedules must be reported. Failure to report will result in a loss of points to the team and further disciplinary action may result.

All referee no-shows must be reported to the GHA office within 24 hours of the scheduled game. (613-889-4522)

If you have any questions, or require assistance, please contact your GHA area convenor for clarification.

NOTE: GAMES TAKE PRIORITY OVER PRACTICES – Practices can be traded with other teams in your association.

Game Times

1. All games shall be stop-time periods: 1st period: 10 minutes, 2nd period: 10 minutes, 3rd period: 12 minutes.

2. If a team causes a delay in the start of a game, the game clock will be started, the team will be awarded a delay-of-game penalty. The referee will be responsible for the start of all games.
3. Games scheduled to begin on the hour must end at the hour plus 50 minutes. Games scheduled to begin on the half hour must end at the half hour plus 50 minutes. If the game is called for reason of injury, late start etc a game will be considered a complete game if past the 25 minute mark of the fifty minute game (half the game).
4. The clock located in the rink area will be used for running regulation time. The game clock located in the box will be used for game time, periods and penalties. If no rink clock is available the referee, or his designate, shall be responsible for the regulation game time. For House League regular season play only, in the event of any dispute regarding time, the matter shall be referred to the referee in charge and his decision shall be final.

Hockey Season

- a. The hockey season for a player, a team official and/or team shall be from the date of registration to the date their team *or affiliated team* completes the last playoff game in the team division hockey schedule, i.e. the team is then legally disbanded.
- b. As the benefits of Hockey Canada Insurance Plan cover members against accidental injury or death ONLY while participating in Hockey Canada sanctioned hockey activities, authorization must be obtained from the member association and the Corporation, by the disbanded team, in order to participate in any additional hockey activities and/or tournaments following their last season or playoff date. The team becomes legally disbanded on completion of the authorized activity and/or returns from the tournament.

Ineligible Players

Any league, play-off, exhibition or tournament games played by a team using ineligible players shall result in the loss of any points earned in any game in which the ineligible player participated regardless of the circumstances. The player and/or team officials shall be liable for further disciplinary action

Insurance – Blue Cross Coverage

Blue Cross coverage is most important when traveling to the USA. Your OHIP covers ONLY what expenses would be allowed in Canada, therefore you would be required to pay the additional monies owing. As medical expenses are usually higher in the USA, the additional cost could be rather expensive.

Movement or Transfer of Players

1. As a general rule, a player may NOT be moved down to a lesser classification until his team has played three (3) league games unless the GHA **2nd Vice President** is satisfied, his talents are more suited to the lower league, initiation or development program. The best interests of the child and not coaches shall be paramount. Before exercising this authority, the Division Convenor shall consult with member association Convenors and parents to determine their views. Any player may be subsequently moved back to the higher team.
2. Exception: A player registered for the first time, and identified by association evaluators as having talents more suited to a lower level, development or initiation program shall be identified and evaluated by GHA assigned evaluators prior to commencement of season play. Notification shall be provided to the GHA Vice President House League by September 20th.
3. Team officials who wish to move or drop a player to a lower level from a team after four (4) league games have been played shall not drop the player until his case has been reviewed by the GHA Board of Directors. Team officials shall notify their Director or Board representative and provide him with a complete explanation of the reason for the requested action. The representative shall notify the GHA Board of Directors through the appropriate Division Convenor and the GHA Board shall rule upon the request by the next Board meeting.

Keeping Safety in mind, the following evaluation of over-aged players will be undertaken

- skating ability
- ability to keep up with the play
- hockey sense
- stick handling skills
- shyness from the play
- evaluated at lowest level of the lower age category
- potential for injury

Official Scorer

1. Obtain the game sheet indicating the line-up of each team, name and sweater number, the captain alternatives and affiliated players clearly indicated. The game sheet must be signed by the team officials.
2. Advise the referee when the same player has received his second major penalty during the same game.
3. At the completion of the game, have the official game report signed by the referee's and give copies to the coaches.
4. Enter on the game report the goals scored, by whom, and to whom assists, if any, are to be credited.
5. Record all penalties assessed, stating the numbers of the penalized players, the names and numbers of players who sat out the penalties if different than the player that was assessed the penalty, the infraction and time the penalty was assessed.

Players per team

Member associations shall comply with any ODMHA rules or, in absence of such, Hockey Canada rules which define the minimum number of players required to form a team. Hockey Canada Official Playing Rules 2008-2010, Rule 2.2.a: A **minimum** of six eligible players in uniform (not necessarily a goaltender) on each team shall be necessary to start the game. The **maximum** number of players per team shall be in accordance with ODMHA Rules and Regulations.

Playing Rules

1. The playing rules of the Corporation, Hockey Canada and the ODMHA Code of Discipline shall apply to all member associations, players and team officials.
2. ODMHL teams shall be governed by the appropriate ODMHL league.
3. Teams of the Corporation are NOT allowed to play against high school, college or University teams.
4. Teams of the Corporation are NOT authorized to play any exhibition games using non-certified officials.
5. No Hockey Canada competitive team shall play a game or practice with a non-competitive team.
6. As per Hockey Canada Regulation a team official who is not registered on a Hockey Canada Registration Certificate card shall not be permitted behind the bench. The maximum number of team officials for carding is six (6) for any one time. Failure to comply will be treated as a gross misconduct.
7. Each home team is required to supply for each game: game pucks; minor officials (1 as the penalty and scorekeeper and 1 as the timekeeper); game sheets properly completed, signed and ready before game time. It is the home team's responsibility to have the game sheet completed and in the hands of the referee prior to the game. If it is not completed correctly and information is missing, the offending team will be penalized for delay of game
8. The following criteria will apply for breaking ties in House League standings:
 - a. most wins in total;
 - b. best goals for minus goals against;
 - c. if teams are still tied, the team with the most wins between the tied teams;
 - d. if teams are still tied after iii), the team with the best goals for minus goals against between the tied teams.
9. Penalties in division competition shall be as follows:
 - a. Minor - 2 minutes stop time.
 - b. Double Minor - 4 minutes stop time.

- c. Major - 5 minutes stop time.
- d. Misconduct - 10 minutes stop time.

Timing of all penalties shall commence when the puck is dropped to recommence play.

- 10 Any player incurring a total of three (3) or more stick infraction penalties during the same game shall be ejected from the game. For the application of stick infractions, penalties are considered to be high sticking, cross-checking, slashing, spearing, butt-ending.

Playoffs

1. The Board of Directors of the Corporation shall annually approve the playoff system taking into account the availability of ice, number of teams, referee slate, costs of playoffs and other conditions. Such a playoff system shall be decided and all member associations informed prior **to May 1st for the next season.**
2. Teams must honour all play off commitments with the GHA or there will be consequences of a suspension of up to 1 year. Under no circumstances will teams be allowed to participate in tournaments during GHA House League playoffs.
3. All final House League playoff games shall be played on GHA ice.
4. Any outside association with more than 25% of the teams registered within the GHA House League shall host an equal percentage, to their percentage of registrations, of quarter and semi final games, evenly distributed by level, on their home ice surfaces dependent on availability.
5. For play-offs only, teams may not use affiliated players unless the team is below 10 players (excluding a goalie) and, should this happen, the team can only affiliate back up to 10 players (not full roster). Players that bring the team beyond these limits will be deemed ineligible and may face disciplinary action.

Scheduling of Games

1. All games will be played when scheduled. Failure of a team to appear for a scheduled game without prior approval of the GHA shall automatically result in a forfeit of the game by the offending team and the award of two points to the non-offending team. In addition to this forfeiture, disciplinary action may be taken against the offending team. The team who is available at the game should use the ice for a practice.

NOTE: Should both teams agree to a replay of the game, the team who failed to appear will provide the ice for the game.

NOTE: If the required number of referees fail to appear, the HOME team shall use the ice for a practice. The HOME team will then provide one of its practice ice times for the rescheduled game.

2. The home team shall be so indicated on all game schedules.

3. Team officials are to carry practice equipment to all games.

Suspensions

1. All penalties shall be served in accordance with Hockey Canada Rules and Regulations and the ODMHA Code of Discipline which outline the minimum discipline for penalties (suspensions may be increased only with permission from the District Discipline Chair.).
2. A team playing in an out of Branch tournament shall abide by the out of Branch Code of Discipline for the duration of the tournament only. Upon return to the Branch, a team must abide by the Branch Code of Discipline.
3. District 9 Executive members are authorized to suspend players, team officials and others who commit infractions or, through their behaviour, endanger the welfare of others or make a travesty of a game.
4. Time suspensions are measured from midnight of the offence although the offender is suspended immediately from the game.
5. Game and time suspensions are fully served only after both the number of meaningful games and the elapsed time have expired.
6. A player under a time suspension is removed from all contact with organized hockey including practices and exhibition games as well as refereeing and acting as a minor official, e.g., timekeeper.
7. A player under game suspension may only practice with the team.
8. A coach, manager or any other team official under suspension shall not travel with any team, enter their dressing room nor carry out any duties of office during the term of the suspension.
9. Meaningful games: Only league, playoff, playdown and recognized tournament games shall count as suspended games. Exhibition games are not meaningful games. Exceptions such as "friendship tournaments" may be approved by the Corporation President upon written request.
10. Any suspension that is not fully served before the end of the season will be carried forward to the following season.

Suspensions - Team Officials Role

The coach and/or any team official must:

1. Report every misconduct and penalty resulting in suspendable offence, including those received in outside tournaments, to the Association Convenor and to District 9 (District Discipline Chair *and District Chair*) within 72 hours (*with exception of playoff, which is 24 hours*).
2. Report every situation where a coach or team official suspends a player for disciplinary reasons to the Association Convenor and to the District 9 discipline Chair within 72 hours. It should be noted, that at no time can a coach or team official suspend a player for more than one game *per season*. *Notification must be sent to the District Chair and Discipline Chair*.
3. Send or fax a copy of the game sheet to the District 9 office. It must be received within 48 hours.
NOTE: Failure to report and send in the game sheet will result in a one-game suspension.
4. Check the ODMHA Handbook and Directory for the time and/or game suspension(s) that are applicable to the penalty.
5. Confirm with the member association Convenor or Discipline Chair the time and/or game(s) to be served.
6. Ensure that the player(s) and his (their) parents/guardians understand the rules and conditions of the suspensions (see ODMHA Handbook and Directory).
7. Ensure the player(s) and/or official(s) serve the suspensions and that the official game sheet is completed properly, e.g., John Doe (suspension 1 of 2).
NOTE: Ultimately, it is the team official's responsibility to know the rules and to ensure that penalties incurring suspensions are reported and served correctly.
8. A coach who plays a player under suspension or has a suspended official carry out duties will be suspended pending a discipline decision by the District Discipline Chair.

Team Colours

- a. The Board of Directors shall be responsible for regulating the team colours as designated below:

	<u>Primary Colour</u>	<u>Alternate Colour</u>
1. Gloucester Rangers	Green	White
2. Cumberland	Black	White
3. Blackburn	Red	White
4. Gloucester Centre	Black with red trim	White/Grey with red trim
5. Leitrim	Green	White
6. Metcalfe	Black	White
7. Orléans	Royal Blue	White
8. Russell	Maroon	White

- b. For member associations which provide two sets of sweaters to each of their teams, no colour conflicts should arise given the colour designations listed above. Coaches must carry both sets of sweaters with them to all games.

- c. Where it is not possible for member associations to provide two sets of sweaters to each of their teams, the following rules shall be adhered to in order to minimize colour conflicts:

1. Where a member association issues sweaters to more than one team at the same level, these teams shall be registered by the colour of their sweaters; e.g. Gloucester Centre Cougars Black Novice "B", Gloucester Centre Cougars Grey

Novice "B". In the unique case of large associations having multiple teams at the same level, it may not be necessary to register the individual teams by colour since all teams will have the same colour and this fact will be well known.

2. Where a member association issues sweaters to only one team at any level, these sweaters should normally be issued in the primary colour of that association and the colour of the sweaters need therefore not be indicated when registering the team. If this is not possible, the association may issue sweaters in an alternate colour provided that the team is registered by this colour, e.g. Leitrim Hawks White Peewee "A".

d. Team coaches/managers are responsible to ensure that where team colours are similar and may cause confusion in a game, the home team shall be responsible to arrange sweater colours to eliminate any conflict.

Team Formation

1. Teams to be formed to play at highest levels possible within the Corporation's House League, based on the team allocation chart to be approved by the GHA Board of Directors by September 1st of each year. An Association requesting an amendment to the approved allocation must submit a change request, in writing, to the V.P. House League prior to September 15th.
2. "C" level to be minimized to extent possible.
3. When more than one team is fielded from an association in any division, they shall be balanced.
4. The recommended team makeup for House League will be as follows:
 - 9 Forwards
 - 5 Defence
 - 1 Goalie

Team Officials

1. Each House League team shall have a coach, assistant coach, manager and trainer. The minimum of two (2) team officials must be present on the bench at all games. The coach and trainer shall be qualified in accordance with regulations of the Corporation, ODMHA or Hockey Canada.
2. It is recommended that the team officials (coach, assistant, manager and trainer) for each house league team be appointed as team officials with the approval of their association. Should a member of the association board be related to a coach that is being selected or to a prospective player on that team, it is recommended that the member of the association shall declare a conflict of interest and should not vote.
3. The duties and responsibilities of the team officials shall be in accordance with the member association, the Corporation, ODMHA and Hockey Canada Constitution, By-laws,

Timekeeper

1. Keep the penalty bench free of spectators.
2. Open door when time penalty expires.
3. Be able to recognize the hand signals of the referee.
4. Record the time served by each penalized player during the game and upon request, inform the penalized player as to the unfinished time of his penalty.
5. If a player leaves the penalty bench before his time has expired, the penalty timekeeper shall note the time and notify the referee, who will stop play as soon as possible.
6. Record the time of the start and finish of each game and all actual playing time during the game.
7. In any dispute regarding time, the matter shall be refereed to the referee and his decision is final.
8. Be familiar with the type of clock.
9. Should understand the coincidental major penalty rule and examples in the CHA Rule Book.
10. Should understand delayed penalty situations and the order in which penalized players return to the ice.
11. Stop the clock only on referee's whistle and automatically at the end of the period.

Tournaments

1. Teams entering tournaments will follow the Code of Discipline of the respective tournament for the duration of the tournament only. Games that players or team officials have still outstanding as per the ODMHA Code of Discipline must be served immediately upon return to regulation or playoff games. Any misconduct, game misconduct, gross misconduct, fighting major or match penalty called against a player, coach, manager or team official must be reported by the coach to the ***District Discipline Chair***. In addition the coach shall request from the Tournament Committee that a copy of the official game sheet and referee's report be forwarded to him or that the report be transcribed onto the coach's copy of the game sheet. In either case the coach shall forward the game sheet and report to the Division Convenor.
2. As a general policy, each House League team should restrict itself to a maximum of three (3) tournaments in any season.

Travel Permits

1. For interbranch travel, a Travel Permit is required as per ODMHA Regulations, i.e., "No team may travel outside the area of the ODMHA jurisdiction without first having obtained the written approval of the ODMHA, through the use of the approved Travel Permit." The

Travel Permit must be signed by the member association President and the Corporation President.

2. After playing in game(s) where the travel permit was required the team must return all game sheets to the GHA Office before any additional travel permits will be issued. These game sheets will be used to track how many games are played outside the district and they will also be used to track suspensions