

Appendices



2016-2017



Appendix A - Discipline and Appeal Hearings

Format and Guidelines Committee Makeup

Chairperson: votes only in case of tie

3-5 Panelists: one vote each

1 Rules Official: no vote

In any matter involving the Discipline and Appeals (D&A) Committee there are invariably “sides” to the issue. Each “side” is generally permitted to have anyone present who can offer evidence of support. Such permission is at the discretion of the Chairperson of the Committee. Examples of who might be present include:

The appellant(s) or accused(s)

Team officials where involved

Game officials where involved

District Chairperson(s) of District or Districts involved

Witnesses appearing on behalf of League chairperson(s) where involved

If appeal or prior discipline hearing, the appropriate discipline committee Chairperson

One parent or guardian (where a minor is involved)

What Constitutes an Appeal?

a) New evidence not used in the original hearing can be presented which may have an effect on the decision

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- b) An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
- c) An appeal may be filed on the grounds that the decision of the original hearing was too severe or was too lenient.
- d) An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.

What Constitutes a Disciplinary Action?

Disciplinary Hearings may be held as required by the HEO Minor Code of Discipline, as a first investigation as directed by the HEO Minor Executive.

When Should Hearings Be Held?

1. As soon as possible after the event or appeal
2. After 48 hours notice to all parties concerned except where:
 - a) all parties agree to waive the 48 hour period;
 - b) the panel, by majority, agree that a decision must be rendered in a shorter time.

Recommended Meetings

That the D & A Committee schedule meetings at least twice monthly on predetermined dates (without limiting the rights of the Chairperson to call an emergency meeting where he/she deems it necessary).

Panel Members



- a) Chairperson - The Chairperson of the panel is in control of the meeting. His/her duties are to keep the meeting running smoothly, to ensure the proper procedures are followed and to guide the panel to a decision, which is consistent with the facts, established guidelines and rules and any previous experiences in similar situations. He/she may only vote in the event of a tie.

The Chairperson shall be responsible for determining whether or not legitimate grounds for an appeal exist.

- b) Other Members - Panel members should conduct themselves in a fair manner at all times. They should feel free to ask clarifying questions of witnesses but must be careful not to make prejudicial or inflammatory remarks.

Panel members should be especially careful not to get involved in disputes amongst themselves while witnesses leave the room, panel members should discuss the information presented at the meeting in a businesslike fashion ensuring that all questions and remarks are addressed through the Chairperson. Discussions should be based only on the information presented when all witnesses are present.

Conflict of Interest

Above all, panel members should ensure that they are clear of any conflict of interest in the situation being investigated.

Should they discover during the course of testimony they have a conflict, which was not previously known, they should declare such and immediately leave the rooms.

Hearing Procedures



1. All parties having testimony bearing on the situation should be present during the giving of testimony.
2. HEO Minor will NOT permit a designate spokesperson to represent an appellant at HEO Minor D&A Hearings.
3. No one shall be present during a hearing without the permission of the Chairperson.
4. No hearsay evidence is to be allowed. Written and signed statements from persons who are not able to be present may be accepted, however.
5. Each person who is scheduled to give a statement should be allowed to make their statement without interruption. A SHORT rebuttal should be allowed each person after all witnesses have made their statements.
6. Only panel members may ask clarifying or supplementary questions. Normally these questions will be asked at the conclusion of a person's statement. All questions and replies should be addressed through the Chairperson. At the conclusion of all statements and supplementary questions, all witnesses should be excused from the hearing and the panel should discuss the matter and make their decisions.
7. The respondent, the appellant or their designate, and the appropriate District Chair(s) may receive oral notification of the decision, normally within 24 hours, by calling the HEO Minor designate at a time specified at the hearing by the Chair. This will be followed by written notification by e-mail, fax or mail. The preferred means of written communication will be provided by the respondent



or the appellant at the hearing/appeal, and it will therefore be assumed to be valid, and that the communication will be received in a reasonable timeframe. Notification will also include information regarding further appeal.

Decisions from Appeal Hearings

The appeal panel may:

- Uphold the decision of the lower body.
- Set aside the decision of the lower body.
- Decrease, increase or otherwise alter the sanction previously imposed.

Process to be followed in appeal hearings

1. Chair calls hearing to order.
2. Introductions of Chair and panel members
3. Introductions of designated spokespersons for Appellant and for District whose decision is being appealed.
4. Presentation by appellant's spokesperson.
5. Presentation by District's spokesperson.
6. Panel members may ask clarifying or supplementary questions.
7. Appellant's Spokesperson may rebut, may provide relevant information not previously given and may provide a summary statement. District's



Spokesperson may rebut, may provide relevant information not previously given and may provide a summary statement.

8. Panel members may ask clarifying or supplementary questions.
9. Appellant and District representatives are excused from the hearing.
10. *In camera* deliberations by panel to render a decision.



Appendix B - Minor Affiliation

Refer to Rules and Regulations paragraph 8.0 for affiliation rules.

Purpose

To provide an opportunity for higher division or category teams to dress the maximum number of players allowable for a game in accordance with the Playing Rules.

Minor Associations are permitted to select ONE (1) of the following affiliation options:

Once the Minor Association selects the appropriate option, the President of that Association must advise all teams within their association and the District Registrar of that decision.

- 1) Team to Team
- 2) Club System
- 3) 19 Specially Affiliated Players

Definitions

Team to Team

A minor team may have as its affiliated team ONE TEAM from a lower category

Club System:

A club may operate teams in one or more of the following divisions: Junior (excluding Major Junior) Juvenile, Midget, Bantam, PeeWee, Atom, Novice.



The movement of players within a club, shall only be to a team in a higher Division/Category.

A player playing in an association using the club system for affiliation may affiliate to his/her district run team that is using the 19 player affiliation system. After leaving the club system the player is no longer eligible to participate in the club system of the home association. For affiliation purposes the player is now part of the district run teams 19 player affiliation system.

19 Specially Affiliated Players:

A minor hockey team may affiliate 19 players from within the team's designated geographic subdivision, as defined and approved by the team's Branch.

Prior to a player participating as an affiliated player with a team, the requesting team must have the approval from the team to which the player is a duly registered member.

Prior to a player participating in a game as an affiliated player, the player's name must appear on the team's 19 affiliated player list duly submitted and approved by the appropriate Registrar.

A player is only permitted to participate as an affiliated player with ONE hockey team of a higher division or category during a playing season.

B or C Carded Associations

19 Specially Affiliated Players



Associations which offer only B or C level carded teams may affiliate a maximum of 19 SPECIALLY AFFILIATED PLAYERS.

This affiliation may be comprised of a combination of players from the association's lower age division B or C team and from the association's house league up to a maximum of 19 Specially Affiliated Players.

At no time may a player's name appear on more than ONE (1) 19 Specially Affiliated Player List

House League Affiliation

19 Specially Affiliated Player

The movement of players within a house league will be permitted only in an upward motion as per the following examples: A player may move to an upper age level, i.e. PeeWee to Bantam. A player may move to a higher classification, i.e. House League to B. For those House Leagues who use a tiered system a player may move in an upward motion to a higher age classification. i.e. Peewee A house may move to Bantam A or B house. C house teams may only affiliate from C house teams as this level of hockey is for development. Players within a House League are not permitted to move from team to team at the same level, i.e. PeeWee Team #1, to PeeWee Team # 2, unless duly released and signed to a new card by his new team as per Hockey Canada Regulations.

In the event that two or more House League Associations join together to form a team, the method of affiliation for this team must be approved by the District Council and presented to the HEO Minor Council for final approval.



Notes:

Prior to a team placing a player's name on its 19 Specially Affiliated Player list that team must receive permission from the team to which the player is a registered member

Permission to use an affiliated player must be obtained on a game by game basis from the player's original team as per Hockey Canada Regulation E

No player's names may be added after January 15th at which times all 19 Specially Affiliated Players must be submitted to the Branch Registrar.

A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.

For goaltender exceptions see HC Regulations B and E.

Exhibition and/or tournament games, which are not part of regular league games or play-off games, are excluded from the number of games referred to in HC Regulation E.



Appendix C - Association Constitution and Bylaw Guide

Each Association or Organization shall incorporate the following essential elements in their Constitutions and By-Laws:

- a) A description of the organization's boundaries as approved by its District Council and HEO Minor.
- b) A description of the types and schedules of meetings including quorum requirements, rights of attendance and voting rights.
- c) A description of voting procedures including any special situations requiring approval by more than a simple majority.
- d) A description of membership rights, conditions and procedures.
- e) A statement of election procedures.
- f) Procedures for dealing with appeals and protests.
- g) A system for filing vacant elected positions.
- h) A statement of the term of office for all elected positions.
- i) A description of executive duties including provision for replacement during periods of absence.
- j) A statement of the rules and procedures for amending the Constitution and Bylaws.
- k) A statement of the dates and times that the Constitution and Bylaws were approved and amended.



HOCKEY EASTERN ONTARIO MINOR
Appendices 2016-17
PH: 613-224-3589 fax: 855 825-6123
www.heominor.ca



Appendix D – Guideline for a Tiered Recreational League

The number of teams for each association at each level:

1 Team	2 Teams	3 Teams	4 Teams	5 Teams
B	2B or 1A & 1B	1A & 2B	1A & 3B	1A, 3B, 1C
6 Teams	7 Teams	8 Teams	9 Teams	10 Teams
1A, 4B, 1C	2A, 4B, 1C	2A, 4B, 2C or 2A, 5B, 1C	2A, 5B, 2C or 2A, 6B, 1C	2A, 6B, 2C



Appendix E – Initiation Program Policy

A. GENERAL

1. Each association within HEO Minor shall ensure that its Constitution, Bylaws, and/or Rules and Regulations include clauses covering the Initiation Program (IP), in accordance with Hockey Canada (HC) direction.
2. All on-ice Instructors (see Section D, Article 2) involved in IP must have attended and completed the IP Instructor (Intro Coach & Respect in Sport) Clinic. New Instructors must attend a clinic within 1 month (30 days) of having assumed their role as an instructor in the program. All helpers must have Respect in Sport.
3. Each HEO Minor member Association shall appoint an Initiation Program Vice-President or Coordinator/Convenor and shall submit this individual's name and contact information to HEO Minor no later than October 15th of each season.
4. The Association IP contact person must submit the list of their next month's IP ice times to their District Initiation Program Mentor (HEO Minor where no such position exists within their District) no later than the 15th of the previous month.
5. All IP participants **MUST** wear proper hockey equipment in accordance with HC and HEO Minor Rules and Regulations governing the outfitting of players.
6. The Initiation Program is predominantly for players aged 4 to 6 as of December 31st of the current hockey season (see Article 1 of IP Guideline companion document)



7. Players under the age of 7 as of December 31st of the current hockey season are NOT permitted under any circumstance to play Novice hockey.
 8. As per HC and HEO Minor Rules and Regulations, (7.2 (d) (e)), for all Initiation events there must be a registered Trainer present and available (this includes all on- and off-ice events).
 9. Each HEO Minor member Association shall develop its own infrastructure for the delivery mechanism based on the number of participants, the HEO Minor Rules and Regulations, HC Initiation Program Implementation Guide, and the HEO Minor Initiation Program Policy. However, it is required that all Associations use and follow HC's Initiation Program Skills Development Manuals to ensure players receive the best instruction. It should take a full season to properly complete the program: Initiation A shall encompass Phases 1 and 2; Initiation B shall encompass Phases 3 and 4.
 10. Each District, in coordination with the HEO Minor, shall appoint an IP Mentor. The HEO Minor IP Mentor will be monitoring, within their District, each Association's Initiation Program over the season. The IP mentors will be required to report back to the ODMHA on their findings. Associations found in violation of IP policy may have sanctions levied against them by HEO Minor.
- B. POLICY GOVERNING INITIATION PRACTICE SESSIONS AND FUN GAME MATCH-UPS**
1. A practice session shall consist of a minimum of 40 minutes skill development and 10 minutes scrimmage or other activity (for example; freeze tag,



- red light/green light). After 15 practice sessions the minimum time for skill development may be decreased to no less than 25 minutes.
2. Initiation A (IP "A") groups are permitted to play in a maximum of 12 fun game match-ups in a season..
 3. IP "A" groups are not permitted to dress a goalie at any time.
 4. Initiation B (IP "B") groups are permitted to play in a maximum of 15 fun game match-ups in a season.
 5. IP "B" groups may only start practicing a player as a goalie after completion of a minimum of 15 practices or November 30th, whichever comes first.
 6. No IP "B" player/participant may play the entire season as a goalie. All players are to be given the opportunity to participate as a goalie should they so desire to do so.
 7. IP groups are permitted to play fun game match-ups against other Associations, within HEO Minor, commencing November 30th. IP groups are not permitted to play against groups outside of the HEO Minor jurisdiction (see Section D)
 8. When fun game match-up play is used there must be a practice to fun game match-up ratio of at least 2 practices to each fun game match-up, following the completion of the initial 15 practice sessions.
 9. 4-ounce (blue) pucks are to be used for all IP activities.
 10. All IP "A" fun game match-ups must be played in half-ice format.



11. IP "B" fun game match-ups must be played in half-ice format. IP "B" may play up to a maximum of 8 fun game match-ups in full-ice format, commencing February 15th.
12. One instructor, per group, is to be on the ice at all times during fun game match-ups.
13. During fun game match-ups a 2 minute (if stop time) or 3 minute (if running time) buzzer is to be used.
14. Referees may be used for IP "B" fun game match-ups (see Section D, Article 8)
15. During scrimmages and fun game match-ups, all players are to be given EQUAL ice time during EACH scrimmage fun game match-up. IP "A" may rotate a regular dressed player in every shift as a goalie. IP "B" may dress a player as a goalie in accordance with Article B5 above. An IP "B" player participating in a fun game match-up as a goaltender must be dressed in full and proper goalie equipment as per HC and HEO Minor Rules & Regulations.

C.POLICY GOVERNING HOSTING AND PARTICIPATING IN IP FUN DAYS

1. No IP Fun Day shall be held prior to the end of November.
2. Any Association or Organization wishing to host an IP Fun Day must apply to HEO Minor for an IP Fun Day Sanction Permit (no charge) The IP application must indicate if full or half-ice fun game match-up format is being used for the IP "B" level for Fun Days scheduled for play after the 15th of February (see Section B, Article 11)



3. Groups participating in Fun Days are responsible for advising the host Association that they have satisfied all the requirements in Section B by completing the appropriate form. (see Annex A – IP Fun Day Event Confirmation Form)
4. No IP “A” player may participate in more than 2 Fun Day events in a season (excluding Timbits Jamboree).
5. No IP “B” player may participate in more than 3 Fun Day events in a season (excluding Timbits Jamboree).
6. Referees (for IP “B”) and game sheets are permitted during IP Fun Days; however scores, statistics and championship tournament formats are not permitted.
7. One IP instructor per group must be on the ice at all times at all levels.
8. Where fun game match-ups are used during a Fun Day a two 2 minute (if stop time) or 3 minute (if running time) buzzer is to be used.
9. During Fun Days, all players are to be given EQUAL ice time. IP “A” may rotate a regular dressed player in every shift as a goalie. IP “B” may dress a player as a goalie in accordance with Section B, Article 5. An IP “B” player participating in a fun game match-up as a goaltender must be dressed in full and proper goalie equipment as per HC and HEO Minor Rules & Regulations.
10. Group relay races, agility skill events, individual races (front and backwards skating), puck control events, and shooting and passing events are strongly encouraged in lieu of (or in addition to) fun game match-ups during Fun Day events.



11. Only group awards may be distributed for IP Fun Day activities (ribbons, pins, momentos, etc.) for such events as relay races, agility skills, etc. Under no circumstances are individual recognition awards (for example; most valuable player) to be presented.

D. DEFINITIONS

1. ASSOCIATION refers to those local Minor Hockey Associations that are duly registered and recognized by HEO Minor.
2. IP INSTRUCTOR refers to an individual who has been certified in the IP Initiation Certification Program (Intro Coach and Speak Out) as prescribed by HEO Minor, the Branch and Hockey Canada. An Instructor for the purposes of this policy item is defined as the on ice person(s) leading, coaching or teaching any part of the program (see Section A, Article 2)
3. IP HELPER is required to take Respect in Sport.
4. IP PLAYER/PARTICIPANT refers to a child that is properly registered and completely equipped in accordance with HOCKEY CANADA and HEO Minor Rules and Regulations.
5. INITIATION A (IP "A") is the level to be used for participants in their first year of the Initiation Program (normally 4 or 5 year olds).
6. INITIATION B (IP "B") is the level to be used for participants in their second/third year (normally 6 year olds) of the Initiation Program. A 6 year old just starting in hockey with strong skating skills, may start at the IP "B" level.



7. SCRIMMAGE is an inter-squad (within the same association) series of mini games that takes place in multiple sections of the ice (i.e. NO full ice). All participants must be involved at the same time in the activity. No scores are kept and no rules are introduced. The scrimmage is used as a teaching tool to put what has been taught into play/action. Scrimmages are not mini games between groups from two different associations.

8. FUN GAME MATCH-UPS are fun games between groups from the same or different Associations/District. They are played in half-ice format only for IP "A". IP "B" may be played in half or full ice format in accordance with Section B, Article 11. When played the following apply;
 - a) There are no offsides or other game rules applied;
 - b) In the event of a penalty infraction, play is to be stopped, the players are explained the incident and play resumes. No penalty is to be assessed;
 - c) Each team shall have 3-5 skaters on the ice for each shift;
 - d) Scores are NOT to be kept or recorded;
 - e) The use of Goalies shall be in accordance with Section B;
 - f) To commence only after meeting the requirements in Section B.

9. For Initiation B groups a GOALIE is a participant that is properly and completely equipped in accordance with Hockey Canada and HEO Minor Rules and Regulations and the Initiation Program Policy.

The following IP Guideline document is to be used as a companion to the HEO Minor IP Policy Document.



1. It is highly recommended that the Initiation Program be made available as an option (or in addition to) for those players who are less skilled or just starting (entry level), ages 7 to 10 as of December 31st , on the recommendation of the Association's IP VP/Convenor.
2. Each Association is strongly encouraged to host a Parent Orientation meeting, prior to or at the start of the season, to ensure that the proper philosophy and implementation of the program is clearly outlined to everyone.
3. All on-ice instructional activities (i.e. practices) should be structured in such a manner that all participants can participate at the same time (e.g. use of stations).
4. Scrimmages where all players participate are strongly encouraged during the last 5 to 10 minutes of ice sessions as well as other types of activities (such as freeze tag, red light/green light, etc.)
5. An Association's Initiation Program should allow for flexibility within the practice/fun game match-up format.
6. It is highly recommended that Associations use a practice to fun game match-up ratio that is higher than the minimum set out in the IP Policy.(ie: 2-3 practices to 1 fun game match-up).

Annex A – IP Fun Day Event Confirmation Form

This form can be found on our website in the **** FORMS **** section.