

HOCKEY EASTERN ONTARIO
MINOR
DISTRICT 5



CONSTITUTION
2022/2023

APPROVED BY THE MEMBERSHIP, May 30, 2022

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ARTICLE 1 NAME AND PURPOSE

SECTION 1 NAME

1. This organization shall be called the: Hockey Eastern Ontario Minor District 5 Upper Ottawa Valley

SECTION 2 PURPOSE

1. To co-ordinate the activities of the nine district Associations and the Upper Ottawa Valley Minor Hockey League within the boundaries of District 5.
2. To work toward the development and improvement of minor hockey within District 5.
3. 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.
4. To provide regional representation of local hockey Associations to higher authorities.

ARTICLE 2 MEMBERSHIP/BOUNDARIES/VOTING PRIVILEGES/VOTING PROCEDURES/QUORUM/MEETINGS/ATTENDANCE

Section 1 MEMBERSHIP

1. Membership to District 5 shall be open to all Associations within the Geographical boundaries of District 5.
2. Membership to District 5 shall be contingent on Associations providing nominees for election to District 5 Executive on a yearly basis.
3. All member Associations must abide by the Rules and Regulations of Hockey Canada, HEO, Minor Council, and District 5,
4. Only those Associations whose District fees/levies are paid in full and whose teams/players are properly registered with District 5 Registrar are entitled to membership.
5. The Associations within the boundaries of District 5 are as follows:
 - a. Arnprior Minor Hockey
 - b. Barry's Bay and Area Minor Hockey
 - c. Deep River Minor Hockey
 - d. Eganville Minor Hockey
 - e. Greater Petawawa Minor Hockey
 - f. Muskrat Minor Hockey

- g. Pembroke Minor Hockey
- h. Renfrew Minor Hockey
- i. Upper Ottawa Valley Aces Minor Hockey

Section 2 BOUNDARIES

1. The territorial boundaries of District 5 are defined as follows:



Section 3 VOTING PRIVILEGES

1. All Executive Members of District 5 and All Presidents shall be allowed to vote on matters involving Constitutional Amendments and motions.
2. A designate may not replace the President of an Association for voting purposes unless written or verbal notification is received by the District from the Association prior to the commencement of the meeting.
3. A designate appointment by an Association must be a member of that Association.
4. All Executive members of District 5 shall be allowed to vote with the exception of the chairperson who may only vote in the event of a tie in which case he/she may cast the deciding vote.
5. At the Annual General Meeting of District 5 (held in May) each Association in good standing and having been a member for the previous year shall be entitled to one vote. These votes are to be allocated to the President or his/her designate. Each Executive member of District 5 with the exception of the Chairperson shall have a vote at the Annual General Meeting.

Section 4 VOTING PROCEDURES

1. Simple votes will be used with one vote per Association President and one vote per Executive member. A majority vote will carry a motion.
2. Any Executive member of District 5 who also officially represent their Association as per Section 3.1, may cast a double vote, one per position.
3. Any voting member at the table may request a “written ballot.” This request is subject to a majority vote.

Section 5 QUORUM

1. For the purpose of all Executive or Special Executive meetings, the attendance of 4 Executive members shall constitute a “QUORUM”.
2. For the purpose of all Monthly meetings, the attendance of 4 Executive members and 5 Association representatives shall constitute a “QUORUM”.
3. For the purpose of the Annual meeting, the attendance of 4 Executive members and 5 Association representatives shall constitute a “QUORUM”.

Section 6 MEETINGS

1. There are three types of meetings held by District 5. They are Monthly meetings, the Annual meeting, and Special Executive meetings.
2. Appeal hearing and special Executive meeting do not have to follow the Procedure Rules or Order format outline in article 7, Section 4,

Section 7 ATTENDANCE

1. If an Association is not present for 2 consecutive meetings, then that Association or Executive member will be notified. The consequences are the possible loss of voting privileges for the remaining of that hockey season and/or a fine to the Association. If an Association President or designate is unable to attend, then a letter must accompany an alternate person who is a member of the Association.
2. Any person may attend the Annual meeting.
3. Any person or delegation wanting to attend the regular monthly meeting, or any special meeting must notify the District Chairperson in writing to identify the subject(s) to be discussed/raised and identify a speaker. These persons or delegations will be asked to leave after they have presented/spoken and before the meeting continues.

ARTICLE 3 EXECUTIVE OFFICERS / DUTIES OF THE EXECUTIVE

Section 1 EXECUTIVE OFFICERS

1. District 5 Executive and Association members in good standing shall elect/appoint the following Executive Officers to a one-year term at the annual General meeting held prior to the HEO, and HEO Minor Council Annual General Meeting.
 - a. Chairperson Elected
 - b. Vice-Chairperson Elected
 - c. Secretary Elected
 - d. Treasurer Elected
 - e. Registrar Appointed
 - f. Referee In Chief Appointed
 - g. Development Appointed
 - h. Risk & Safety Appointed
2. The District Chairperson position may only be filled by a person with 2 years of experience at the District or League Level.
3. The District Vice-Chairperson position may only be filled by a person with 2 years of experience at the District or League level.

Section 2 DUTIES OF THE EXECUTIVE

The CHAIRPERSON shall:

1. Preside at all District 5 meetings.
2. Call a Special meetings as deemed necessary or at the request of 3 of the Executive members.
3. Distribute literature to the Executive members and Associations provided by the HEO, and HEO Minor Council.
4. Provide a verbal report of HEO Minor Council meetings and functions which he/she has attended
5. Appoint any necessary standing or ad-hoc committees, reserving final approval or veto of such committee's actions or decisions. In the absence of the Vice-Chairperson, perform all the duties associated with that position.
6. Inform the District Committee of any emergency decision made by the chairperson at the next monthly meeting.

7. Be one of the signing authorities of District 5.
8. Ensure that all Associations in the District have applied for annually membership in the HEO and therefore proper members of the District Committee.
9. File a copy of this constitution and any amendments with the Secretary of HEO.
10. Seek HEO arbitration upon any major disagreement amongst Area Associations providing 5 of the Associations so petition.
11. Approve and supervise the formation of any necessary District or League Committees for teams registered on applicable registration Database which play in leagues comprised solely of District teams.
12. Ensure that the District Committee does not exceed its' authority under the HEO, and HEO Minor Council and that its' member associations are aware of their respective limiting authorities and responsibilities.
13. Monitoring the affairs of the area Associations and Leagues, within the District.
14. Administer the rules and regulations for competition in accordance with those of the HEO, and HEO MINOR and enforcement thereof.
15. Make recommendations to HEO, and HEO Minor Council, for changes to the constitution, By-Laws, rules and Regulations of HEO, and HEO Minor Council.
16. Conduct hearings and adjudicate protest and appeals.
17. Ensure that Associations, Organizations or Club and Leagues within the District have updated Constitutions and By-Laws and will forward such to be filed in the HEO office.
18. Have the power to suspend, discipline or expel a team, player, team officials, referee, other game official, or other person for the infraction of the HEO Rules, Regulations or policies as provided for in the Constitution, By-Laws, Rules and Regulations of HEO.

The VICE-CHAIRPERSON shall:

1. In the absence of the Chairperson or through delegation by the Chairperson have all the power and perform all the duties of the Chairperson. While assuming the Chairperson's position, he/she may only cast a vote in the event of a tie.
2. Be a member of all Standing Committees appointed by District 5.
3. Be a signing officer for District 5.

The SECRETARY shall:

1. Maintain accurate minutes, records, and fill all motions of all proceedings or meetings of District 5.
2. Shall issue all notices and proceedings of meetings (Distribution of minutes) have custody of and maintain documents and records pertaining to the affairs of the District.
3. Distribute all correspondence on behalf of District 5 as instructed by the Executive.
4. Notify all members of District 5 committee of any scheduled or emergency meetings as required.

The TREASURER shall:

1. Ensure proper maintenance of all books, accounts and assets of District 5.
2. Be responsible for all receipts and disbursements for District 5.
3. Have a financial statement of accounts for each monthly meeting and a year-end consolidated financial statement for the Annual General Meeting.
4. Sign all cheques along with one of the other signing officers.
5. Make recommendations regarding all fees/levies which are received and disbursed by District 5.
6. Report at the monthly meeting any Associations which have not kept its account in good standing with District 5.

****NOTE-** Should the Secretary and Treasurer position be held by the same person, the position will be combined and the person shall have only one vote. ******

The REGISTRAR shall:

1. Register all players, coaches, manager's and trainers or coach team competing in District 5.
2. Ensure that all necessary procedures comply with HOCKEY CANADA, and HEO Rules and Regulations regarding team registrations and that they are followed by all Associations.
3. Will be solely responsible for the coordination and verification of all players and team registration within District 5.
4. Ensure that Residential Qualifications are adhered to by all Associations Registrars in District 5.

5. Ensure that the proper paper worker (transfer forms, coach/trainer certificates, birth certificates, releases and affiliations, declaration of residence, etc.) are submitted by each team, registered in District 5.
6. Provide reports at the monthly meetings as required.
7. Make recommendations to the District regarding all matters pertaining to team and player registrations.
8. Conduct an annual meeting for all nine Associations Registrars within District 5 at the beginning of each season.
9. Ensure all Association Registrars follow proper procedures as set out by Hockey Canada, HEO, and District 5.
10. Keep all Association Registrar apprised of any changes and matters requiring their attention.
11. Ensure all HCR Data, team lists, Affiliation forms, releases and supporting paperwork are submitted to HEO within the required deadlines.
12. Maintain electronic database of all minor hockey players and team officials.

The REFEREE-IN-CHIEF shall:

1. Be responsible for all matters relating to officiating within District 5.
2. Sit on any Discipline Committee hearing as requested by the Chairperson or the Vice-Chairperson.
3. Be the liaison with the HEO Referee-in-Chief. Keep all Associations Referee-in-Chief's apprised of all rules changes and matters requiring their attention through scheduled meeting and/or clinics.
4. Provide a report at each monthly meeting.
5. Attend all HEO Referee's meetings that may be scheduled or may arise.

The DEVELOPMENT shall:

1. Co-ordinate all clinics held within District 5.
2. Be the Initiation Program Coordinator.
3. Be the Coordinator of the Hockey Canada Pathways program.

4. Act as a resource person for all coaches within the District 5.
5. Attend all HEO meetings pertaining to Development.
6. In the absence of Risk and Safety, perform all the duties of Risk & Safety.
7. Provide a report at each monthly meeting.

The RISK and SAFETY shall:

1. Co-ordinate all Risk and Safety within District 5.
2. Attend all HEO meeting pertaining to Risk and Safety.
3. In the absence of Development, perform all the duties associated with Development.
4. Act as a resource person for all Association Risk and Safety Managers within District 5. Conduct meetings for all Associations Risk and Safety Representatives.
5. Keep Associations Risk and Safety Representatives apprised of any changes and matters requiring their attention.
6. Provide a report at each monthly District 5 meeting.

ARTICLE 4 ELECTIONS/VACANT ELECTED POSITIONS

Section 1 ELECTIONS

1. Executive Officers shall be elected at the Annual General Meeting.
2. District 5 shall appoint a 2-member nominating committee at the February District 5 monthly meeting for the purpose of receiving the names of nominees and coordinating the nominating process.
3. All member Associations shall provide to the nominating committee the name(s) of their nominee(s) no later than the District 5 March monthly meeting. The nominating committee will endeavor to establish a preliminary list of nominees and the position they aspire to. Additional nominations will be sought at the Annual General Meeting.
4. All candidates for Executive Office must be nominated and seconded either from the floor or in writing. A person may be nominated for any number of positions and may seek elections to offices which he/she has been properly nominated. Defeat in elections for any office does not disqualify candidates from seeking election to any other subsequent office to which they have

been properly nominated. Once elected to a position, that person shall be ineligible to stand for further nominations and election.

5. Elections are to be secret ballot when necessary. Only the successful candidate will be announced. All ballots will be destroyed after each vote. The Chairperson shall appoint 3 election scrutinizers from the floor for the purpose of tabulating votes.
6. A neutral party shall preside of District 5 elections.

Section 2 VACANT/ELECTED POSITIONS

1. Positions which become vacant during a term of office shall be filled. Nominations will be held from the floor at any monthly meeting and a simple vote will carry a nomination. If the term of office is for less than 6 months, an existing Executive Member may hold duplicate positions of the balance of the term. That Executive Member will have 2 votes for the balance of the term.

ARTICLE 5 COMMITTEES/CONFLICT OF INTERSET GUIDELINES

Section 1 COMMITTEES

1. District 5 may appoint "AD_HOC" committees as deemed necessary for the purpose of making recommendations.
2. Committee appointed by the Executive of District 5 may include members who do not sit on the District 5 Executive.
3. Refer to Article 10, Section 3 for the formation of the District 5 Discipline and Appeals Committee
4. If all possible, only one member from an Association shall sit on an appeal/hearing committee.

Section 2 CONFLICT OF INTEREST GUIDELINES

1. Members of a District 5 D&A Committee shall not have any connection with the Association lodging and/or defending an appeal/hearing.
2. District 5 Executive is empowered to seek neutral arbitration when neutral parties cannot be found within District 5.
3. Final authority over the eligibility of a person who may be in conflict of interest shall reside with the Chairperson and/or Vice-Chairperson of District 5.

ARTICLE 6 CONSTITUTIONAL AMENDING FORMULA

Section 1 CONSTITUTIONAL AMENDING FORMULA

1. Amendments to District 5 Constitution must be submitted in writing and seconded by at least one voting member of District 5.
2. Amendment to District 5 Constitution must be submitted to the Chairperson or Secretary of District 5 at least one monthly meeting prior to the Annual General Meeting.
3. All motions for Constitution Amendments to District 5 Constitution must be circulated by the Secretary to all Associations and Executive members no later than 15 days following the previous meeting before the Annual General Meeting.
4. All Executive members or Association Presidents of District 5 shall be allowed to cast one vote with the exception of any Executive Member who also officially represents their own association shall be allowed a double vote. The Chairperson may only vote in the event of a tie in which case he/she may cast the deciding vote. A majority will carry the constitutional amendment.

ARTICLE 7 BANKING / SIGNING AUTHORITY /REIMBURSEMENT FOR EXPENSES / DISTRICT FEES / PROCEDURE RULES OF ORDER.

Section 1 BANKING / SIGNING AUTHORITY

1. Financial records will be made stored and available for a period of 7 years
2. For financial transactions, the Chairperson, Vice-Chairperson and Treasurer shall be the signing officers for District 5. The Treasurer shall sign all documents relative to Disbursements/debts for District 5.
3. The Treasurer and any one of the Executive Members listed in Article 7, section 1 shall be required as signing authorities.
4. For any non-financial matters, the Chairperson and /or Vice-Chairperson shall be empowered to sign on behalf of District 5 as directed by the Executive.

Section 2 REIMBURSEMENT FOR EXPENSES

1. The Secretary and Treasurer for District 5 shall recover all reasonable expenses such as postage, telephone, photocopies and secretarial.
2. The Referee-in-Chief for District 5 shall recover all reasonable expenses such as postage, telephone, photocopies and mileage at a rate of \$0.50 per kilometer for all travelling related to the duties of his/her office.
3. Any Executive member appointed by District 5 to represent it at Hockey Canada, HEO, HEO Minor Council, or District 5 meetings/events shall be paid mileage at the rate of \$0.50 per kilometer.
4. Any Executive member for District 5 shall be reimbursed for all reasonable expenses such as postage, telephone, photocopies and supplies.
5. The Registrar for District 5 shall recover all reasonable expenses such as postage, telephone, photocopies and supplies.
6. All claims for expenses must be directed to the Treasurer of District 5 in writing inclusive of all invoices, receipts, bills and/or other relevant documentation.

Section 3 DISTRICT FEES

1. District fees will be set annually in September.
2. All District fees must be received by the District Treasurer by the November meeting.
3. Failure to submit fees by the November meeting will result in the Association losing voting privileges.
4. All fees or levies are payable to: HEO Minor D 5 and are paid directly to the District Treasurer.
5. Any financial deficit of District 5 shall be pro-rated among all registered Associations at District 5's Annual General Meeting and shall be payable no later than the next month meeting. Failure to pay this levy shall result in suspension of the Association from involvement within District 5.

Section 4 PROCEDURE RULES OF ORDER

1. Each District 5 meeting shall be governed by Parliamentary procedures related to all motions, voted, discussion and procedures.
2. Each District 5 monthly meeting shall be conducted using the following agenda:
 - a. Call to order
 - b. Declaration of voting members
 - c. Reading of minutes of previous meeting
 - i. *Errors or omissions*
 - ii. *Motion to adopt circulated minutes or corrected minutes*
 - d. Business arising from minutes
 - e. Correspondence
 - f. Delegations
 - g. Executive reports
 - h. New Business
 - i. Association Reports
 - j. Next meeting date /time/location
 - k. Adjournment
3. The agenda for the Annual General Meeting shall include under Section 4, 2. h New Business, a subsection for amendments to the constitution.
4. The last item of business for the Annual General Meeting shall be the election of new Executive Officers and turning over the meeting to the new Executive.
5. The meeting of District 5 will be held on a monthly basis. Other meetings may be scheduled as required.
6. No proxy votes or votes in absentia shall be allowed on any motion tabled at any District 5 meeting.
7. No meeting will be held until at least 8 hours have elapsed from the time the Last Area Association Representative or alternate or President has been contacted by the Chairperson or his/her representative.

ARTICLE 8 PLAYER/TEAM REGULATIONS/PLAYER TRANSFERS/LINE OF AFFILIATION

Section 1 PLAYER/TEAM REGULATIONS

1. All players must register to play for the Association in whose zone the player reside.
2. A player is not permitted to play below, either their age level or designated letter classification unless approved by the District and HEO.
3. A player may move to an upper age level.
4. A player may move to a higher classification.
5. No Association shall knowingly register a player from another zone.
6. All teams playing within the boundaries of District 5 must have their players and team officials on HRC Database and in the hands of the District 5 Registrar prior to first game.
7. All teams must have their approved team lists submitted to the District 5 Registrar Two (2) weeks prior to the start of the season's schedule. Failure to do so will result in the offending team "losing" the two (2) points.
8. Mouth guards are not mandatory in HEO District 5 although it is highly recommended for all registered HEO hockey players to wear mouth guards during all on ice activities (games and practices).
9. All Noise-making devises (i.e., horns, whistles, air horns, cymbals, bugles, thunder sticks, cow bells, etc.) are banned from District 5 Arenas during HEO sanctioned hockey events.

Section 2 PLAYERS TRANSFER

1. The process of HEO will apply for all District 5 transfers.
2. In addition, the District Chairperson MUST sign all tryout approvals/transfers PRIOR to stepping on the ice.

Section 3 LINES OF AFFILIATION

1. Within District 5, lines of affiliation shall be 19 Specially Affiliated Players from within the teams' designated geographic boundaries.
2. Within District 5, affiliation forms will also require the signature of the Association President or Vice-President prior to being processed by the District Registrar.
3. Within District 5, for affiliation beyond an Association (i.e., to higher levels of hockey such as the Aces or Titans), affiliation forms will also require the signature of the District Chair prior to being processed by the District Registrar.

ARTICLE 9 GAME OFFICIALS

Section 1 GENERAL REGULATIONS

1. All games within the boundaries of District 5 shall be officiated by HEO crested officials who are in good standing, have been certified for the current hockey season and are not under suspension by the UOVMHL and/or District Referee-in-Chief or by the Code of Discipline.
2. All game officials must willingly provide proof of qualifications prior to a game if requested by a team coach or manager.
3. Game officials shall authorize all game sheets by PRINTING their name, certification number and signing the game sheet.
4. If neutral Officials for any game are requested by District or League, the appropriate requesting group, District or League, will pay for those Officials. If neutral Officials for any game are requested by the Association, the Association is responsible to pay for those Officials.
5. The following system of refereeing is to be used throughout District 5 as outlined in 6.49 HEO Hockey Policy (Minor) 7.4.3:

Referee and Lines

U9	1 Person System
U11	2 Person System
U13	2 Person System
U15	3 Person System
U18	3 Person System
U20	3 Person System

At least one Level III official for all 3-Person systems.

ARTICLE 10 PLAYER/TEAM REGULATIONS / DISCIPLINE / SUSPENSIONS / HEARING AND APPEALS

Section 1 AUTHORITY – DISCIPLINE

1. The district represented by the District 5 Chairperson or Vice-Chairperson, it's Discipline and Appeals Committee and/or the Executive as a whole shall have the power to suspend , discipline or expel any team, team member (including team officials), game official (major or minor) or any person associated within whole or in part any Association belonging to District 5, from participating in the District when said person(s) fail to observe any Rule and Regulation herein contained within the Code of Discipline of HEO, and HEO Minor Council or whose conduct, in the opinion of the D & A Committee, the Executive or the Chairperson or Vice-Chairperson, is detrimental to the proper conduct of hockey within District 5.
2. The Chairperson of District 5 shall be empowered to suspend or set aside a suspension of any player, team official, game official, etc. until such time as a proper appeal/protest "HEARING" may be convened to rule on the case. With the exception of special circumstances "APPEAL HEARING" will normally be held twice a month, on the first and third Thursday of each month.
3. All decisions of District 5 Discipline and appeals Committee or the Executive Committee shall be final after any Appeal/Hearing is held. Further appeals must be directed to the HEO Discipline and Appeals Committee accompanied by the appropriate fees in accordance with HEO.

Section 2 APPEAL/HEARING FEES/ RISK AND SAFETY HEARING/APPEAL POLICY

1. Any person (Player, team official, on/off ice official, parent, grandparent, fan) that acts or verbalizes any inappropriate action(s) or comment(s), will attend a hearing at the appropriate level of hockey.
 - a. When an incident occurs within the Association, then the Association shall hold the hearing.
 - b. When an incident occurs, and two (2) associations are involved, the District shall investigate and hold the hearing.
 - c. When the incident occurs and there are two (2) Districts involved, then HEO shall hold the hearing.
 - d. The District 5 Risk & Safety person, in conjunction with the District 5 Chairperson, (or their alternate), or any Association Risk & Safety person in conjunction with their Association President (or their alternate), may suspend a person(s) until such time that a Hearing can be held.

- e. Once an issue has been reported to the District or Association, in writing, it shall be investigated to determine if a Hearing is warranted. If a Hearing is to be held, it must be in a timely manner.
 - f. The Association Risk & Safety person will send a copy of the decision of all Association Hearing to the District 5 Chairperson, and District 5 Risk & Safety person.
2. Appeal Decision
- a. Each Association, person or party, requesting an Appeal at the District level, shall submit their request to the District 5 Chairperson or the District 5 Risk & Safety Director. Such request shall be submitted in writing using the Applicable District 5 Appeals Application (complete with all relevant documentation and particulars of the incident) within 72 hours of the first hearing, and shall include a cheque or money order in the amount of \$225.00, payable to: HEO Minor D5. The committee reserves the right to determine the amount of the fee retained by the district. A minimum of 50% is non-refundable.
 - b. Each Association, person or party, requesting an Appeal at the HEO level, shall submit their request as outlined in HEO Policy [6.22 Appeals Committee Procedure Policy](#)

Section 3 DISCIPLINE & APPEALS (D&A) COMMITTEE **COMPOSITION, FORMAT, AND GUIDELINES FOR THE** **DISCIPLINE AND APPEALS COMMITTEE**

- 1. Composition
 - a. The District 5 D&A Chairperson has the discretion to convene the District 5 D&A Committee.
 - b. The District 5 D&A Chairperson and District 5 D&A Committee are selected by the District 5 Executive and Association members.
 - c. The District 5 D&A Chairperson and District 5 D&A Committee are selected from those holding positions on District 5 Executive and/or Association members, or other members as decided by the District 5 Executive and/or Association member
- 2. Voting Privilege
 - a. District 5 D&A Chairperson: votes only in the case of a tie vote.
 - b. Comprised of three to five committee members with one vote each.
 - c. Rules Official/Scribe: no vote.

3. Hearing Attendees

- a. In instances that involve discipline and appeal matters, there are invariably several “sides” or perspectives to an issue. Each “side” is permitted to have someone present who can offer direct evidence or relevant information regarding the matter.
- b. Permission to attend a District 5 D&A hearing is solely at the discretion of the District 5 D&A Chairperson. Examples of persons who may be present at District 5 D&A hearings are:
 - The appellant(s) or respondent(s);
 - Team officials involved;
 - Game officials involved;
 - League representative;
 - Association representatives;
 - Witnesses with direct knowledge of the matter/incident;
 - If appealing a prior discipline hearing decision or ruling rendered by a lower administrative body (i.e. Association, or League), the appropriate discipline committee Chairperson; and
 - One parent or guardian (where a minor is involved).

4. What Constitutes an Appeal?

- a. Relevant 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 lower administrative body’s 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 lenient; and
- d. An appeal may be filed claiming there is evidence to establish that the lower administrative body’s decision of the original hearing was reached in an unjust manner.

Note: Adequate grounds for an appeal of the lower administrative body’s decision may NOT warrant or justify an appeal to the District 5 D&A Committee. In such instances, the District 5 D&A Chairperson, or in consultation with the District 5 D&A Committee, will assess if an appeal to District 5 D&A Committee is substantiated.

5. What Constitutes a Disciplinary Action?

- a. Discipline and appeal hearings may be held as required in accordance with the HEO Code of Discipline for Minor Hockey and as warranted and directed by the District 5 D&A Committee or HEO.

6. When Should Hearings Be Held?
 - a. As soon as practicably possible after the incident has occurred, or the appeal is formally lodged to HEO along with all directly relevant supporting documentation and evidence, including payment of the appeal fee;
 - b. After 48 hours' notice to all parties concerned except where:
 - a) All parties agree to waive the 48-hour period; or
 - b) The District 5 D&A Chairperson decides that a decision must be rendered within a shorter time.
7. Recommended District 5 D&A Committee Hearings
 - a. The District 5 D&A Committee schedules hearings at least twice monthly on predetermined dates and at the discretion of the District 5 D&A Chairperson or their designate (without limiting the rights of the Chairperson to convene an emergency D&A hearing when deemed necessary).
8. District 5 D&A Committee Members
 - a. District 5 D&A Chairperson - The District 5 D&A Chairperson is in control of the hearing. Their duties include ensuring the hearing runs smoothly, that proper procedures are followed, and guides the District 5 D&A Committee to a decision which is consistent with the facts, in accordance with established guidelines, policies and rules, and previous experiences in similar situations and precedent, when applicable. The District 5 D&A Committee Chairperson may only vote in the event of a tie vote amongst the District 5 D&A Committee members in attendance.
 - b. District 5 D&A Chairperson or the District 5 Executive in their sole discretion shall be responsible for determining whether legitimate grounds for an appeal or hearing exists.
 - c. District 5 D&A Committee Member Conduct - Committee Members should always conduct themselves in a fair and impartial manner. They are permitted to ask probative and clarifying questions of witnesses but must be careful not to make prejudicial or inflammatory remarks.
9. Conflict of Interest
 - a. It is imperative that District 5 D&A Committee Members ensure that they are clear of any conflict of interest in the matter that is before them, or the situation being investigated.
 - b. Should it be determined prior to or during the District 5 D&A hearing that a committee member has or may have a conflict that was not previously known, the affected committee member should declare such conflict and immediately vacate the hearing

room. At the sole discretion of the District 5 D&A Chairperson, the District 5 D&A hearing may resume as scheduled.

10. Hearing Procedure

- a. Civility and proper conduct amongst all parties in attendance during the District 5 D&A hearing will be strictly enforced. Anyone not abiding by these principles will be asked by the District 5 D&A Chairperson to immediately vacate the hearing, and any fees paid may be forfeited in their entirety, with sanctions imposed upon the offending party as may be determined by the District 5 D&A Committee.
 - i. All parties having directly relevant testimony related to the matter, event or situation should be present during the giving of testimony. In certain instances when warranted and at the sole discretion of the District 5 D&A Chairperson, the District 5 D&A Committee may hear and receive testimony in isolation separate from the other parties.
 - ii. District 5 D&A Committee will NOT permit a designate spokesperson to represent a respondent or appellant at District 5 D&A hearings and appeals.
 - iii. No one shall be admitted or present during a District 5 D&A hearing without the permission of the District 5 D&A Chairperson. It is also not necessary to bring individuals for moral support who are not witnesses to the matter.
 - iv. Discussions should be based only on the admissible information presented when the appellant or respondent are present.
 - v. Written, and/or signed statements from persons who are not able to be present may be accepted at the discretion of the District 5 D&A Chairperson.
 - vi. Each person scheduled to give a statement will be allowed to do so without interruption. Without repeating previously made statements, a SHORT rebuttal will be granted to each person after all witnesses have made their initial statements.
 - vii. Only the District 5 D&A Committee may ask clarifying or supplementary questions. Normally these questions will be asked at the end of a person's statement. All questions and replies MUST be addressed through the District 5 Discipline & Appeals Committee Chairperson. No comments, questions, or other discussions across the table to the opposing parties will be permitted. Upon the conclusion of all supplementary statements and questions, all participants will be excused from the hearing and the District 5 Discipline & Appeals Committee will convene in private to discuss the matter and render its decision(s).
 - viii. Committee Members are not to commence deliberations until after all attendees have left the hearing room.

- ix. Committee Members should deliberate in a professional manner and discuss any admissible submissions, evidence and information presented during the hearing.
- x. The respondent and appellant or their designate(s), and the appropriate Association President(s) may receive oral notification of the District 5 D&A Committee decision, normally within 24 hours, at a time specified by the District 5 D&A Chairperson. This will be followed by written notification transmitted by email, or mail. The preferred method to receive written communication will be provided by the respondent or appellant. The notification will also include information regarding further appeal.
- xi. The timeframe to appeal a District 5 D&A Committee decision will begin immediately upon the respondent's or appellant's (as the case may be), verbal receipt of District 5 D&A Committee decision. If only by email, then the date and time of transmission of the notice.

11. Decisions Arising from Appeal Hearings

- a. The District 5 D&A Committee has the authority to:
 - i. Uphold or set aside the decision of the lower administrative body.
 - ii. Decrease, increase or alter the previously imposed sanction(s); and
 - iii. Impose additional sanctions.

12. Outline of District 5 D&A Hearings

- a. District 5 D&A Chairperson calls the hearing to order.
- b. Introductions of District 5 D&A Committee.
- c. Introductions of parties in attendance and their designated role(s).
- d. Presentation by the respondent or appellant (as applicable).
- e. Statement by District, Association or League representative (as applicable).
- f. District 5 D&A Committee members may ask clarifying or supplementary questions.
- g. Respondent or appellant may rebut, provide supplementary relevant information not previously provided and may make a summary statement. The District, Association or League representative may rebut, provide supplementary relevant information not previously made and may provide a summary statement.
- h. District 5 D&A Committee members may ask clarifying or supplementary questions.
- i. Appellant or respondent, witnesses, parent or guardian, District, Association and League representative(s) are excused from the hearing.
- j. The District 5 D&A Committee will convene in-camera to deliberate and render its decision.

Section 4 MINIMUM SUSPENSIONS

1. Minimum discipline / suspensions shall be in accordance with the HEO Code of Discipline, subject to properly conducted appeals. Any Association is permitted to supplement the Code of Discipline however; no Association shall permit discipline that is less than which is applicable under the Code of Discipline of HEO.
2. All suspensions of players or team officials must be recorded on the face-side of the HEO Official Game sheet and initialed by the on-ice official prior to the start of the game.
3. FIGHTING:
 - a. 1st fight issued to a player will result in 1 game suspension,
 - b. 2nd fight will result in a minimum of 4 games suspension,
 - c. 3rd fight the player will be suspended until a District Hearing
4. Any Association in District 5 may suspend anyone as listed in Article 10, Section 2-1. If an Association suspends anyone listed in Article 10, Section 2-1 for any reason, other Association within District 5, and /or the Upper Ottawa Valley Minor Hockey League may impose the same sanctions as the Association imposing such discipline or sanction.

ARTICLE 11 OTHER

Section 1 ASSOCIATION RESPONSIBILITIES

1. The number of teams playing in any League, must be submitted two weeks prior to the season start date. If any associations make alterations to their submission or fail to submit by deadline dates, a \$100.00 per day fine will be imposed on that Association (to a maximum of \$500.00).

Section 2 E-MAIL COMMUNICATION

1. E-mail may be used for the purposes of *decisions* to be made on behalf of the UOVMHL League and/or District 5.
2. Detailed information pertaining to any discipline matters (including the names of the accused) may be sent via e-mail. The District Chair will not acknowledge such e-mails. It is recommended that when sending an e-mail that only those who need to receive the e-mail should.

Section 3 RESIDENTIAL QUALIFICATIONS

1. Hockey Canada residential qualifications (F3 and F4) and the HEO Regulations contained in the HEO Handbook are to be strictly adhered to. In addition, the following rules shall apply in the UOVMHL.

- a. It is the sole responsibility of the association registering a player to ensure that the player resides within that association boundaries, or has the necessary and appropriate release properly completed in full to play in that association.
 - i. No association will accept a partial or incomplete address.
 - ii. If the address is rural, the 911 or Civic Address must be verified.
 - iii. The registering association is responsible to check each registrant's actual Address if that association has any reason whatsoever to believe that the information being advance may be not correct, or if it is brought to the association's attention by another association or the League then verification must be done.
 - iv. The onus for supplying documentation to support the application must be on the applicant requesting the transfer.

- b. Only the actual location of the child's residency will be accepted. This is the location where the child sleeps and the location from which the child leave first thing in the morning or where applicable, where the child embark on the school bus, more than 75% of the time. If the child does not board the school bus at his residence, then his residence will be deemed to be the place that he leaves first after getting up in the morning.