



MANUAL OF OPERATIONS

CONSTITUTION - BY-LAWS - ATTACHMENTS

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Yellow highlighted items reflect the most recent changes

**NIAGARA DISTRICT LOCAL LEAGUE MANUAL OF OPERATIONS
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NIAGARA DISTRICT LOCAL LEAGUE CONSTITUTION

ARTICLE I

The name of the organization shall be the Niagara District Local League hereinafter referred to as the "NDLL", operating as a Minor Hockey League and deriving its authority from the Ontario Minor Hockey Association, hereinafter referred to as the "OMHA".

ARTICLE II - OBJECTIVES

- [a] to provide an equal playing field for all participants of varying playing ability.
- [b] To support an opportunity for progressive development of all players to a higher level of play.
- [c] **To foster co-operation, sportsmanship and friendship among competing centres.**

ARTICLE III - OMHA APPROVAL

This league shall seek OMHA approval and agrees to accept and enforce all OMHA rulings.

ARTICLE IV- MEMBERSHIP:

Membership in this League shall be composed of Minor Hockey Local League Teams who shall agree to and abide by and comply with the rules of this League. All teams wishing to play in the NDLL shall first have the consent of their Local Association.

ARTICLE V- GENERAL MEETINGS:

- [a] to be held at least once a month, on the fourth Monday if possible, . All meetings are to be recorded.
- [b] Voting at these meetings is confined to NDLL Executives and the Association Reps [one vote per Centre].
- [c] A quorum shall consist of a majority of the Association Representatives [50%+ 1].
- [d] Guests are welcomed at these meetings and are allowed to speak for "the good of minor hockey".
- [e] Guests wishing to address the NDLL must be placed on the Agenda five days prior to the meeting date.

ARTICLE VI- ANNUAL MEETING.

- [a] The NDLL A.G.M. shall be held following the March general meeting.
- [b] Each Centre is permitted one (1) vote only.
- [c] **Notices of motion for Constitution amendments shall be submitted to the Secretary, in writing, at least thirty days prior to the annual meeting. These notices of motions may be submitted by the NDLL Executive and/or Association Representatives. NDLL Executive submissions shall be signed by two Executive members [President and Secretary]. Submissions from Association Representatives shall also be signed by their associations President and Secretary. All notice of motion shall be circulated in writing to each member Association no later than fourteen days prior to the Annual General meeting.**
- [d] Articles of this Constitution can be altered, rescinded or new ones adopted, at the NDLL A.G.M. only, by a two-thirds [2/3] majority
- [e] **Vote of the eligible voting members present and voting.**
- [e] Proxy votes will not be accepted.
- [f] The NDLL A.G.M. shall be open to all working members of the member Associations of the league.
- [g] The order of business at the NDLL A.G.M. shall be as follows:

1. Reading/Approval of Minutes from previous Annual Meeting,
2. Reading of correspondence, notices and other communication,
3. President's Address,
4. Treasurers Report,
5. Committee Reports,
6. Associations, Reports,
7. Constitutional Amendments,
8. Elections of Officers [Nominations may be made from the floor],
9. Adjournment,

- [b] All reports as in [g] above shall be accompanied by a written summary of the year's activities and one copy of each report shall be made available to each member association at the NDLL A.G.M.

ARTICLE VII- SPECIAL MEETINGS

On request of five or more of the member centres concerned, the President of the NDLL shall be empowered to call a special meeting to deal with specific situations.

ARTICLE VIII - OFFICERS

The NDLL shall consist of the following members who will be known as the Executive Officers, the Association Representatives and the OMHA Representative.

(a) The Executive Officers of the NDLL, elected at the NDLL A.G.M., shall be composed of the following:

1. Immediate Past President, 2. President, 3. Vice President, 4. Secretary, 5. Treasurer, 6. Scheduler

i] Under NO circumstances must the President and Vice Presidents Positions be held by an Association Representative.

ii] Voting privileges will not be extended to the Past President, President, Vice President, Secretary, Treasurer and/or, Scheduler

(b) DUTIES OF THE EXECUTIVE OFFICERS

1. The Immediate Past President:

Shall participate in all aspects of the NDLL, acting in an advisory capacity. He/She shall serve as Chairman of the Nominating Committee and shall select up to two members of the NDLL to serve on the Nominating Committee. He/She shall present the **Nominating Committee's proposed slate of officers at the Annual Meeting.**

2. The President:

Shall preside at all meetings of the NDLL and when necessary may cast a vote in the event of a tie in voting. He/She shall call **meetings of the Executive members, when deemed necessary and act as a signing officer on all documents pertaining to the operation of the League.**

The President shall be an ex-officio member of all committees. The President cannot move or second motions.

The President shall be elected from a member of the governing body, who has sat for at least one year in the NDLL. The term will be **For one year with the privilege of being re-elected**

3. The Vice President:

Shall perform such duties as are assigned by the President and substitute for him/her as required. He/She shall serve as signing officer if required. The Vice President shall:

- act as Chairperson of the Playoff Committee and provide all association Representatives with the appropriate flow charts for the NDLL Qualifying and Final Playoff Rounds according to the NDLL By-laws.
- will act as Chairperson of the Awards Committee and arrange for the procurement and presentation of the NDLL Championship Awards and any other NDLL awards as determined by NDLL By-laws and the NDLL Officers.

4. The Secretary:

Shall keep an accurate record of the proceedings of the NDLL and maintain an up-to-date mailing list of all officers, Centre Representative(s), Centre President, and the OMHA Convener of the League. He/She shall conduct all correspondence of the NDLL **and keep a record of all decisions made at meetings, deliver or cause to be delivered, the complete and accurate account of each and every meeting (minutes) including notices of future meetings to each Centre Representative, Centre President, NDLL Executive Officers, and the OMHA Convener of the League no later than fourteen (14) days after the conclusion of each meeting (this includes special meetings).**

5. The Treasurer:

Shall collect and properly record all finances involving the NDLL. He/She shall have the signing authority along with the President and/or 1st. Vice President on all documents on behalf of the League.

6. The Scheduler

Shall use the current By-laws of the NDLL, and the ice time provided by each center to develop, and maintain the:

- Regular Season Schedules,
- League Playoff Round Robin Schedules

7. Dual Roles

At the discretion of the membership, and in the event that a person accepts a dual role as a Centre Representative, and as an Executive Member in the position of Secretary, or Treasurer, they will be allowed voting privileges as a Centre Representative only.

(c) DUTIES OF THE ASSOCIATION REPRESENTATIVES

Association Representatives:

Shall be appointed by each Association in the League.

It is his/her responsibility to see that the League functions smoothly, and make his/her Association aware of its commitments to the League, and to the OMHA. He/She shall distribute League literature in his/her Association when required. The Association representative shall have the right to vote.

Association Representatives are responsible for ensuring that their Centre is represented at every NDLL Meeting.

Association Representatives are responsible for ensure that they, or a qualified alternate is present for every NDLL game hosted by their Centre.

Association Representatives are responsible for ensuring that all NDLL games hosted by their Centre are played within the Bylaws of the NDLL (IE. Game Lengths & Curfew's, Equal Ice Time, Qualified On and off ice Officials) and for reporting all deviations to the president with-in twenty four hours (24hrs) of the game.

Association Representatives are responsible for ensuring that all game results are reported for each of their teams (Home & Away), and for ensuring the stats are accurate for each of their teams.

Alternate association representatives shall be named by each association to act as a representative in the absence of the duly appointed representative. In all cases, each association will be limited to a single vote on any and all issues

[d] DUTIES OF THE OMHA, NDLL CONVENOR

OMHA NDLL Convener:

Shall be elected or appointed by the OMHA. He/She:

I* Will keep the League informed on OMHA rules, changes, etc.

}; **Will be responsible for suspensions.**

I* Will be responsible for developing and maintaining the Regular Season, and League Playoff Round Robin Slats

I* Will be responsible for compiling lists of missing game sheets for distribution at each General Meeting of the NDLL.

(e) VACANCIES:

If the Vice President, Secretary, or Treasurer office become vacant due to death, prolong illness, resignation, or any other reason, the President (or his/her designate) may appoint a person from the floor to fulfill the duties of the vacant officer temporarily. A by-election shall be held at the earliest convenience (normally the next scheduled regular meeting) to elect a person to fill the vacant office permanently.

ARTICLE IX - AMENDMENTS TO THE BYLAWS AND RULES.

Any substantial changes (As defined in the By-Laws of the NDLL), additions, or deletions to the By-Laws shall be in the form of a notice of motion to be circulated at least fourteen (14) days in advance of the next regular monthly meeting.

Any changes, additions, or deletions to the By-Laws that result from a motion being made, seconded, voted on and passed cannot be altered at a later date in the same playing season; unless at least a two-thirds- [2/3] majority vote of the eligible voting members present vote in support of a motion to reopen the issue.

Notice to reopen a motion must be circulated at least fourteen (14) days in advance of the next regular monthly meeting.

ARTICLE X- PROTEST RULE- LEAGUE GAMES ONLY:

Please reference current NDHL Bylaws.

ARTICLE XI- APPEALS FOR DISCIPLINARY ACTION

Please reference current NDHL Bylaws.

NOTE: To make our League work, we must be firm but fair in our demands from the teams and their Representatives.

NIAGARA DISTRICT LOCAL LEAGUE BY-LAWS

1. DEFINITIONS

For the purpose of all NDLL By-Laws, the following words, terms, and expressions are defined as follows.

- a) Association NDLL Representative- is the person who has been selected from their local association to represent them at the NDLL functions.
- b) OMHA Convenor· is the person who has been selected by the OMHA, Executive Member to oversee the play of the NDLL.
- c) OMHA, Regional Director (RD) is the person who has been elected by the OMHA affiliated Associations of a region, to the OMHA Executive Committee.

2. MEMBERSHIP

- a) Yearly fees per team shall be set each season.
- b) The NDLL Treasurer is to invoice each Centre for their NDLL league fees by no later than October 30. All centers are to submit payment to the NDLL Treasurer by no later than November 30.
- c) Centers wishing to join the NDLL are required to submit a letter of request to participate in the NDLL to the President of the NDLL by no later than August 1 st. Any Centre submitting such a request must be willing to attend and formally present their request at the August meeting of the NDLL. A majority vote of all current members will secure participation for a one year probationary season. A review of the request for membership will be held prior to the commencement of the second season at which time membership will be granted, denied or the probationary period will be extended.

No voting rights are granted during any probationary period.

d) Membership in the NDLL requires each Centre to:

- i) Each Centre shall have on deposit and amount of \$400 security deposit for meeting attendance
- ii) The NDLL Treasurer shall upon receipt, deposit the security cheque for each Centre in the NDLL bank account
- iii) Centre's will be charged for missed meetings in the amount equal to \$50.00 for each meeting missed and \$100.00 for missing the AGM
- iv) Each Centre shall no later than the September meeting provide the NDLL Treasurer a cheque for the meetings of the prior season as set out in (iii) to return the security deposit to \$400.00
- v) Centre's that do not have a security deposit of \$400.00; on deposit with the league by the date indicated in (iv) shall not be in good standing until such payment is received
- vii) Centre's which cease to become members of the NDLL shall upon request have their security deposit less amount(s) owing from (iii) above, returned to them by the Treasurer
- viii) Must be in good standing with the OMHA

3. EXPENSES

The NDLL agrees to review and consider all expenses related to the NDLL for the following members of the NDLL:

- Executive Members, OMHA RD, Ice Scheduler

Please note that it is expected that in all cases the members indicated above will try to minimize expenses via carpooling with their local Association Representative etc.

Expenses are to be submitted, reviewed, and approved for payment at each monthly meeting. The Treasurer will report these expenses as part of their monthly report.

4. TEAM COMPOSITION

- All centers entering more than 1 team in a division must strive to balance their teams. NDLL reserves the right to review unbalanced teams at any point in the regular season. Teams can be denied entry into the playoff round if the Center refuses to take corrective action.
- All teams must have an approved OMHA electronic roster. Deadline will be set each year by the Regional Director (RD). Normal deadline will be approximately 3 weeks after the season starts.
- Centers may move players down 1 division to accommodate the individuals hockey development needs.

5. GAME SCHEDULES

a) Atom through Midget:

- The start of the season will begin after Thanksgiving Weekend
- The regular season will be completed by the first week of February
- The playoffs will end by end of March
- There will be no games scheduled during the Christmas and March breaks
- Bantam and Midget teams will not have games scheduled during January exams (except on weekends) including the EVENING prior to the start of exams.
- # of regular season games per division:
 - Novice = 8 (Full ice games after Jan 15th)
 - Atom = 24
 - PeeWee, Bantam and Midget = 26
- NDLL scheduler will release full schedule by November 1st

b) Minor Novice and Novice:

- The start of the season will be approximately Nov 1st
- The game formats will adhere to the OMHA Novice and Under guidelines
- There will be no games during the Christmas and March breaks

6. RESCHEDULED GAMES

- NDLL games can be rescheduled to accommodate teams in tournaments.
- In cases of inclement weather it is up to the 2 centers to contact each other. The 2 centers must reschedule the game at their earliest convenience.
- Emergencies: In the event of any other emergency it is up to the centers to reschedule the game. While this document could never anticipate every type of emergency, some examples might include:
 - power failure at host center
 - refrigeration problems forcing the closing of the ice surface
 - ice resurfacing machine breakdown

What is important is that NDLL centers understand that having players ill or suspended (even a goalie) is NOT an emergency. Teams should have contingency plans in place for using alternate players (AP's) or be prepared to play with short bench if necessary.

7. GAMES NOT PLAYED

Any team failing to show for a scheduled/rescheduled game shall be subject to the following (except in the case of adverse weather conditions.).

- a) If the Home Team fails to show they are responsible to compensate the Visiting Team for travelling expenses a flat fee of \$200 in the event an agreeable alternative cannot be found
- b) If the Visiting Team fails to show they are responsible to compensate the Home Team for the cost of the Referees and the hourly ice rental rate in the event an agreeable alternative cannot be found.
- c) It is the responsibility of the NON offending team to report the incident to the NDLL President within 24 hrs of the missed game. Any costs regarding officials and ice time must be included so that the NDLL President can address the issue with the offending center.
- d) NDLL teams can NOT unilaterally forfeit a game. NDLL reserves the right to insist the game be rescheduled OR enforce a forfeit at the leagues discretion. The NDLL President shall rule on a final score such that it will not be beneficial to the offending team. The offending team will be charged a fine of \$500. No appeals to this decision will be allowed.

8. GAME ITEMS

All games will be played in accordance with HC, OHF, and OMHA rules. Some highlights are:

- a) Game Lengths and Times:
 - i) All games are to be played using STOP TIME.
 - ii) Each game will start with a two-minute warm up.
 - iii) The length of each period will be:

Minor Novice and Novice: ½ ice format. 60 minute slots with 50 minutes of playing time

Novice: Full Ice Format: 10-10-10 (60 minute slot)

Atom: 10-10-15 (70 minute slot)

PeeWee-Bantam: 10-15-15 (75 minute slot)

Midget: 15-15-10 (75 minute slot)

- iv) Centers must allot the correct amount of time per the OMHA manual to play the games per point iii. Every effort to avoid a curfew must be made. It is understood that in event of a serious injury or unforeseen event that the game may have to be curfewed. The HOME team center representative must report to the NDLL President within 24hrs of the game any curfewed game and the reason for the curfew.
- b) Home teams must supply competent time/score keepers
- c) The Home team is responsible for uploading the game in the E-Game Sheet APP within 24hrs of the completion of the game.
- d) All E-Game Sheets must properly reflect the players and coaches who participated. Additional details that must be recorded include:
 - i. Game number/Date/Location/Division
 - ii. Curfew
 - iii. Suspensions Served
 - iv. Final score
 - v. Official Scorer contact information
 - vi. Referees information

- e) All teams will be dressed and ready ten (10) MINUTES prior to scheduled game time. At the request of the game officials, both teams shall proceed to the ice.

Under no circumstances will any team suspend play and/or retire from the ice surface before the end of the game unless instructed to do so by the game official.

It is the responsibility of the NDLL Association Representative of the host Association to report these occurrences to the NDLL President, and the OMHA, NDLL Convener with twenty-four [24] hours of the incident.

In all arenas, participants may not go on the ice until the ice resurfacing machines have left the ice and closed the doors. Referees must be present on the ice.

9. **TOURNAMENTS**

NDLL teams may enter a maximum of 2 'in season' tournaments. 'In season' does NOT include Christmas or March break. It is understood that the schedule will be released by the NDLL scheduler before teams have had a chance to book their tournaments. It is up to the centers to renegotiate alternate dates to complete the games prior to the end of the season. In any case, teams must give at least 10 days notice in the event of a tournament entry causing a conflict to the opposing center.

10. **FAIR PLAY POLICY**

The spirit of the NDLL is for all teams to use a 'fair play policy'. The NDLL cannot govern or measure individual ice time or the reasons for that. NDLL assumes all associations will have 'fair play' guidelines within their association. It is up to each association to manage this. In the event of egregious examples that fall outside the spirit of this policy the issue must be reported to the NDLL President who will address with the Center.

11. **LEAGUE PLAYOFF STRUCTURE**

1) All teams who have made an honest attempt to complete their regular season schedule and associations must be in good financial standing with the NDLL are eligible to play in the league playoff. Any association not in good financial standing by February 1st will automatically be eliminated from the playoffs.

2) The NDLL playoff seeding shall be determined by the league President. The teams will be separated in divisions to form 'pools'. Usually the pools will be an 'A', 'B' and/or 'C' pool depending on number of teams.

a) The following guidelines will be used for determining the number of teams in each pool. Divisions with:

i. 8 or less teams will stay as 1 pool

ii. 9 to 16 teams will be divided into 2 pools

iii. 17 plus teams will be divided into 3 pools

b) All teams will enter "Round Robin Play" for the first round of the playoffs. Each team will be guaranteed to play a minimum of 4 round robin games up to a maximum of 6 round robin games depending on the size of the pool

c) Format of Round Robin Play:

- i. Regulation stop time periods will be used.
- ii. Period lengths per NDLL bylaw 8. Games can be curfewed.
- iii. No time-outs
- iv. No overtime will be played in the Round Robin.
- v. Home association is responsible for hosting the game and covering costs.
- vi. Round Robin games must be completed before the start of the local March break.

d) Teams tied following Round Robin Play:

All tie breaker games will be played after the local March Break.

- i. If 2 teams are tied (on points) a single game sudden victory will be scheduled
- ii. If 3 teams are tied (on points) the team with the highest standings at the end of the regular season will be given a BYE while the other 2 teams play a single game sudden victory game to determine who will play the team with the BYE
- iii. If 4 teams are tied (on points) there will be 2 sudden victory games scheduled whereby 1 plays 3 and 2 plays 4 based on regular season standings

e) Format for Round Robin Tie Breakers:

- i. A one game sudden victory game will be played
- ii. Final regular season standings will be used to determine who is the home team
- iii. Regulation stop time periods will be played with NO curfew. Period lengths per NDLL bylaw 8
- iv. No time-outs
- iv. If required, one 10 minute sudden victory overtime period will be played
- v. If score remains tied after one overtime period a shoot-out will be played
 - a. Visiting Team Shoots first
 - b. first team to score with the other team missing wins
 - c. no player can shoot a 2nd time until all skaters have had a turn

f) Format for Tournament Style Finals:

- i. Top 4 teams from each pool will advance to the championship round
- ii. Seed 1 will play Seed 4 in semi final, while Seed 2 plays Seed 3
- iii. The 2 winning teams advance to the finals
- iv. All game rules outlined in the Format for Round Robin Tie Breakers will apply.

g) It is the hope of the NDLL that the championship round can be hosted at 1 association that can serve as a 'celebration of the NDLL'. Any center wanting to host this championship day/weekend can apply with the NDLL. Preferably, this is decided by the November meeting each year.

- i. host association will determine the costs and only the associations participating in the championship round will pay the host center directly
- ii. If we do not have a host center or combination of host centers all semi final and final games must be hosted by the 'HOME' teams

12. **LEAGUE PLAYDOWN AWARDS**

NDLL will decide on the awards for the current years Champions and Finalists.

13. **SUSPENSIONS:**

- a) All players and coach's suspensions will be per the OMHA manual of operations.
- b) All suspensions served must be recorded on the game sheet.
- c) Suspensions assessed in tournaments and not completed are to be carried over to NDLL games.
- d) Suspensions assessed in NDLL play cannot be served in tournaments or exhibition games.

14. **FINAL STANDINGS:**

In the event of a tie in total points at the completion of the regular season the standings will be arrived at as follows:

- i) Best +/- differential as shown on website
- ii) NDLL coin flip

15. **TEAM COLOURS**

If there is a conflict the home team will change. The referee's decision in this matter is final.

16. **GATE FEES**

There will be NO gate fees at any NDLL regular season, Round Robin playoff, playoff tie breaker and Championship series games.

17. **REFEREES**

All referees for all NDLL regular season, Round Robin playoffs, playoff tie breaker and Championship series games are to be appointed by the Home Centre.

18. **SHAKING OF HANDS**

The NDLL promotes the fair play initiative of having the teams shake hands before the game in the presence of the game officials.

19. **LEAVING ICE**

At the completion of the game, the HOME team will go to their bench area while the visiting team leaves the ice surface. When the visiting team has vacated the ice surface, the home team will then leave, unless directed to do otherwise by the game officials.

20. **AFFILIATED PLAYERS**

A team shall consist of a **MINIMUM of six (6) eligible players**. In the event of a team having absent or suspended players it may add **NDLL players** from teams in a **LOWER division** (affiliated players) to a **MAXIMUM** of:

- a) eleven (11) skaters and two (2) goalies in the Novice and Atom Divisions.
- b) thirteen (13) skaters and two (2) goalies in the Peewee, Bantam and Midget.

21a. **PROTEST RULE- LEAGUE GAMES ONLY**

a) A protest on a referee's decision will only be considered when it concerns a question of misapplication of a rule that has led to a suspension of a player or team official over & above the actual game in which the suspension was assessed.

A game official's discretion and judgment of the rules may not be protested.

- b) All protests shall be filed with the NDLL and the OMHA Executive Member but can ONLY be submitted by the protesting Centre representative. Protests from coaches will not be accepted.
- c) All protests must be filed in writing with the NDLL President and the OMHA Executive Member.
- d) A fee of \$100 must be submitted. This is returnable if the protesting Centre receives a favourable ruling.
- e) All protests must be submitted within 48 hrs from the end of the game
- f) NDLL President will coordinate a hearing if necessary and will form a committee to review the matter
- e) The protest committee decision is final and cannot be appealed.

21b. **APPEALS FOR DISCIPLINARY ACTION**

Any team or person, subject to disciplinary action by this League, shall have the right to appeal the decision to the OMHA Executive and the final decision of the OMHA shall be binding on all concerned. Appeals must be made in writing to the OMHA Executive Member with a copy going to the Secretary of the Niagara District Local League and a copy going to the OMHA Executive Member.

