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RULES AND REGULATIONS



Updated June 2010

Lower Lakes Female Hockey League

Rules and Regulations

Section 1 – League Liaisons

Each Association/Independent team shall designate one person as the main contact for the League. This designated person shall be called the **League Liaison**. The responsibilities of the League Liaison (LL) shall be to maintain communication between the League and all teams of the Association/Independent team. The duties include the following:

- a) Communication between a team in the Association/Independent team and the League on all matters other than immediate scheduling;
- b) All discipline matters regarding any team in the Association;
- c) Notifying the League about teams the Association wishes to enter in the league for the next season of play by the required date as set annually by the Executive;
- d) Registering the contact information for each team in the manner prescribed by the League by the required date as set annually by the Executive;
- e) Monitoring and ensuring that each team is duly registered with the League before its first league game.

The League Liaison must have full e-mail service and must inform the League of any changes in contact information immediately. The League Liaison must have the authority to speak for the Association at all times. The League Liaison is expected to attend the League General Meetings and vote upon issues for their Association/Independent team. **The League will only deal with individual teams through the League Liaison.**

Section 2 – Player Eligibility

- a) All players must be properly registered on their team's OWHA team registration form as per OWHA rules, or for U.S. teams, a USA Hockey form.
- b) To be eligible for League play-offs, all players must have played a minimum of five (5) Lower Lakes Female Hockey League (LLFHL) league games with their OWHA registered/USA Hockey team prior to January 20th. No requests for exemption will be considered after this date.
- c) An eligible player must be registered within the League. House league players will be eligible when picked up from within their own association.

Section 3 – Team Rosters

OWHA approved rosters will be sent from the OWHA to the league prior to their first league game. Players must be registered with the OWHA before they are eligible to play in the LLFHL.

For USA Hockey-registered teams participating in the League, the USA Hockey registered team will be responsible for providing the OWHA with its official, approved USA Hockey team roster prior to their first League game. The OWHA will forward that roster to the League. During the

season, any addition to or deletion from the official USA Hockey roster must be identified to the OWHA by sending a copy of the approved updated USA Hockey roster to the OWHA before a player is eligible to play in the LLFHL.

Section 4 – USA Teams

- a) General eligibility of all USA teams will be reviewed on an annual basis by the OWHA for membership.
- b) Pending acceptance by the OWHA, acceptance of individual association/ teams by the League Executive will be reviewed annually.
- c) USA teams agree to submit a Competitive Team form to the OWHA indicating their Team Roster and Category by the deadline set annually by the OWHA.
- d) Acceptance of any USA team by the League Executive will be conditional on the team acknowledging that it will submit to the OWHA re-categorization process should a Request for Re-categorization be submitted and further will abide by any decisions of the OWHA re-categorization committee, notwithstanding that the team will retain the right to appeal any re-categorization by the OWHA.
- e) If any Ontario based LLFHL Team/Association does not wish to travel to the USA, they must apply in writing to the League Executive by a date set annually by the executive. Teams opting out of travel will host all necessary League games (Regular Season and Playoff) versus U.S. based teams in their division at their own expense (ice time and officials). The hosting centre shall be designated as the Home Team for all such games for scoring, game rules and game reporting purposes. The opt-out provisions do not apply to games with US based teams which are hosted by the US based team in a reasonably located Ontario arena, the judgement of which shall be at the sole discretion of the Executive.
- f) If a Team/Association does not opt-out and goes to the U.S. to play regular season and playoff games, extra insurance must be purchased to cover any liability that may occur.
- g) OWHA sanction forms for all league and playoff games played against USA based teams are the responsibility of the Team/Association. Forms must be submitted to the OWHA for approval.

Section 5 – Team Responsibility

- a) League preliminary team submission form will be required no later than May 1st of the current year.
- b) The League strictly requires all teams must register to play at their assigned OWHA level each season. Teams will be required to play in the division and category in which they register with the OWHA or intend to register with the OWHA as of the Competitive Team Registration Deadline. Exceptions to this rule will only be made by the Executive. If a team is recategorized up at any point in time by the OWHA, their eligibility for league playoffs will be reviewed by the League Executive
- c) Teams found to have intentionally violated rule b) will be disqualified from League play for the season.

- d) Each team shall supply to the league a cheque or money order payable to the League to cover the entry fees on a date set annually by the executive.
- e) Novice and Atom teams are required to play two (2) mandatory OWHHA sanctioned games against two (2) different teams at their own OWHHA registered level or higher in order to place their team in the most appropriate category. All other divisions are highly recommended to also play two (2) OWHHA sanctioned games in order to best categorize their respective teams. At the completion of each game, the game sheet must be faxed to the Head Convenor for verification.
- f) Each team is responsible to submit the online game report within seventy-two (72) hours of the date the game was played for regular season games, and twenty-four (24) hours for playoff games. Legible copies of game reports will be submitted to the league within seventy-two (72) hours of the date of game played for regular season games, and twenty-four (24) hours for playoff games. Any suspendible offence must be reported by the offending team within twenty-four (24) hours or prior to their next league game whichever is soonest. If two (2) or more game reports or game sheets are outstanding at the end of the regular season, the delinquent team will be ineligible for league play-offs. Two points will be deducted from teams failing to report online or submit game reports by the seventy-two (72) hour deadline during the regular season and a fine of \$100 per day late per complete game report will be assessed to the offending association failing to report online or submit game reports by the twenty-four (24) hour deadline in the playoffs. **In the event of any suspendible offences, the Discipline Policy must be followed in its entirety.**
- g) Each association will have a League Liaison who will attend a mandatory general meeting in the fall prior to the scheduling meeting for orientation purposes. This rep will be the main contact person between League Executive and their home association executive and teams. It will be their responsibility to inform all their home members of any League policies and/or changes throughout the season. Failure to attend the mandatory League General meeting will result in the association being issued a \$100 fine.

Section 6 – Scheduling

- a) The League Executive will notify League Liaisons of the date of the Scheduling meeting.
- b) Scheduling will provide flexibility to accommodate OWHHA provincial playdowns and championships. Each team must undertake to have sufficient ice time to meet play-off requirements by the set completion date annually.
- c) It is recommended that each association have an ice scheduler who will attend the scheduling meeting and assist the teams in finalizing the schedule template with ice times.
- d) Any team or association failing to attend the scheduling meeting will not be eligible for league play.
- e) All changes to game times, dates or locations of games must be reported to the Division Convener at least forty-eight (48) hours before actual game time so the online system may be properly updated and referees informed. Failure to do so will result in a \$50.00 fine payable to the HOME team.

- f) ALL games must be scheduled before leaving the scheduling meeting. Games are not allowed to be scheduled beyond the completion date for the regular season, as determined annually by the Executive.

Regular Season: One (1) team representative and Ice schedulers will schedule all required games at the League Fall scheduling date. Games will be scheduled to reflect a balanced schedule determined annually by the executive. Any changes throughout the season will be handled by the Team Representatives and the respective Convenor. It will be each team's responsibility to ensure on an ongoing basis, that the dates, locations and times for all games are correct in the schedule posted on the website. The League website will be considered to be the sole source of official schedules.

Playoff Format: Format will be determined annually by the executive

Section 7 – Pick-up Players

- a) A team may use any eligible player to a maximum of the number of players currently registered with their team. **Pick Ups are not permitted for suspended players.** Each player must be listed with **"P-UP"** for Pick-Up, beside her name on the game sheet.
- b) For Regular Season League games, a team may pick up any eligible player, to a maximum of three (3) pick up players, from a lower category to bring the total team strength to, but not exceed, the number of officially registered players on the team. The Executive may authorize the movement of a goaltender for emergency situations only, identified as being situations in which the team would have no roster goalie available to play.
- c) Pick Up players are not eligible for playoffs. (Exception for Goalies with League Executive approval).
- d) Special permission may be granted, on approval from the Executive, for a team to pick up players from another Association or Team. It is the responsibility of the team to make specific written application to the Executive stating their rationale for the request.
- e) A Pick-Up Consent Form is required where a player is called up from a different association. A Pick-Up Consent Form is not required where a player is transferred from a lower team within the same association. This form can be found on the League/OWHA website.
- f) A Pick-Up Player is defined as EITHER from:
- i) a lower age level and the same classification or lower;
 - ii) the same age level and lower classification:
 - (E.g.): 1 - Bantam A team can call from Peewee A team
 - (E.g.): 2 - Bantam A team can call from Peewee BB team
 - (E.g.): 3 - Bantam A team can call from Bantam BB team
 - (E.g.): 4 - Bantam A team can NOT call from Peewee AA team
- g) Any team found to have violated the Pick-Up Players rule by virtue of not having complied with any of the requirements or limits specified in Rule 7, subsections a) through e) will forfeit the game in which the violation(s) was found to have occurred and by a score that is in accordance with subsection 9) of the Forfeiture Policy listed in the OWHA Handbook. Teams violating Rule 7, as above, will be considered by the League to

have used an ineligible or illegal player and the violation will be reported to the OWHA as a suspendible offence.

Section 8 – Suspensions

In the event of any suspendible offences, the Discipline Policy must be followed in its entirety.

- a) If a player or team official is serving a suspension, **SUSPENSION** must be written and the suspension game number beside her/his name on the game sheet (e.g. 2 OF 4) and fax to the appropriate League authority and OWHA Regional Director. Any person serving a suspension(s) is not permitted to enter the dressing room area, player's bench and/or timekeeping area, and must not sign the game sheet.
- b) A suspension(s) to any coach, manager, trainer, player or support person (on the bench or timekeeping at the time of the infraction) in any OWHA sanctioned game – league, tournament and/or exhibition in or outside the Province of Ontario shall be served in the next OWHA sanctioned game(s) including tournaments, excluding exhibition games.
- c) A Discipline Board shall be struck by the Discipline Chair consisting of not less than three (3) Executive members for the purpose of hearing any particular matter concerning a Suspension.
- d) The Discipline Board shall suspend any member where such conduct in and/or around an arena or other place, or by such action violates the Ontario Women's Hockey Association Code of Conduct, and as such bring discredit to the League and/or the sport of Women's hockey.
- e) Where a matter regarding a suspension may directly or indirectly relate to an Executive member, such member shall declare a conflict of interest.
- f) Where a coach, manager, trainer, player or support person receives a suspension in any OWHA game outside the jurisdiction of the league, the onus is on the coach of the team to advise the League of such suspension prior to the team's next League game even if the suspension has already been served. Failure to report any such suspension will result in an additional one game suspension to the head coach of the team.
- g) Copies of all game sheets indicating the serving of any suspension must be submitted to the League in order for the suspension to be considered completed. If a team has failed to send the documentation and the suspended player participates in a game, the head coach will be considered to have used an illegal player and the current OWHA discipline shall be levied.
- h) All members must follow the minimum suspension guidelines as circulated annually by the OWHA. The League may issue additional suspensions beyond the minimum OWHA guideline. These suspensions must be served at the next OWHA sanctioned event(s). NOTE: Exhibition games are excluded.
- i) **For any suspendible offence occurring in a League game, the Discipline Chair must be notified by the offending team within 24 hours, or before their next game, whichever is soonest. Failure to do so will result in a one game suspension to the head coach.**

Section 9 – Protests & Appeals

- a) Notification that a game is being protested MUST be communicated to the League within twenty-four (24) hours of the infraction(s).
- b) **To Protest, a team must:**
 - a. **With respect to protest relating to the interpretation of a playing rule, notify the referee verbally of the protest before, during, or at the end of the game, before they leave the ice,**
 - OR**
 - b. **With respect to an improperly registered, unregistered, ineligible, or suspended player or team official, notify the OWHA Office within forty-eight (48) hours of the starting of the game.**

These are the only situations which are eligible to be protested to the League.

- c) Prepare the protest in writing;
- d) **File the protest with the Discipline Chair within forty-eight (48) hours of the start time of the game;**
- e) Accompany the protest with a cheque or money order in the amount of \$200.00 payable to the League;
- f) **E-mail, deliver or send by registered mail a copy of the protest to the protested team within forty-eight (48) hours of the start time of the game.**
- g) Within seven (7) days of the protest being filed, the Discipline Chair shall set a date for the hearing of the protest. The hearing date will be no more than fifteen (15) days after the filing date.
- h) To Appeal, a team must submit written documentation stating the reason(s) for the appeal and facts supporting the appeal through their association to the League. The appeal shall be filed with the President of the League within twenty-four (24) hours of issuance of the Notice of Decision regarding the protest and must be accompanied with a cheque or money order in the amount of \$200.00 payable to the League. At the discretion of the President of the League, additional information may be brought forward for the appeal without penalty providing that all participants have access to this information in sufficient time prior to the appeal.
- i) Within seven (7) days of the appeal being filed, the Discipline Chair shall set a date for hearing the appeal. The hearing date will be no more than fifteen (15) days after the filing date.
- j) Refunded fees for protests and appeals will be at the discretion of the respective committee.

Section 10 – Officials

- a) All officials must be OWHA or USA Hockey registered. All officials MUST indicate certification number on game sheet.

- b) In Bantam AA, Midget AA, Midget A, Midget BB, Intermediate A, a three referee system is mandatory. This system will be imposed upon any other division in which discipline problems are becoming a trend at any time throughout the season. Failure to comply will result in fines levied by the League to the offending team.
- c) A game may proceed with one official less than the number required provided that the official(s) and both teams agree before the game commences and all sign the game sheet accordingly. No cause or justification is required from the official(s) or either team if they refuse to start the game without the correct number of officials. However, once started the game may not be stopped or protested unless an injury occurs to the referee that prevents the official from completing the game. If the game does not proceed it is considered unplayed and must be rescheduled within seven (7) days. A single referee may not officiate a scheduled three-man game in this League.
- d) All games will use the fast face-off protocol. The puck shall be put into play at the indicated start time of the game regardless of whether both teams are lined up in face off position.
- e) Officials are to be at ice level at game time and are to order the clock started for a three (3) minutes warm up period as soon as both nets are pegged and available for the teams to begin their warm up. Once the game clock has started, the officials shall initiate the Fair Play procedures. When two minutes have elapsed, a game official will blow the whistle to let the teams know they have one minute to get to their benches and get their starting line up to centre ice. If teams fail to be ready a delay of game penalty is to be assessed.

Section 11 – Cancellation Rules

- a) After scheduling day(s), teams will be allowed a period of three (3) calendar days to change times and/or locations of games on the originally submitted schedule, after which time the team's schedule will be marked Final and entered into the League's on-line game system. Any changes made during the 3-day grace period must be made known to the team's opponent. After a team's regular season schedule is marked final, each team will be allowed to rearrange a maximum of three (3) games during the season. Any more than three (3) changes will subject a team to a \$100 disciplinary fine per game change payable to the League.
- b) Cancellation of a game by a team may be done without penalty or further responsibility up to two weeks (14 days) prior to the day a game is scheduled. This game must be rescheduled as provided below.
- c) Ice costs for a game cancelled less than two weeks before the game day becomes the responsibility of the team which gives notice of cancellation unless the ice is used by the non-cancelling team, or some other team. The cancelling team will be assessed a minimum \$100.00 disciplinary fine payable to the League.
- d) Games cancelled must be rescheduled for a future date within seven (7) days of game cancellation. Any team that does not reschedule within the seven (7) day period will be assessed a \$100.00 disciplinary fine payable to the League. A rescheduled game is not considered to be locked into the schedule until the Convener for that division has been notified.

- e) The Executive reserves the right to issue an additional \$500.00 fine, payable to the League, to any team who either fails to show for a scheduled league game without just cause; cancels a scheduled league game within twenty-four (24) hours of its playing time without just cause; or refuses to reschedule a cancelled game.
- f) If a game must be cancelled because one or both teams cannot travel due to inclement weather or as a result of a public health notice (eg H1N1), the following policy is in effect:
1. The team cancelling the game **must DIRECTLY contact by PHONE**, and speak to a designated team representative before this game is officially considered cancelled. **Note:** E-mail and voice messages will not be considered as proper notification
 2. The Division Convener is to be notified by both teams that the game has been cancelled.
 3. The cancelled game is to be rescheduled for a future date within seven (7) days.
 4. Costs of unused ice time and officials for the cancelled game to be shared evenly by both teams.
 5. To be eligible for playoffs and any League awards, teams must play all their regular season games.
 6. Games cancelled because of bad weather conditions or as a result of a public health notice (eg H1N1) are not included in the three (3) allowed cancellations.

Section 12 – Starting Games Times

The following guideline for Regular Season and Playoff game start times must be followed unless alternate arrangements are mutually agreed upon by both teams:

- Monday to Friday game start times must be such that ***starting travel time*** from the visiting centre is no earlier than 5:00 p.m.
- Sunday to Thursday game start times must be such that allowing for a reasonable post-game change period, the visiting team arrives home no later than:
 - Novice – 10:00 p.m.
 - Atom/PeeWee/Bantam – 10:30 p.m.
 - Midget/Intermediate – 11:30 p.m.

Section 13 – Game Lengths

- a) All League games including Play-off and Championship games shall consist of three (3) stop time periods of ten, ten, twelve (10-10-12) OR twelve, fifteen, fifteen (12-15-15) as designated for that division.
- The following divisions will play 10-10-12
All Novice

All Atom
Peewee A, BB, B, C
Bantam BB, B, C
Midget B, C

- The following divisions will play 12-15-15

All Senior
All Intermediate
Midget AA, A, BB
Bantam AA, A
Peewee AA

- b) All League games are STOP TIME. Running time is not allowed and, if used, the game will be replayed at the cost of the home team.
- c) No time outs are allowed in regular season games.
- d) The number of regular season games will be standardized at 22 or less for all ages and categories.

Section 14 – Game Sheets

- a) The Game Sheet is a LEGAL DOCUMENT for insurance purposes. Any falsification of data may make it invalid for insurance claims. It is important that the game sheets be completed correctly, legibly and accurately and forwarded to the proper person as quickly as possible.
- b) It is the responsibility of the home team to provide a game sheet. The home team should have the game sheet completed and give it to the visiting coach at least fifteen minutes prior to the scheduled game time.
- c) All teams must use the game sheet label available on the registration website for all League games. Failure to do so is a \$25 fine per game payable to the League.
- d) If any players on your team have different sweater numbers for home and away then please modify the appropriate numbers. You DO NOT have to name your starting line-up. With the exception of goalie, player positions are not necessary.
- e) Ensure you have completed the top section of the game sheet including game number, the two team names and OWHA numbers, the arena, the division, and the scheduled date and time.
- f) Write the League fax number on the bottom of the game sheet so if the referee must retain the white copy it can still be faxed to the League.

Section 15 – Notification of Game Results

- a) Depending on the online system utilized, it will be the responsibility of either the HOME team or BOTH teams to enter ALL game sheet data within three days (72 hours) of the time of the game for regular season games, and 1 day (24 hours) for playoff games. Data for both teams, including all codes, numbers and times must be entered. Failure to do so will result in the loss of two points to the offending team during the regular season. A fine of \$100 for every 24 hours after game completion will be assessed to the offending association failing to report online or submit game reports by the twenty-four

(24) hour deadline in the playoffs. It is the responsibility of the visiting team to confirm the stats as input by the home team and work with them in correcting any discrepancies.

- b) It is the responsibility of the HOME team to fax the game sheet within three days (72 hours) of the time of the game to the League fax number for regular season games, and twenty-four (24) hours for playoff games. In the case of suspensions, 24 hours or before the next game, whichever is soonest. Failure to do so will result in the loss of two points to the home team during the regular season and a fine of \$100 per game report will be assessed to the offending association failing to report online or submit game reports by the twenty-four (24) hour deadline in the playoffs.

Section 16 – Tie-Breakers – Regular Season

- a) If teams are tied at the end of the Regular Season the following criteria will be followed: (same as OWHA Play-downs)
 - i. Number of wins against all divisional opponents, including crossover games.
 - ii. Record against other tied teams
 - iii. Goals scored minus goals against all divisional opponents
 - iv. Fewest goals allowed against all divisional opponents
 - v. Most periods won against all divisional opponents
 - vi. First goal scored during regular season
 - vii. Most goals scored against all divisional opponents
 - viii. Flip of coin.

Section 17 – Curfews

- 1. All League games must start at their designated starting times. Curfews will be allowed for all regular season games.
- 2. All League games including playoffs and Championship games shall consist of three (3) stop time periods as designated for that division. (Refer to Section 13 – Game Lengths)
- 3. A three (3) minute warm up will start each game.
- 4. All League games are STOP TIME. Running time is not allowed and, if used, the game will be replayed at the cost of the home team.
- 5. All games played under LLFHL jurisdiction must have a curfew notice written in the "OTHER" section of the OWHA game sheet.
 - a. If the game is played in an arena with no curfew, the notification will read "NO CURFEW". The game must be played in its entirety.

- b. In arenas where there is a curfew, the notification will state "CURFEW and a specified time of day" (e.g. CURFEW 10:20 p.m.). The game must stop at the specified time.
 - c. The coaches of both teams are required to initial next to the curfew notice prior to the start of the game. It is the responsibility of the HOME team to ensure both coaches initial the curfew time.
 - d. All game officials (referee(s) & timekeepers) must be notified of the curfew as well.
 - e. Failure to follow any of Rule 5, subsections a through d will result in a forfeit of the game by the home team should the game be protested.
 - f. The actual start time of the game is to be recorded on the game sheet by the timekeeper. For the purpose of the time of day, the arena clock will be the official time piece. In the case of no time of day clock being present, the referee(s) will designate, prior to the start of the game, what the official time piece will be and advise both coaches of such a decision.
 - g. It will be the responsibility of the timekeeper to sound the end of game horn when the official time piece reaches the designated curfew time and the game will be considered over at that point. Under no circumstances is the game to continue past the designated curfew time.
6. Games that must be curfewed due to a serious injury that requires medical assistance to be called or due to a serious mechanical equipment failure in the arena that makes playing dangerous or impossible are permitted to be ended even if the game sheet says no curfew.
7. Any regular season game curfewed after the start of the third period will be considered a complete game at the point of curfew. Any regular season game curfewed before the start of the third period will be considered to have been cancelled within the rules and without penalty and will be required to be rescheduled.

Section 18 – Awards

Awards will be presented to the regular season winner of each geographical grouping for all divisions and categories. Teams which are recategorized up by the OWHHA are ineligible to receive the lower level awards.

Section 19 – Playoffs

- a) Playoff formats will be announced annually by executive.
- b) All playoffs must be completed by the dates designated by the League.
- c) In all cases sufficient guaranteed ice must be arranged for in advance for all playoff games.