

MANUAL OF OPERATIONS

OF THE



SHAMROCK

PREAMBLE

The Shamrock Hockey League will be a league containing 'A' and below minor hockey. The league is a representative-only league, however, will contain U9 Minor Development.

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DEFINITIONS

- a) "SHL" means Shamrock Hockey League
- b) "Member Centre" refers to a Minor Hockey Association under the jurisdiction of the SHL.
- c) "In good standing" shall refer to a Member Centre that that has paid any dues, fines and/or other fees owing to the SHL and who is not subject of a disciplinary action or sanction by the Shamrock Hockey League or higher governing body.
- d) "Regular Meeting" refers to the monthly meetings held to discuss league business.
- e) "Executive Meeting" refers to a meeting of the Executive Committee to deal with a specific issue, or issues. From time-to-time this will include the rest or a partial portion of the Board of Directors.
- f) "Annual Meeting" refers to a meeting held once a year to elect Executive Committee members, and for the Executive Committee and Shamrock Centre Representatives to discuss SHL business, and to make any changes to the Manuel of Operations.
- g) "Board of Directors" refers to all voting members of the Executive Committee and Shamrock Centre Representatives, and non-voting members such as the OMHA Regional Director and his/her league Convenor (if applicable), and the League Statistician.
- h) "Executive Committee" refers to the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, 'A' Liaison and Past President.
- i) "Shamrock Centre Representatives", herein referred to as "Reps", refers to a Member Centre's representation at a Regular Meeting and Annual General meeting. From time-to-time, Reps may sit on special committees (i.e. U9 Committee).
- k) The "Manual of Operations" means this entire document, including the Constitution, Rules, Regulations and By-Laws for the Shamrock Hockey League.

CONSTITUTION

OF THE



SHAMROCK

ARTICLE ONE (1) - NAME, AFFILIATION AND JURISDICTION

1.01 Name

The organization shall be known as the Shamrock Hockey League, herein referred to as the SHL.

1.02 Affiliation

The SHL by virtue of its affiliation with the Ontario Minor Hockey Association (OMHA) and the Ontario Hockey Federation (OHF) is a member of Hockey Canada (HC). The SHL shall abide by the Constitution, Rules and Regulations of the OMHA, the OHF and HC.

1.03 Jurisdiction

The SHL shall have jurisdiction to govern all minor hockey, deemed by the OMHA, within the bounds of SHL territory. Irregular teams placed in the SHL, such as teams placed into the SHL or one of its divisions from a Centre without a Shamrock Rep, shall be under the jurisdiction of SHL rules, regulations and by-laws, and/or any other decisions made at the league-level, as determined by the results of a Regular Meeting or Executive Meeting.

ARTICLE TWO (2) – ORGANIZATION

2.01 Executive Committee

- a) The Executive Committee of the SHL shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, 'A' Liaison (if applicable) and Past President. The Executive Committee positions referred to in Article (2) shall be filled by May 31st each year. The term of office for persons occupying an Executive Committee position referred to in Article (2) shall be one year.
- b) In general, the Executive Committee shall be responsible for establishing the seasonal structure goals and strategic goals of the SHL.
- c) The SHL President, or in his absence one of the two Vice Presidents, or in their absence Executive Committee member, shall lead all meetings in that order – exception given to 'A' Meetings, which at times may be chaired by the 'A' Liaison, on the advice of the President.

d) The Executive Committee shall have the power to fill any vacancy that may occur in its number.

2.02 Shamrock Centre Representatives

The Shamrock Centre Representatives are responsible for attending Regular Meetings, or provide the President, or his designee, in writing, the name of a substitute. It is the responsibility of the Rep to funnel any SHL, OMHA, OHF and/or HC information, pertinent to the league or its teams, back to their home Centres.

ARTICLE THREE (3) – AUTHORITY, PROTESTS AND APPEALS

3.01 Authority

The SHL Executive Committee determines if any Article, Playing Rule, Regulation, and/or By-law has been broken by any Member Centre. They will have the sole authority to enforce any discipline, if it can be deemed fair and consistent, regarding the SHL Manual of Operations – **See – Article 3.03 Appeals**. All determinations are allotted, at minimum, a single appeal to the Executive Committee by Member Centres.

3.02 Protests

- a) The SHL 'protest fee' is **\$250.00** and is non-refundable. The SHL 'defense fee' of a protest is **\$50.00**.
- b) A Member Centre entering a protest must do so by email to the SHL President; an email copy will go to the opposite Rep (strictly from the SHL President).
- c) The initial protest and fee must be received within 48 hours to/since the start of the game being protested. Teams wishing to file a defense must do so within 36 hours after being notified of the protest.
- d) The Executive Committee will be sent the protest by the SHL President and will rule on the protest.
- e) Member Centres who successfully defend themselves will be reimbursed their \$50.00 'defense fee'.
- f) Anything that significantly changed the outcome of a game can be protested, and the Executive Committee reserves the sole right to that determination on a case-by-case basis.

3.03 Appeals

- a) At a minimum, a single appeal must be afforded to any Member Centre by the SHL Executive Committee.
- b) Appeals must be emailed to the SHL President no later than 36 hours after any league decision, on any matter, has been made.
- c) An 'appeal fee' of **\$250.00** will be set per appeal heard by the Executive Committee and is non-refundable.
- d) Appeals must be emailed directly to the Executive Committee by the SHL President.
- e) Appeals on any decision can be made more than once, however, a new appeal fee will need to be paid.

ARTICLE FOUR (4) – FINES & FINANCIAL AWARDS

4.01 Failure to Attend Regular Meeting

- a) Any Rep who misses a Regular Meeting, without sending a substitute from his/her own Board (or a Rep coach in extenuating circumstances), will cause their Centre to be fined **\$50.00**.
- b) Any Member Centre without representation at two or more consecutive Regular Meetings will be fined **\$100.00** for every other meeting thereafter, as an 'extra penalty' for missing consecutive meetings. This extra penalty will be waived after proper representation is re-established at the next Regular Meeting, and the Member Centre will only be re-penalized with the extra penalty if two or more consecutive Regular Meetings are missed again.

4.02 Failure to Meet League Commitments

All league games must be played. Failure to complete all games scheduled by the league as part of the Regular Season and/or Playoffs will be considered "Failure to Meet League Commitments". Any team failing to meet league commitments will be fined **\$1,500.00** per offense based on the following:

- If the home Centre does not provide an actual game time/date for a scheduled or re-scheduled match-up
- If the visiting team fails to show up to a previously agreed upon scheduled or re-scheduled game

Fine money shall be distributed as follows: **\$1,000.00** awarded to the non-offending Centre and **\$500.00** to the league.

4.03 Due Date of Fines

All fines will be due 14 days after a Member Centre has been notified that they have been fined. Failure to pay a fine will put the Member Centre into the status of "not in good standing" with the SHL.

ARTICLE FIVE (5) – MEMBERSHIP & REGISTRATION FEE

5.01 Membership & Registration Fee

- a) Membership to the SHL will be determined by the OMHA – League Structure Committee. All Centres being assigned to the SHL by the OMHA – League Structure Committee, whether they have teams in multiple categories and divisions, or solely 'A' or MD teams, will pay a registration fee determined by each new 'voting' Board of Directors.
- b) Teams being placed into the Shamrock by the OMHA – League Structure Committee, shall pay the same registration fee.

ARTICLE SIX (6) - MEETINGS

6.01 Annual Meeting

- a) The date and location of the Annual Meeting of the SHL shall be designated by a majority vote of the Board of Directors.
- b) The Annual Meeting of the SHL must be held prior to May 31st of each year.

6.02 Regular Meetings

- a) A Regular Meeting will be held on the first Monday of every month, unless determined by the previously held Regular Meeting that the date is to be changed. The Regular Meeting can also be changed on the advice of the Executive Committee, if supported by Reps through a practical voting method.
- b) Regular Meetings can be held in-person or virtual.
- c) It must be pre-determined if the meeting will be in-person or virtual. If changed, notice must be given.

6.03 Special Meetings

- a) A 'Special' Meeting is a meeting only requiring part of the Board of Directors to be present, or an Executive-only meeting.
- b) A special meeting must include the SHL President (or Executive Designee) and Secretary, at minimum, representing the Executive Committee.
- c) The purpose of the 'Special' Meeting must be clear (i.e. Executive Meeting, 'A' Meeting).
- d) 'Special' Meetings can be held in-person or virtually.

6.04 Notice of Meetings

Notice of any Annual General Meeting shall be given to all members in good standing at least 30 days before the meeting is to take place. Notice of any other Meeting shall be well-known to all members in good standing.

6.05 Quorum of Members

A quorum for the transaction of business at any Annual General Meeting or Regular Meeting shall consist of not less than 50% of the Executive Committee, and not less than 50% of the remaining voting Board of Directors part and parcel to the Regular. The Executive shall not conduct business at an Executive Meeting without 50% of its members.

6.06 Voting Delegates

Each Member Centre in good standing shall be entitled to one (1) voting delegate.

6.07 Non-Voting Guest(s)

- a) Each Member Centre in good standing may send additional non-voting delegates to the Annual General Meeting or a Special Meeting.
- b) At Regular Meetings, Member Centres may send one (1) additional non-voting guest.

6.08 Voting at Meetings

- a) Members of the Executive Committee (except the President), and each voting delegate (in most cases Rep) of a Member Centre, in good standing, who are in attendance at an Annual General Meeting, Regular Meeting, or Special Meeting, shall be entitled to one (1) vote on any issue to be determined at such meetings.
- b) There shall be no proxy voting.

c) Voting may be either by 'show of hands' or by secret ballot; but the latter will be used whenever it is so requested by a majority of the voting delegates in attendance. Note: online voting will be done by means practical to those meetings.

6.09 Tie-breaker Vote

The SHL President shall be permitted to cast a deciding vote.

6.10 Manual of Operations

Any clause in the SHL Manual or Operations may be clarified and defined at any time by a majority vote of a quorum at any Regular Meeting of the SHL. All Member Centres shall be notified in writing within 72 hours of such ruling. Any ruling under this section shall not serve to weaken the SHL or higher governing body.

6.11 Procedures

All meetings will follow recognized parliamentary procedures and the SHL President shall lead all meetings, unless otherwise specified.

ARTICLE SEVEN (7) - EXECUTIVE COMMITTEE

7.01 Executive Committee

- a) The day-to-day business and affairs of the SHL shall be administered by the Executive Committee, who shall govern in a manner consistent with the Articles, Rules, Regulations, and By-laws of the SHL, OMHA, OHF and HC.
- b) The Executive Committee shall be the sole committee responsible for any Shamrock re-seeding of teams.

7.02 Agreements

The Executive Committee shall be empowered to make agreements, from time to time, with other OMHA member leagues and organizations, provided such agreements are within the general rules of organized hockey.

ARTICLE EIGHT (8) – PRESIDENT

8.01 Duties of the President

- a) The President shall preside at all meetings of the SHL and the Executive Committee, with the usual privileges of the office.
- b) The President shall be one of the signing authorities for the SHL financially.
- c) The President shall lead the day-to-day business of the SHL - responding to any legitimate business of the Shamrock in a timely manner - and help in any other capacity, as needed.

8.02 Eligibility

In order to be eligible for the office of President, a member must have been on the Board of Directors a minimum of one year immediately prior, or a member of the previous Executive Committee.

8.03 Term of Office

The President is bound to a one (1) year term.

ARTICLE NINE (9) – VICE PRESIDENTS

9.01 Duties of the 1st Vice President

- a) The 1st Vice President, in the absence of the President, shall preside at all meetings of the SHL and the Executive Committee.
- b) The 1st Vice President shall be responsible to organize and run the SHL Playoffs and SHL Consolation, this includes ensuring match-ups are correct.
- c) The 1st Vice President will be responsible for all league medals, awards and/or banners.
- d) Oversee U21 hockey.

9.02 Duties of the 2nd Vice President

- a) The 2nd Vice President, in the absence of the President and 1st Vice President, shall preside at all meetings of the SHL and the Executive Committee.
- b) The 2nd Vice President shall be responsible to organize and run the SHL All-Star Games.
- c) Oversee U9 hockey.

9.03 Eligibility

In order to be eligible for 1st Vice President -OR- 2nd Vice President, a member must have been on the Board of Directors for a minimum of one year immediately prior, or a member of the previous Executive Committee.

9.04 Term of Office

Both Vice Presidents are bound to one (1) year terms.

9.05 Extra Duties

Both Vice Presidents may need to, at times, perform extra duties as assigned by the President or Executive Committee. This can include: helping each other out, or managing Gamesheet Inc, or updating the website, or helping out the League Statistician, etc. In those cases, duties will be clearly defined.

ARTICLE TEN (10) - SECRETARY

10.01 Duties of the Secretary

- a) Take and distribute minutes of all meetings. Note: approved minutes shall be added to the SHL website as soon as possible.
- b) Distribute any other materials as requested by the Executive Committee, or the Regional Director, or the League Statistician.
- c) Notify all members of meeting dates, times and places with appropriate lead-time.

10.02 Eligibility

Any SHL Rep may be elected as the Secretary.

10.03 Term of Office

The Secretary is bound to a one (1) year term.

ARTICLE ELEVEN (11) - TREASURER

11.01 Duties of the Treasurer

- a) The Treasurer will maintain a complete record of the finances of the SHL.
- b) Present a financial statement at each Annual General Meeting.
- c) Act as a signing authority for the SHL, along with the President, or any other designee.

11.02 Eligibility

Any SHL Rep may be elected as the Treasurer.

11.03 Term of Office

The Treasurer is bound to a one (1) year term.

ARTICLE TWELVE (12) – ‘A’ Liaison

12.01 ‘A’ Liaison Creation

From time-to-time, the League will need to establish an ‘A’ Liaison. This will be at the discretion of the SHL, if there are no members from the ‘A’ Centres sitting as an Executive Board Member.

12.02 ‘A’ Liaison Duties

- a) The ‘A’ Liaison will form a part of the Executive Committee, with all the usual privileges.
- b) He or she may Chair ‘A’ Meetings from time-to-time – **see ‘Special’ Meetings.**
- c) Keep the Executive informed of anything pertinent to Category ‘A’ hockey.
- d) Assist in the operations of ‘A’ hockey, as needed.

ARTICLE THIRTEEN (13) - LEAGUE STATISTICIAN

14.01 Appointment of League Statistician

The new Board of Directors shall appoint a League Statistician in May of every year. This appointment must be done by a show of hands.

14.02 League Statistician Pay out

The League Statistician will be paid accordingly; total pay out to the League Statistician is subject to a vote by the entire Board of Directors. This vote is usually at the Annual General Meeting.

PLAYING RULES, REGULATIONS & BY-LAWS

OF THE



SHAMROCK

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PLAYING RULES

RULE ONE (1) - TEAMS

R 1.01 Team Entries

Member Centres will be allowed to enter teams and play in any division allowed by the SHL, OMHA, OHF or HC on a yearly basis.

R 1.02 Team Divisions/Tiers

The SHL will consist of U10 to U18 'A' teams, U11 to U18 'B' & below teams, U21 teams, and U9 MD teams and will play in Divisions/Tiers as determined by the SHL or OMHA.

R 1.03 Team Submissions

All Centres should submit their final teams by August 15th of the current season, unless otherwise stated. Only teams registered with the OMHA are eligible for membership in the Shamrock League. Teams may be removed up to the start of the season.

RULE TWO (2) – SCHEDULING GAMES

R 2.01 Scheduling U10 & Above

a) The SHL will schedule the number of games per team/division based on the determination at the July Regular Meeting, in accordance with Reg. 1.01.

- b) League games will begin as voted on by the Board of Directors, and in accordance with OMHA & OHF direction; usually October start date.
- c) All league games shall be completed by end dates established by the Board of Directors.
- d) No games shall be scheduled outside of the calendar established by the OHF.

R 2.02 Scheduling U9 MD

- a) U9 MD will consist of 12 cross-ice games and 12 full-ice games.
- b) League games will begin as voted on by the Board of Directors, and in accordance with OMHA & OHF direction; usually October.
- c) All league games shall be completed by end dates established by the Board of Directors.
- d) No games shall be scheduled outside of the calendar established by the OHF.

RULE THREE (3) – GAME LENGTHS

R 3.01 Regular Season Game Lengths

- a) Game lengths are per OMHA Reg. 10.2, table 10.2b (page 142/143 OMHA Manual of Operations)

<p><u>A Division</u></p> <p>U10/U11 Section B - 10-10-15 (No Flood)</p> <p>U12/U13/U14 Section C - 10-15-15 (No Flood)</p> <p>U15/U16/U18 Section D - 15-15-15 (Flood)</p>
<p><u>B & Below</u></p> <p>U11 Section B - 10-10-15 (No Flood)</p> <p>U13 Section C - 10-15-15 (No Flood)</p> <p>U15 Section C - 10-15-15 (Flood)</p> <p>U18 Section D - 15-15-15 (Flood)</p>
<p><u>U9 & Below</u></p> <p>HALF ICE SHL Enforced - 22-22 (No Flood)</p> <p>FULL ICE Section B - 10-10-15 (No Flood)</p>

- b) No Curfews will be allowed for any Shamrock games, as per OMHA Reg 10.3, however;
 - Where ice time for a game has evaporated due to things such as equipment failure, injury in an earlier game etc, the process of OMHA Reg. 10.3 will be followed to add a curfew.
 - Both coaches must initial the game sheet acknowledging the curfew.

- c) Each game will have a minimum 3-minute warm-up but cannot exceed 5 minutes

R 3.02 Round Robin Game Lengths

Round robin games will always be played the exact length of a regular season game.

R 3.03 Qualifier Game Lengths

- a) Qualifier Game lengths will be according to the usual game lengths used at the OMHA Finals.

A Division

U10/U11/U12/U13 Section C - 10-15-15 (No Flood) OT & SO

U14/U15/U16/U18 Section D - 15-15-15 (Flood) OT & SO

B & Below

U11/U13 Section C - 10-15-15 (No Flood) OT & SO

U15/U18 Section D - 15-15-15 (Flood) OT & SO

U21 Division

U21 Section D – 15-15-15 (Flood) OT & SO

- b) No Curfews will be allowed for any Shamrock games, as per OMHA Reg 10.3.
- c) Each game will have a minimum 3-minute warm-up but cannot exceed 5 minutes.
- d) Series-style, Qualifier Games 1 & 2 must include a single “sudden death” ten (10) minute Overtime (OT) period; teams shall play 5-on-5 hockey. In the event of a tie after regulation time and OT, a shootout will commence;

- **The home team will decide whether to shoot first.**

- **Five players must be identified on the game sheet prior to the game commencing, who will be the team’s shooters.**

- **Teams will use the five shooters identified on the game sheet, unless said player(s) were in the penalty box following the commencement of the third (3rd) period. In that case, a new shooter must be selected to replace them.**

- **If the game is not won after each team has used their first five (5) shooters, the shootout will continue in a single shooter, round by round “sudden death” until a round is won.**

- **Teams must use their entire team (including previously ineligible shooters) before recycling a shooter in an extended shootout.**

e) A series-style, Qualifier Game 3 must include triple “sudden death” ten (10) minute Overtime (OT) periods; teams shall play 5-on-5 hockey. In the event of a tie after regulation time and OT, a shootout will commence following R 3.03 (d) shootout rules.

f) One-game, single elimination Qualifier Games must include triple “sudden death” ten (10) minute Overtime (OT) periods; teams shall play 5-on-5 hockey. In the event of a tie after regulation time and OT, a shootout will commence following R 3.03 (d) shootout rules.

R 3.04 Consolation Game Lengths

Consolation game lengths will mirror R 3.02 and R 3.03, depending on whether the game is a round robin, series, or one-game final.

RULE FOUR (4) OFF-ICE & ON-ICE OFFICIALS

R 4.01 Time Keepers

The home team must supply referees, game sheets, an official scorer, and a competent timekeeper. The visiting team has the right to put someone in the timer's box before the game begins.

R. 4.02 Referees

- a) No SHL game shall be officiated by a single referee. As per OMHA Reg. 18.5, OMHA Officials shall not officiate in a “one official” system.
- b) Regular Season and Round Robin Playoff games may use local referees.
- c) Consolation games may use local referees.
- d) Qualifier Games should use out-of-town referees.
- e) Referees for all games must be carded as per OMHA rules for the respective age Divisions.

- f) Regular Season Games, Round Robin Games, and Consolation Games.

<p><u>A Division</u> U10/U11/U12/U13/U14/U15 – Two Man System is required as a minimum U16/U18 – Three Man System (Four Man System recommended)</p> <p><u>B & Below (Including U9 MD)</u> U9 to U13 – Two Man System U15 – Three Man System U18 – Three Man System (Four Man System recommended)</p> <p><u>U21 Division</u> U21 – Three Man System (Four Man System recommended)</p>

- g) Qualifier Games.

<p><u>A Division</u> U10 to U13 – Two Man System is required as a minimum U14/U15 – Three Man System (Four Man System recommended) U16/U18 – Four Man System</p> <p><u>B & Below (Including U9 MD)</u> U9 to U13 – Two Man System U15 – Three Man System U18 – Four Man System</p> <p><u>U21 Division</u> U21 – Four Man System</p>

RULE FIVE (5) – U9 MD HALF ICE HOCKEY RULES

R 5.01 U9 MD Half Ice Games

- a) Centres must provide 4x6 nets for games – no exceptions
- b) Games must be played with black pucks – no exceptions
- c) Centres must put up divider boards/foam for games
- d) The ice must be divided at the center red line – no exceptions
- e) Teams should field both sides of the ice with 4 on 4 games on each side, however teams may opt to play 3 on 3 games in the extreme scenario one team is short too many players to play 4 on 4, if both

- head coaches agree, or under the Shamrock League direction; no team shall habitually play 3 on 3.
- f) A 2-minute buzzer will be the set length of every shift.
 - g) The away team will switch sides after the first half
 - h) Modified game sheets must be filled out prior to each game and emailed to 2nd Vice President of the SHL.
 - i) Game sheet shall be checked off 'competitive' -OR- 'uncompetitive'

RULE SIX (6) – PLAYOFFS

R 6.01 Definition of Playoffs

The SHL defines "Playoffs" as Shamrock Hockey League games for the League Championships (OMHA Qualifiers), or League Consolation.

R 6.02 Playoff Round Robins

- a) All SHL Playoffs will begin with a Round Robin.
- b) The OMHA Qualifier Round Robins will be set by the pre-determined date - agreed upon at the December or January Regular Meeting - in February of the current season.
- c) The Consolation will be a "lightning" Round Robin consisting of all remaining teams in each division. These teams will be automatically placed by the League Statistician.
- d) The amount, composition and size of pools - for any playoff - will be at the discretion of the league and will be subject to review year-by-year.

R. 6.04 OMHA Qualifier Playoff Series

- a) Teams moving onto OMHA Qualifier Series (or League Championships), from two or more separate Pools, will be seeded according to the Regular Season (or Regular Season 2).
- b) Teams moving onto OMHA Qualifier Series (or League Championships), from a single Pool, will be seeded according to the results of that Pool.
- c) The number of OMHA Series will be determined by the amount of OMHA Championship spots given to the SHL (i.e. two (2) spots, means one Series; three (3) spots, means two Series etc)

R. 6.05 Consolation Playoff

- a) Teams will be seeded according to the Regular Season (or Regular Season 2).
- b) The Consolation Playoffs will consist of a "lightning" Round Robin and a one-off Finals.

R. 6.06 Opting Out of U16/U18 Consolation Playoffs

Any U16/U18 team, not wishing to compete in the Consolation Playoffs, must inform the Executive Committee by the date given for "opting out" of those Playoffs. Note: Failure to meet Playoff commitments will result in discipline by the SHL.

R. 6.07 Playoff Contracts

- a) All series require a contract to be signed, by both Member Centre Reps, prior to the start of the first game.
- b) All one-game Finals or one-game Semi-Finals require a contract to be signed, by both Centre Member Reps, prior to the start of the game.

REGULATIONS

REGULATION ONE (1) – PRE-SEASON

Reg. 1.01 Pre-Season

- a) The July Regular Meeting shall determine the number of games proposed for the upcoming season.
- b) By the pre-determined date in August, determined at the Regular Meeting in July or August, all ice times for each team entered to play in the SHL must be forwarded to the League Statistician on the League's supplied online form. This online form will be used by the SHL for scheduling games for the next season. If no online form is given, or it has the wrong information for one or more teams on it (even if correct information is given at a much later date than demanded), the League Statistician may consider part, or all, of that online form fouled.
- c) Failure to provide ice times by the date enforced by Reg. 1.01 (b), can result in the SHL simply creating match-ups, without entering specific game times/locations, for a given fouling team.

Reg. 1.02 Original Schedule

- a) The League's Statistician will provide an "Original Schedule" for each age group based on the information provided on the online forms. The League Statistician will then forward the "Original schedule" to The OneDB database where it will be posted online sometime during the pre-season; notice will be given every time a schedule is posted.
- b) Once online, Centre Contacts will have until the first scheduled game in the Regular Season to freely make any adjustments or changes to their home ice times.
- c) Member Centres can only assign a time/date to home match-ups before the first game in the Regular Season is played. Any unscheduled match-ups afterwards, must be in full agreement between Member Centres prior to entering a date/time on The OneDB.

Reg. 1.03 Team Registration Fees

- a) Registration fees shall be determined on a yearly basis - **see Article Five (5)**.
- b) The fee will be established after the year-end financial statement, and thus, all registered teams owe the amount to cover anticipated expenses for the upcoming season. Member Centres will be billed the total amount sometime during the pre-season by the Treasurer.

REGULATION TWO (2) – FORFEITING A GAME

Reg. 2.01 Forfeiting In-Game

Teams cannot forfeit in-game for any reason.

Reg. 2.02 Forfeiting Prior to a Game

Teams may choose to forfeit prior to a game. The only time that the SHL will allow for this to occur is to avoid unnecessary games, specifically, games that will not affect the top of the standings. A score of 5-0 will be awarded to the "winning" team. The decision to forfeit must be emailed to the Executive Committee and include both Reps on the email. If they 'accept' the forfeit, the league will notify both Member Centres via email – that decision will be final.

REGULATION THREE (3) – UPLOADING GAME SHEETS

Reg. 3.01 Uploading Game Sheets

- a) Game sheets should be uploaded immediately following a game.
- b) Due to issues such as technical error, game sheets may be uploaded 48 hours after the scheduled start time of any game. A \$25.00 fine will be imposed if the game sheet is not uploaded within the time specified above.
- c) Member Centres are to ensure that the Referees have signed and locked the game prior to uploading.

REGULATION FOUR (4) – CHANGES & CANCELLATIONS

Reg. 4.01 Games Changes, Scores, and Cancellations

- a) All game changes, scores and cancellations shall be completed using The OneDB data base. Even though this is automatic much of the time, the home team must ensure that this is done properly.
- b) Any game cancellation, other than for weather or unforeseen circumstances, must be completed at least 7 days prior to the scheduled date, and a rescheduled date must be set and agreed upon within 14 days of the cancelled game.
- c) Games needing to be cancelled due to weather, or arena breakdown, require reasonable notice; usually 2 hours. Games cancelled in that manner shall be done Rep to Rep, and the SHL President (or a Vice President in their absence) must be informed. If a Member Centre's Rep cannot be reached (home or away), the Member Centre's other listed Association Board Members (i.e. Ice Scheduler) may become the contact to act on behalf of their Centre to cancel the game.
- d) All other game changes, or cancellations, shall be completed between the two affected SHL Reps seven (7) days prior to the original scheduled date. Both Reps must agree prior to inputting that new information into The OneDB data base.
- e) Cancelled games must be rescheduled within 14 days from the date of cancellation, and disputes in the timing and dates of rescheduled games can be settled by the SHL President.
- f) Legitimate reasons must be given for game cancellations.
- g) Due to the nature of same day cancellations, the SHL President, or in his absence a Vice President, has the sole right to force or cancel any game with reasonable cause.

Reg. 4.02 Failure to Notify (Game Cancellation)

- a) Member Centres that Fail to notify an opposing Member Centre, or reschedule a cancelled game based Reg. 4.01 (d) and (e), will pay a reimbursement fee of **\$350.00**.
- b) Payment will be payable to the SHL. The League will reimburse a Member Centre of a non-offending team in the amount of **\$250.00** if referee costs/off ice official costs were incurred. In all cases, the SHL will keep a minimum of **\$100.00**.

Reg. 4.03 Reason for Cancellation

All game cancellations require a box to be filled in with a “reason for the cancellation”. A Member Centre found to fraudulently cancel a game for the reason(s) than otherwise stated, may be subject to a “reimbursement fee” under Reg. 4.02 (a).

REGULATION FIVE (5) – ENTERING A SCORE

Reg. 5.01 Scores

- a) Scores should be updated automatically, whenever possible.
- b) In the event there is a missing score, it should be brought to the attention of the League’s Statistician within 48hrs of the game’s start time.
- c) Either team can notify the League Statistician if any incorrect scores show on the OneDB data base for correction - no time limit or ‘protest’ fee.

REGULATION SIX (6) – TIE BREAKER

Reg. 6.01 Tie Breaker

See below.

The league from time to time must determine placement of teams in the standings who have equal points. Therefore, the League will use the following to further determine placement by using head-to-head matchups between the teams tied only based on the following in order:

- # of Wins (Regular Season or Pool Play)
- Head-to-Head Outcome(s) (Regular Season or Pool Play)
- Using a calculation “Total Number of Goals for divided by the Total Number of Goals for and Against.”
- Using a calculation of “Goals For” plus “Goals Against” divided by “Goals For.”

Note: the SHL Executive Committee determines the tie breaker.

BY-LAWS

BY-LAW ONE (1) – EXECUTIVE SCHEDULE CHANGES

B. 1.01 Executive Schedule Changes

All changes during the season are to be negotiated by the SHL Reps prior to any changes being made on The OneDB data base. The home Member Centre is responsible for game changes affecting dates/times at their own facilities. However, if this cannot be completed (for technical reasons), an SHL Executive Committee member (usually the SHL President) can act as alternate site administrator to ensure games reflect on the proper websites.

BY-LAW TWO (2) – EXECUTION OF DOCUMENTS

B. 2.01 Documents

Deeds, transfers, licences, contracts and engagements on behalf of the SHL shall be signed by the SHL President (or Vice President in his absence) and the Secretary.

BY-LAW THREE (3) – GIFTS

B. 3.01 Gifts and/or Donations

- a) The SHL has established an understanding that on its behalf the Executive Committee will be entrusted to act on issues regarding gifts and/or donations for times of bereavement, sickness, injury and appreciation etc, on behalf of the Member Centres. The League has agreed to a maximum amount of \$75.00 for any such individual gift and/or donation.
- b) All gifts and/or donations will be recorded at a meeting for and presented as information to the Member Centres.

B. 3.02 Gifts to All-Star Games

- a) The host of the annual U16/U18 All-Star games may request a gift up to \$500.00. This will be voted on by the Board of Directors at a Regular Meeting.
- b) The host(s) of the annual U15 & below All-Star games may request a gift up to \$500.00. This will be voted on by the Board of Directors at a Regular Meeting. If there are two separate hosts, two requests may be made.

BY-LAW FOUR (4) – (IMMEDIATE) PAST PRESIDENT

B. 4.01 Past President

The SHL has established an understanding that the (Immediate) Past President is welcome to all meetings and shall have full voting privileges. The Past President may be appointed to Ad Hoc committees and/or perform other duties, bestowed to them by the Executive Committee or League.

BY-LAW FIVE (5) – U16/U18 ALL-STAR GAMES

B. 5.01 U16/U18 All-Star

U16/U18 All-Star Guidelines

Participation for the annual U16/U18 All-Star game shall be mandatory for all Member Centres who enter a U16 and/or U18 team in the SHL – NO EXCEPTIONS. Failure to have representation at the SHL U16/U18 All-Star event will result in the Member Centre being fined for “**Failure to Meet League Commitments**” and will be subject to a \$1500.00 fine, paid directly to the SHL.

1. The location of the annual U16/U18 All-Star game shall be determined by a way of voting at a Regular Meeting. The SHL will do its due diligence to have the event located in different geographical locations within the League from year to year.
2. The All-Star format is for U16 (15yrs olds only) and U18.
3. The All-Star games shall be back-to-back games, to be held on a weeknight, where possible, of the current hockey season (December or January).
4. The host centre shall provide a minimum of four (4) hours of ice time.
5. The games are to be officiated by a three-man system as a minimum.
6. Member organizations will cover the costs of the sweaters. Each Member Centre will provide payment, per participant representing their Centre, with the payment made out to the "Shamrock Hockey League" and sent to the Treasurer.
7. The sweaters provided will be donated to the players chosen by their Centres to participate, with each sweater bearing the name of the participant on the back of the sweater.
8. The host centre will be responsible to provide a program for the evening's events, to include the player's name and centre. The cost to be absorbed by the host centre. The program must state that this is the "Shamrock All-Star Game" (Program advertising is allowed upon approval of the League).
9. Each centre to send two (2) U16 (15 yr. olds) and two (2) U18 skaters to participate at the All-Star game (**some alternates may be required from season to season due to number of teams registered in any given year**). Reps are to be responsible to forward names of participants to the 2nd Vice President by a designated date established by the SHL Executive member of the current hockey season.
10. The Head Coach for each team shall select Three (3) goaltenders and each goaltender will participate on an equal time basis.
11. Team officials will be determined by the following standard:
 - **U16 Head Coaches & Staffs: 1st place U16 'A' staff, 1st place U18 B & below coach**
 - **U18 Head Coaches & Staffs: Host Centre staff and Highest Winning% U18 team's staff**
12. The Host centre will notify the offices of the OHA with times and dates of the game for scouts to attend, as soon as date is established.
13. The Host centre shall appoint an individual to select a "Player of the Game" for each division of each game; a gift is optional for Player of the Game and will be the responsibility of the Host centre.

BY-LAW SIX (6) – U15 & BELOW ALL-STAR GAMES

B. 6.01 U10 – U15 'A' All-Star Games

- a) The 'A' Centres shall run their own All-Star games for U10 – U15.
- b) A 'Host' will be established at a Regular Meeting; an 'A' only vote will take place.
- c) The host is required to work with the 2nd Vice President to establish and run the All-Star Games.

B. 6.02 U11 – U15 'B' and Below All-Star Games

- a) The 'B' Centres shall run their own All-Star games for U11 – U15. They shall have games for 'first' entry and 'second' entry teams separately.
- b) A 'Host' will be established at a Regular Meeting; an 'B' only vote will take place.

c) The host is required to work with the 2nd Vice President to establish and run the All-Star Games.

BY-LAW SEVEN (7) – CHEQUES

B. 7.01 Signing Cheques

Cheques shall be signed by any member of the Executive Committee with signing authority, and must be signed by two parties with such authority.

BY-LAW EIGHT (8) – OFFICE OF THE SHAMROCK

B. 8.01 Home Office

The SHL's official home office shall be the residence of the League's Secretary.

BY-LAW NINE (9) – SHL GAME START TIMES

B. 9.01 Start Times

<p style="text-align: center;">U21 Mon – Fri 6:00pm to 9:30pm, Weekends noon to 9:30pm</p> <p style="text-align: center;">‘B’ U15 & above Mon – Fri 6:00pm to 9:30pm, Weekends 11:00am to 9:30pm</p> <p style="text-align: center;">‘B’ U13 & below Mon – Fri 6:00pm to 8:30pm, Weekends 10:00am to 8:30pm</p> <p style="text-align: center;">‘A’ all age groups Mon – Fri 6:30pm to 8:30pm, Weekends 10:00am to 8:30pm</p> <p style="text-align: center;">*Any ‘A’ teams traveling over 1 1/2 hours to play can request to play on the weekend or an earlier/later week day ice time*</p>

Games may start 1/2 hour earlier/later with SHL approval