

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



- 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.



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



HOCKEY EASTERN ONTARIO MINOR
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Appendix E – Initiation Program Policy

**Replaced by Hockey Canada Policy and HEO
Policy 6.16**

Annex A – IP Fun Day Event Confirmation Form

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