



HEO District 2

Lower St Lawrence Minor Hockey League

Constitution

Bylaws

Rules and Regulations

Amended 1 September 2015
Amended 7 July 2015
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LOWER ST. LAWRENCE MINOR HOCKEY CONSTITUTION

Introduction

The Lower St. Lawrence Minor Hockey LSLMHL is a voluntary group of members and individuals established to promote and foster hockey through fair play, and maintain and increase interest in the game of hockey by insuring that all organized amateur hockey is developed within the prescribed standards of HEO District 2, HEO, and Hockey Canada.

Article 1 - Name and Purpose

Section 1 - Name

This organization shall be known as the "LOWER ST. LAWRENCE MINOR HOCKEY LEAGUE" hereinafter referred to as LSLMHL.

Section 2 - Purpose

The objectives of the LSLMHL are:

1. To provide a healthy forum for children to play hockey for fun and recreation.
2. To provide children of all skill levels the opportunity to participate in a fair, safe and equal environment.
3. Coaches are to provide equal ice time and opportunities to all their players to the maximum extent possible. Complaints about players not receiving equal ice time should be addressed at the association level. However, if deemed more appropriate in consultation with the association(s) as applicable LSLMHL may address this situation.
4. To develop and encourage sportsmanship and good fellowship among all participants, officials, spectators, and players alike - for the betterment of their social, physical, and mental well being.

Article 2 - Membership/voting privileges/Voting Procedures/ Quorum

Section 1 - Membership

a) Membership to the LSLMHL shall include the Associations within the geographical boundaries of HEO District 2:

- Akwesasne
- Alexandria
- Char-Lan
- Cornwall
- North Stormont/North Glengarry
- South Stormont.

b) Each HEO District 2 Association, and guest associations participating in LSLMHL from outside HEO District 2, shall select two representatives, either one of whom must attend all LSLMHL meetings on behalf of their association. Their names, phone numbers and e-mail addresses shall be sent to the LSLMHL Secretary prior to the September LSLMHL meeting each year. It is recommended that one of the two be the Association President. The Association President may designate an alternate representative due to unforeseen circumstances when required.

c) Membership to the LSLMHL shall be contingent on Associations providing nominees for election to the LSLMHL and HEO District 2 executives on a yearly basis as follows:

- Associations within District 2 - two nominees

d) All member Associations of the LSLMHL must abide by the Constitution, By-Laws, Rules and Regulations of Hockey Canada, HEO, HEO District 2 and LSLMHL.

Section 2 - Voting Privileges

a) Each association's President, (or his official designate) and the association's designated representative shall each be allowed one vote on all matters involving Constitutional Amendments, By-laws, LSLMHL rules and Regulations.

b) A designate may not replace the President of an Association for voting privileges unless a letter from the Association has been received by the LSLMHL to designating the alternate.

c) All Executive members of the LSLMHL shall be allowed to cast one vote with the exception of the President who may only vote in the event of a tie in which case he/she may cast the deciding vote.

d) At the Annual General Meeting of LSLMHL, each Association having been a member for the previous year shall have two votes. These votes to be allocated to the President (or his designate) and their representative. Each member of the LSLMHL Executive shall have a vote at the AGM.

Section 3 - Voting Procedures

- a) Simple votes will be used with one vote per Association President and one vote per Executive member. A majority vote will carry a motion.
- b) Any Executive of the LSLMHL who also represents their association as per section 2a) may cast a double/multiple vote, one per position to a maximum of two(2) votes. See page 13 Section 4 Procedure/Rules of Order
- c) No proxy or votes in absentia will be allowed on motions tabled at any LSLMHL meetings.

Section 4 - Quorum

- a) For the purpose of all General, Executive or Special Executive meeting, the attendance of half of the Executive plus one shall constitute a quorum.
- b) For the purpose of the Annual General Meeting of the LSLMHL, the attendance of all Association representatives and Executive shall constitute a quorum.

Section 5 – Attendance

- a) If an Association is not present for 2 consecutive meetings then that Association will be notified. The consequences are the possible loss of voting privileges for the remainder of that hockey season and/or a fine issued to the Association. A letter sent to the Secretary or President prior to a meeting designating an alternate person or Association to act on their behalf is acceptable. The following fines will be levied:
 - First offence: \$50.00
 - Second offence: \$100.00

a) The LSLMHL shall elect the following Executive Officers to one year terms:

- ## Section 2 - Elections

- ## Section 3 - Duties of the Executive

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5. Be one of the signing authorities of the LSLMHL.
6. Vote only in tie - vote situations.
7. Be an ex-officio member of all standing or ad-hoc committees appointed by the LSLMHL, notwithstanding Conflict of Interest guidelines.

b) The Vice President shall:

1. In the absence of the President or through Presidential delegation, have all the power and perform all the duties of the President. While assuming the President's position, he/she may only cast a vote in the event of a tie.
2. Be a signing officer for the LSLMHL.
3. Responsible for all matters pertaining to trophies.
4. Act in the capacity of Awards Chairperson for the LSLMHL.
5. Handle any conflicts pertaining to Rules and assist District Discipline.

c) The Secretary/Treasurer shall

1. Maintain accurate minutes to all proceedings of meetings of the LSLMHL.
2. Ensure the distribution of minutes to all Executive Officers and Associations, as well as other parties as deemed necessary by the LSLMHL, within 5 days of the next scheduled meeting.
3. Carry on all correspondence on behalf of the LSLMHL as instructed by the Executive.
4. Ensure proper maintenance of all books, accounts and assets of the LSLMHL.
5. Be responsible for all receipts and disbursements of the LSLMHL.
6. Prepare a financial statement for each meeting to the LSLMHL and a year - end consolidated financial statement for each Annual Meeting.
7. Sign all cheques along with one other signing officer and be responsible for all e-transfer transactions and must provide the other signing officer with monthly bank statements.
8. Make recommendations regarding all fees/levies which are received and disbursed by the LSLMHL.
9. Report to the LSLMHL regarding any Association which has not kept its account in good standing with the LSLMHL.

d) The Division Directors shall

1. Be responsible for their Division of hockey within the LSLMHL relative to scheduling, statistics, and determination of LSLMHL's regular season and playoff Champions.

2. Should ensure all game statistics for both teams are entered by the home team using the LSLMHL online scheduling software no later than 48 hours after the game is completed for Regular Season games and 24 hours for Playoff games.
3. Ensure all teams within their jurisdiction comply with all Hockey Canada, HEO, HEO District 2 and LSLMHL Rules and Regulations.
4. Sit on the Rules and Discipline committee as required for appeal hearings.
5. Work with the Registrar, the HEO District 2 Rules and Discipline Person, and the Referee-in-Chief regarding the performance of their duties as related to his/her Division.
6. Prepare a verbal report on matters related to their division to be given at the LSLMHL monthly meeting.
7. All game sheets shall be sent to division director within 24 hours (electronically). The director will then make note of any suspensions. If there are suspensions the director will notify immediately the discipline person by sending the game sheet so as discipline can be administered immediately.
8. The division director shall receive a \$300.00 allowance to perform said director's duties. This will be paid in two installments, October 15, \$150.00 and at the AGM, \$150.00 of each year.
9. Must attend at least 51% of the LSLMHL monthly meetings in order to receive their allowance.

e) Director(s) at Large

From time to time the Executive, at it's discretion, may add 1 or 2 (maximum) Directors at Large to the Executive composition. They will hold all voting privileges.

Article 4 - Committees/Conflict of Interest Guidelines

Section 1 - Committees

- a) The LSLMHL shall have Standing Committees as deemed necessary by the Executive for the review/study/recommendation or action on any matter deemed appropriate, which may be empowered by the LSLMHL to act on its behalf.
- b) The LSLMHL may appoint "ad - hoc" committees as deemed necessary for the purpose of recommending to the LSLMHL necessary action.

Article 5 - Constitution Amending Formula

Section 1 - Constitutions Amending Formula

- a) Amendments to the LSLMHL Constitution may be seconded by an eligible voter at the LSLMHL AGM up to including the date of the LSLMHL AGM.
- b) Notice of motion(s) for Constitutional Amendments should be in the hands of the Secretary or President of the LSLMHL one LSLMHL meeting prior to the Annual General Meeting. Any delay may result in the motion being put off until the next year's LSLMHL AGM.
- c) All notes of motion(s) for Constitutional Amendments should be circulated by the LSLMHL Secretary to all Associations and LSLMHL Executive Officers at least 2 weeks prior to the Annual General Meeting. Any delay may result in the motion being put off until the next year's LSLMHL AGM.
- d) Notice of motion(s) for Constitutional Amendments may only be voted upon at an LSLMHL Annual General Meeting.
- e) Article 2, Section 3 a) regarding voting procedures for amendments to the Constitution, shall be used for all the votes regarding notice of motion(s).

Article 6 - By-Law Amending Formula

Section 1 - By - Law Amending Formula

- a) Properly motioned and seconded proposals will be voted on at any regular meeting of the LSLMHL. If said proposal is accepted it will become part of the work document.

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By-Law 1 - Administration-Procedures

Section 1 Banking/Signing Authority

1. a) The LSLMHL President, Vice President and Secretary/Treasurer shall have signing authority for financial transactions. All cheques issued by the LSLMHL require signatures of the Secretary/Treasurer and one of the other two signing authorities (may also be referred to as signing officers).
- b.) The LSLMHL Secretary/Treasurer must sign all invoices and other documents relative to LSLMHL operations.
- c.) If two or more of the LSLMHL signing authorities are family or related by marriage then one (or two if applicable) of them must relinquish all LSLMHL financial authority, to include cheque signing or other banking authority. In this case another member of the LSLMHL Executive will be appointed to these LSLMHL financial responsibilities.

Section 2 Reimbursement for Expenses

2. a) LSLMHL executive members shall be able to recover reasonable expenses for phone, postage and office supplies.
- b) Mileage claims may be submitted by LSLMHL executive members for travel required by the LSLMHL.
- c) All claims must include proper receipts and trip details.

Section 3 LSLMHL Fees

3. a) LSLMHL fees will consist of a set fee for each association and another fee for each team participating in the LSLMHL.
- b) These fees will be determined by the executive on or before the September LSLMHL meeting.
- c) The Secretary/Treasurer shall distribute invoices to each participating association at the October meeting of the LSLMHL.
- d) LSLMHL fees must be paid in full by the November meeting of the LSLMHL. Any Association(s) not paid by this time will not be permitted to vote on any matters pertaining to the LSLMHL until such time as all fees are paid in full.

Section 4 Procedure/Rules of Order

- 4.a) Each LSLMHL meeting will follow Robert's Rules Of Order for procedures relating to motions votes and discussions.
- b) Each LSLMHL meeting will follow a standard agenda:
- i. Call to order
 - ii. Roll Call
 - iii. Reading of previous meeting's minutes
 - iv. Motion to accept the minutes
 - v. Business arising from the minutes
 - vi. Executive reports
 - vii. Director's reports
 - viii. New business
 - ix. Round table discussions
 - x. Adjournment
- c) The Annual General Meeting of the LSLMHL will be in May of each year.
- d.) The regular monthly meeting of the LSLMHL will be held on the same day each month to be determined no later than the September LSLMHL meeting. These may be held on the same day as the monthly HEO District 2 meetings immediately following them if so desired. Special meetings may be called by the LSLMHL President as the need arises.
- e) No proxy or votes in absentia will be allowed on motions tabled at any LSLMHL meetings.

By-Law II - Player and Team Regulations

Section 1 - Player and Team Registrations

1. a) All players must be registered in their own associations.
- b) All players' names must appear on team lists generated by the Hockey Canada registry (HCR) and be approved by the district registrar.
- c) Transfers between associations or into HEO District 2 must be approved by the Chairperson of HEO District 2.

Section 2.1 - Team Registrations and Declarations

- 2.1 a) All associations must be represented and declare their teams at the September meeting of the LSLMHL each year.
- b) Non tiered divisions shall be designated as House League but shall be given the overall rating of B for the purpose of competition on tournaments and exhibition games.
- c) Tiering will consist of B and C levels.
- d) Associations must declare their teams according to HEO Guidelines for each division. A tiering system is used:

- 1 team	B
- 2 teams	1B 1C
- 3 teams	1B 2C
- 4 teams	2B 2C
- 5 teams	2B 3C
- e) Any association can enter more teams in the higher division if desired.
- f) Any association having more than one team at any level, (ie 3 U11 C teams) must ensure, that to the best of their ability the strength of the teams are equally balanced. Re-balancing can and should take place if in the first few weeks of play it appears that one team is much stronger or weaker than the associations other teams of the same level.
- g) All teams must give their Division Director a copy of their official team roster no later than 30 November each year.

Section 2.2 - Team Movement

- 2.2 a) Any team who is deemed to be too strong or too weak to compete on an equitable basis in the division they have been placed in shall have the right to request a move to a more appropriate division any time up to and including the November meeting. This movement may be initiated by either division director or by the association representative in consultation with division director.

Directors must be willing to change schedules to allow movement to take place if deemed necessary.

b) The approval of the LSLMHL Executive is required to allow a team to change divisions/levels.

c) A team so placed shall be scheduled to play the remaining games of its schedule only.

d) Games played by a team moving up or down in Level shall not be used to calculate team standing for either the team moving or teams having played LSLMHL games against the respective team.

e) Teams impacted by 2.2 a) will be placed in their proper LSLMHL standing using the formula: (total points earned/number of games played) total games in LSLMHL schedule. The result will be rounded with 0.5 or greater being rounded up, otherwise rounded down. Games not played per By-Law V, Section 2, Paragraph d) will be counted as a game played and zero points for the purpose of this calculation.

f) The LSLMHL will in all issues of imbalance make it mandatory for the association in question to rectify the situation. Any team that moves down from a higher division or up from a lower division shall be blended with any existing teams in that association and new balanced teams shall be formed and re-rostered with HEO. No exceptions to this will be allowed for any reason.

Section 3 - Team Regulations

3. a) There must be a minimum of 5 teams per level in all divisions in order to tier into B and C levels.

Section 4 - Recalling of Teams

4. a) If, there are not enough teams per division, or to allow for tiering (i.e. below minimum numbers outlined above), then all associations with teams playing in that particular division outside of the LSLMHL will be recalled to play in the LSLMHL. The decision to recall teams will be made at the August meeting of the LSLMHL.

Section 5 - Affiliation

5. a) LSLMHL will follow HC and HEO guidance on affiliations

Section 6 - Overage Players

6. a) For safety reasons, an Association may apply to the LSLMHL to have a player placed on a team in a division one level below that player's normal division.

b) The player may not, under any circumstances, play at this lower level until his/her application has been formally presented and approved at a regular LSLMHL meeting.

- c) The application must be written and presented by an association representative at a regular LSLMHL meeting, no later than the October meeting of the LSLMHL.
- d) The application must include the following information:
 - Name,
 - Player's age
 - Hockey history of player
 - Reasons for request
 - Written assessment from a coach of the player's usual division
 - Signature of the association president
- e) The LSLMHL may assign 2 neutral people to do an assessment if deemed necessary by the LSLMHL.
- f) LSLMHL approval will be in writing if so deemed.
- g) The Director of the division will be notified of this player and shall follow the development of this player closely. A replacement will be chosen by the LSLMHL board to follow the development of the player if the Director of the division has immediate family on the same team as the OA player.
- h) This player (s) will be reassessed by neutral parties before the December meeting of the LSLMHL to ensure that the player (s) can remain at that level for the rest of the year. Should the player (s) be too strong to continue at the lower level, a vote will be taken and the player (s) will be moved up to their regular division immediately following the meeting.
- i) The letters "OA" will accompany the name of this player on the game sheet.

Section 7 - Discipline and Suspensions

- 7.
 - a) All suspensions and discipline shall be in accordance with the HEO "Code of Discipline", subject to properly conducted appeals. Associations may add to the listed HEO suspensions, but shall not be permitted to suspend below the HEO listed suspensions.
 - b) The LSLMHL executive shall have the authority to suspend, discipline or expel any team, player, team or game official for failing to observe the HEO rules and LSLMHL rules contained herein. These decisions shall be made at a regular LSLMHL meeting by a properly conducted voting procedure.
 - c) Appeals are permitted if a written request is submitted to the LSLMHL President within 72 hours of the incident or decision of the LSLMHL. All appeals must include a cheque in the amount of \$100.00.
 - d) Every attempt will be made to hear the appeal within one week of its request.

e) Regular rules and discipline duties for the LSLMHL will be carried out by the District 2 Rules and Discipline person.

By-Law III - Game Regulations**Section 1 - Time and Length of Games**

1.
 - a) In order to maintain rink schedules and uniformity, the following must be adhered to and should be posted in all time boxes.
 - b) Teams should appear on the ice at the commencement of the scheduled ice time (the time on the schedule).
 - c) Warm-ups should be limited to a maximum of 3 minutes in order that the game be completed within the allotted time.
 - d) Upon completion of the game, all players must skate over to their bench and exit when the officials give them the go ahead signal.
 - e) Game length for Novice and Atom games to be 10, 10 and 12 minute periods for regular season games stop time (50 minute ice times). Game length for U13 to U18 games to be 15, 15 and 18 minute periods stop time (80 minute ice time).

Age Division	Regular Season Games Period Length	Playoff Games Period Length	Ice Time Curfew Clock
U9	10 min - 10 min - 12 min	10 min - 10 min - 12 min	50 min
U11	10 min - 10 min - 12 min	10 min - 10 min - 12 min	50 min
U13	15 min - 15 min - 18 min	15 min - 15 min - 18 min	80 min
U15	15 min - 15 min - 18 min	15 min - 15 min - 18 min	80 min
U18	15 min - 15 min - 18 min	15 min - 15 min - 18 min	80 min

f) If the rink has both a game clock and an ice time curfew clock then both clocks will be used, whichever expires first ends the game. If there is no ice time curfew clock visible to both teams then the time keeper will keep the ice time clock as well as the game clock. The timekeeper should endeavour to notify both teams when approximately 2 minutes remains on the ice time curfew clock if there isn't one visible to both teams in the arena.

g) The coach may have his captain or alternate captain request to be informed of the time remaining in the game once, without receiving a minor penalty for "delay of game".

h) The timekeeper will buzz the game complete when allotted time for the game has expired in accordance with item e).

i) No time outs will be allowed in regular or playoff games.

j) It shall be the responsibility of member Associations to inform their timekeepers of the provisions of this section and ensure that they are complied with for all LSLMHL games.

Section 2 - Game Postponements

2.
 - a) A team requiring a change may find another team from the remaining schedule to take their place and they in turn will take their place accordingly. The opponents must be notified and the home teams are responsible for arranging officials.
 - b) All games rescheduled for convenience purposes (tournaments, school exams etc.) by a team or association ice scheduler, can only be done so after an appropriate replacement time accepted by both the teams has been agreed upon. If the home team requests the change, they (the home team) must offer the visiting team two reasonable alternative times Teams requesting a change must do so at least 14 days prior to the originally scheduled date. A team may not unreasonably withhold their concurrence to a request and must respond within two days of being notified. Disputes will be resolved by the LSLMHL.
 - c) Games cancelled due to inclement weather must be rescheduled as soon as possible. The home team shall offer the visiting team two reasonable alternative times. If neither is acceptable, the game shall be rescheduled by the LSLMHL.
 - d) Any team which fails to provide notification to their Division Director of postponement or cancellation as per b) and c) shall be fined \$50.00.
 - e) The Division Director will be responsible for approving all rescheduled games within his/her Division.
 - f) Any teams not showing up for a scheduled LSLMHL or playoff game without notification to the home team shall pay the home Association for the cost of the Game Officials and ice time and will be subject to a fine of up to \$75.00 (determined by the LSLMHL).
 - g) Regular season, playoff or special league event games take precedence over tournaments and exhibition games. Teams that place a priority over games other than those in the league against the direction of the division director will forfeit points and the responsible coach will be suspended, pending a hearing at HEO District 2.
 - h) Any division that does not have a director shall not be able to change any games once the season has started except for inclement weather.

Section 3 - General Game Regulations

3.
 - a) LSLMHL home teams will be responsible for conflicting sweater colours.

- b) All players participating in LSLMHL games must wear protective equipment in accordance with Hockey Canada and HEO Official Hockey rules.
- c) Game Officials, including Minor Officials (timekeepers), shall authorize all game sheets by printing their names and certification numbers (where appropriate) on all game sheets prior to the start of the game and signing their names in the appropriate place upon conclusion of the game.
- d) Team handshakes shall be done at the end of all LSLMHL regular season and playoff games as per direction from the HEO referee-in-chief.
- e) Home teams are to provide official HEO game sheets for all LSLMHL games.
- f) All copies are to be completed in accordance with HEO guidance and then distributed following the game. In general this means at the end of the game once the officials have signed the game sheet the copies are distributed as follows: one copy for the referee, one for each team and one for LSLMHL. The LSLMHL copy can be scanned and attached to an email or faxed (as applicable) to the applicable Division Director within 48 hours of the game's completion. However, if a potential or known suspension is involved the game sheet for LSLMHL is to be provided within 24 hours. In all cases the home team is responsible to send the LSLMHL copy in to the Division Director.
- g) For the last two weeks of the regular season and playoffs, coaches/managers shall phone, fax or e-mail game results to their Division Director and/or post the game results on the LSLMHL website within 12 hours of the game being played.
- h) Coaches/managers are responsible for posting their home game results on the website within 48 hours of game completion for those games not in 3 g)
- i) Coaches/managers must scan a legible copy of the game sheet and e-mail it to the Division Director within 48 hours of a game being played for those games not in 3 g).

By-Law IV - Game Officials - Referees/Linesmen/Off-Ice Officials

Section 1 - General Regulation

1.
 - a) All LSLMHL game must be officiated by HEO registered and crested officials who are in good standing, have been certified for the current hockey season, and are not under suspension by the District Two Referee-in-Chief or by the Code of Discipline.
 - b) All Game Officials must willingly provide proof of qualification prior to a game if requested by a team coach or manager.
 - c) If any of the assigned officials do not show up for the games and/or are not properly qualified for the level of a game, both coaches must agree to play the game. If they agree, the game is played and cannot be protested. If they do not agree, the game will not be played.
 - d) Game Officials shall authorize all game sheets by printing their names and certification number on ALL game sheets.
 - e) All Associations shall file a list of their referees/officials with the District 2 Referee-in-Chief before or at the November meeting of the LSLMHL. This list will include names, certification level, certification number, address, phone number.
 - f) U9 and U11 levels will use a 2 man system as per HEO regulations. All other divisions will use a 3 man system. All U18 games must be refereed by a Level 3 official. All other officials should have adequate experience to deal with division of play whether as referee or as a linesman.
 - g) A LSLMHL player's immediate family member(s) cannot act as an on ice official for the LSLMHL player's game.
 - h) The Home Team/Association is responsible for the scheduling of the officials. If they have to reschedule a game, they must contact their Association's Referee Scheduler to ensure that officials will be present. Coaches must report any game in which insufficient officials were used or where no officials were present to the Division Director.
 - i) House teams must provide an adequate number of competent off-ice officials (timekeepers, scorekeeper, etc.) for all their home games. They must be familiar with the games sheets and correctly fill out all sections, including start and stop times. They must be familiar with the timing of games as described in this document.
 - j) The visiting team has the right to have an off-ice official in the time box as an active participant in the timekeeping of the game. If they do not choose to exercise this right, then a protest over the timing of the game will be rejected without a hearing.

k) All off-ice officials MUST be impartial. They will not subject players, team officials or referees to abusive language or actions. Similarly, they should not be subject to abusive language or actions. A participant from the opposing team in the timer's box would discourage such actions and language.

l) For playoff games a coach, through his association president or association Referee in Chief, may request neutral referee(s) (referee not from the home or visitor association) at their own expense to the District 2 Referee in Chief.

By-Law V Regular Season Structure

Section 1 - General Regulations

1. a) The LSLMHL shall consist of one division of play, that being the House LSLMHL.

b) All associations shall register their teams and their teams' ice time allotments (game time and alternate time) at the September meeting of the LSLMHL. A minimum of 15 ice time allotments are mandatory. A fine of \$50.00 will be levied to associations not complying.

c) All LSLMHL play (regular season or play-offs) shall take precedence over all other hockey, i.e., tournaments, play-downs, exhibition, etc. No scheduled LSLMHL game may be cancelled/postponed/rescheduled in favor of any other hockey unless sanctioned by the Division Director involved. A \$100.00 fine will be levied against offending teams.

d) Division Directors shall be responsible for presentation of statistics regarding their Division at each LSLMHL meeting during which their Division is in play.

Section 2 - Schedule Structure

2. a) The Regular Season shall consist of 24 games per team (12 Home games and 12 Away games) in all LSLMHL Divisions.

b) Start and end dates for the upcoming season shall be decided, by the latest, at the August meeting. Dates should be decided on a year to year basis as variables like Christmas and New Year dates can affect the number of weekends in a season.

c) Games may be scheduled during the Christmas break but no games will be scheduled during the March break. Dates to be decided as per section 2b).

d) Games not played due to weather, last - minute ice cancellations, referees not showing up, etc. before the LSLMHL ends will count as games not played. In the case of a LSLMHL standing such as a tie, missed games will affect the team's final score tally. Directors shall note reasons given for games not played. See By-Law V, Section 1 c.

e) Before the schedules are drawn up, the LSLMHL Executive will discuss at the September meeting:

 1. Discuss the number of games for regular season schedule - home and home once, twice, etc.
 2. Discuss travel concerns (distant Associations play games early in the season, while local Associations play later in the season).

3. Each Director is to set up a coach's package for each coach in his/her Division. This packet is to contain:
 - a) Schedule for the first part of the season.
 - b) A list of all coaches and managers in each level.
 - c) A copy of the LSLMHL Constitution and By-Laws.
 - d) Directors shall make every effort to balance the Regular Season so as to have each team play at least one home and one away game per week during the Regular Season (Christmas school break excepted).
 - e) Associations shall submit game times as requested for each of their teams at the September LSLMHL meeting. Weekend times shall start no earlier than 8:00 a.m. and weeknights no earlier than 6:00 p.m. The Directors must be notified of all changes.

Section 3 - Order of Finish - Regular Season - All Divisions

3.
 - a) Each team shall receive two points for a win and one point for a tie.
 - b) The greater the number of points the higher the finish and the order of finish in each Division shall be declared using the highest to the lowest point accumulations.
 - c) The team finishing with the highest number of points shall be declared the LSLMHL Regular Season Champions and all other placing can be determined.
 - d) Resolution of a two-way and three-way ties after the conclusion of regular season play to determine regular season finish placing:
 1. Team with the most wins will be declared LSLMHL Regular Season Champions.
 2. If still tied, then the team with least losses will be declared LSLMHL Regular Season Champions.
 3. If still tied, then the team who had the best record, head to head will be declared the LSLMHL Regular Season Champions.
 4. If still tied, then the team with the least goals against will be declared the LSLMHL Regular Season Champions.
 5. If still tied, then the team with the most goals scored will be declared the LSLMHL Regular Season Champions.

6. If still tied then the team with the least penalty minutes will be declared LSLMHL Regular Season Champions.

By-Law VI - Playoff Structure

Section 1 - General Regulations

1.
 - a) All teams will be eligible to compete in the playoffs, on having completed 100% of their regular season scheduled games. Extenuating circumstances for any team that has not completed 100% of games will be looked at, and decided on by the LSLMHL Board on a team by team basis.
 - b) The Division director must be notified of the score of each playoff game immediately following the game by either phone call or email.
 - c) The preliminary playoff series will be a full round robin.
 - d) If a division consists of 6 teams or less the division will play full round robin. Divisions consisting of 7 or more teams will be split in A & B division. A consisting of the top 4 teams and B the remaining teams. These teams will play a full round robin in their division.
 - e) No playoff games will be allowed to be rescheduled, unless there are extenuating circumstances, ie weather, and must be approved by the division director.
 - f) Playoff games' timings will be the same as used for the Regular Season games in each age division. Both a game clock and an ice time curfew clock will be used for all playoff games. Whichever expires first ends the game. If there is no ice time curfew clock visible to both teams the time keeper will keep the ice time curfew clock as well as run the game clock. The timekeeper should endeavour to notify both teams when approximately 2 minutes remains on the ice time curfew clock.
 - g) There will be no time outs in either the round robin, or championship round games.
 - i) Points will be allocated as follows: win 2 points, tie 1 point, loss 0 points.
 - j) The top two teams will advance to the Championship series. In the event of a tie the following will determine the order:
 - i. Winner of any head to head round robin game.
 - ii. Total wins in all playoff games.
 - iii. GF/ (GF + GA).
 - iv. Least penalty minutes in all playoff games.

k) The LSLMHL Championship series will be a five point series played to a maximum of five games. The fifth game must include provision for overtime. The series may start in either team's arena depending on ice availability but if possible should start in the arena of the team with the highest round robin standing. Game Two will be played in the other team's arena. If a third game is required this must be played in the arena of the team that finished the round robin with the higher standing. If the series is tied at the end of the fourth game, a fifth game will be played at the arena of the higher seeded round robin team. This game must decide the winner of the series. A "Sudden victory" overtime will be played to determine the winner of the series. This will consist of a **5 minute straight time period. The first team to score wins.** This period will be played as a three on three (3 skaters on each side plus a goalie). In the case of a penalty the non-offending team will add a fourth player to the ice surface creating a 4 on 3 advantage. If the penalty expires while play is ongoing the penalized team will put a fourth player on the ice resulting in a 4 on 4 situation, until the next whistle. Play will then resume to 3 on 3. In the case of a carryover penalty into the OT period the 4 on 3 scenario will be used. If there are two penalties then it will be 5 on 3, 5 on 4, and then 5 on 5 until the next whistle. The penalties remain at 2 minutes during the overtime period. Carry over penalties remain at the time posted on the penalty clock. If the 5 minute overtime period expires without a winner then a shootout shall take place. Three players will be identified from each team, each to take one shoot on the opposing goalie. A winner will be declared if there is a goal difference after these three have taken their shots. If it is still tied there will be one shooter from each side. The game will end and a winner will be declared when **the first goal difference is registered. No player may shoot twice in the shootout until all players have taken a shot (if needed). Any player serving a penalty at the end of the OT period or receiving a penalty at the end of the OT period will not be eligible to participate in the shootout. Shots will be taken on a alternating basis with the home team having the option of shooting first or second.**

l) If a team will not play a scheduled Championship Series game without good reason, or can not provide the director with suitable ice times, and if, in the opinion of the director this put the schedule at risk, it is within the power of the director to award 2 points for the win to the non-offending team.

m) If possible, the director of each division will attend the final game in order to award the trophies to the winning and runner up teams. If he is unable to attend and cannot get anyone to attend in his place, he should call the home coach ahead of time to make them aware of the situation. Arrangements should be made to get the trophies to the teams.

Section 2 - Playoff Structure - Round Robin Format

1. 3 teams
1v2, 1v3, 2v3, 3v1, 3v2, 2v1
2. 4 teams - three game weighted round robin plus weighted fourth game
1v2, 1v3, 1v4, 2v3, 2v4, 3v4, 1v4, 2v3
3. 5 teams - pure round robin
1v2, 1v3, 1v4, 1v5, 2v3, 2v4, 2v5, 3v4, 3v5, 4v5
4. 6 teams - weighted round robin
1v3, 1v4, 1v5, 1v6, 2v3, 2v4, 2v5, 2v6, 3v5, 3v6, 4v5, 4v6
4. 7 teams - weighted round robin
1v4, 1v5, 1v6, 1v7, 2v3, 2v5, 2v6, 2v7, 3v4, 3v5, 3v7, 4v6, 4v7, 5v6
6. 8 teams - weighted round robin
1v4, 1v6, 1v7, 1v8, 2v3, 2v5, 2v7, 2v8, 3v5, 3v6, 3v7, 4v6, 4v5, 4v8, 5v8, 6v7

By-Law VII - Awards

Section 1 - Awards Availability Requirements

1. a) It is the responsibility of each Division Director to have the awards available at the time the winners are declared. If circumstances prohibit this from happening, awards shall be available no later than two weeks after the conclusion of the LSLMHL playoff final game.

Section 2 - Regular Season

2. a) At the end of the regular season, the first place team of each Division shall be awarded a 12"x 9" plaque with the Team name and each registered member's name engraved.

Section 3 - Playoffs

3. a) Awards for all playoff series shall be presented by the Directors or representative at the conclusion of the playoff series.

b) The division playoff championship team shall be awarded a 12"x 9" plaque inscribed "Division Name" Playoff Champion with the Team name and each registered member's name engraved. Each registered member of the winning team shall be awarded a "Division Name" Playoff Champion Medal. The playoff finalist team shall be awarded a 12"x 9" plaque inscribed "Division Name" Playoff Finalist with the Team name and each registered member's name engraved. Each Playoff Finalist team's registered members shall be awarded a "Division Name" Playoff Finalist Medal.

Section 4 - Sportsmanship Award

4. a) The Sportsmanship Award is based on regular season play ONLY.

b) The Sportsmanship award shall be given in each Division at every level of play to the team which has the lowest penalty minutes over the regular season.

c) Directors shall determine the winner of the sportsmanship award utilizing the following formula: total penalty minutes plus 15 minutes extra for each game misconduct, 50 minutes extra for each gross misconduct: and 50 minutes extra for each match penalty. The team which has the lowest Penalty minutes over the regular season will be the winner of the Sportsmanship award.

d) Should be in keeping with the requirement for 100% of games to be eligible in the same manner as to be eligible for the playoffs. Extenuating circumstances for any team that has not completed 100% of games will be looked at, and decided on by the LSLMHL on a team by team basis. The method of calculation for games not played shall be total penalty minutes divided by games played. Add this calculated average to the total penalty minutes for each game not played.

e) The Sportsmanship Award shall consist of a 12" x 9" plaque inscribed "Division Name" Sportsmanship Award with the Team name and each registered member's name engraved.

By-Law VIII - Suspensions/Appeals/Discipline

Section 1 - Discipline/Suspensions

1.
 - a) The HEO Code of Discipline (current Version) shall form the basis of all minimum discipline for games governed by the LSLMHL.
 - b) All suspendable offenses must be reported to the HEO District 1st Vice Chairperson - Discipline by the offending team, by telephone **or email and must be entered in the TTM system, within 24 hours.**
 - c) The HEO District 2 1st Vice Chairperson - Discipline shall notify the coach of the team involved of the discipline handed down.
 - d) Coaches SHALL communicate directly with the HEO District 2 1st Vice Chairperson - Discipline.
 - e) Coaches shall be responsible for ensuring that any player receiving a Misconduct under 1b) above sits out until a ruling is handed down via their Association President. Failure to do so will result in further discipline from the LSLMHL which may include the player and/or team official and/or Association.
 - f) Officials reporting an incident as per 1b) above, shall, at the conclusion of the game, fill out on the Internet the Official's Game Report on such incidents by the LSLMHL.

Section 2 - Appeals

2.
 - a) Appeal procedures shall be as set out in By - Law II, Section 7.
 - b) Appeals which are overturned or ruled against at Rules and Discipline Committee level may only be appealed to the HEO District 2 through its Chairperson. The LSLMHL as a whole may appeal any Rules and Discipline Committee decision to the HEO Discipline and Appeals person.
 - c) Communication regarding appeals MUST come from the Association ONLY. No individuals, team officials or players shall be permitted to file an appeal. Communication regarding the outcome of an appeal hearing shall be with the Association President ONLY.
 - d) Every effort will be made by the Rules and Discipline Committee to stage appeal hearings within one week of the incident. This requires that Associations notify the HEO District 2 1st Vice Chairperson - Discipline through their President that they will be requesting a hearing as soon as possible so that proceedings may be started. Forty eight (48) hours written notice by way of "Official Protest Form" is still required despite telephone notification of a hearing.