

# **S.T.E.P. LEAGUE CONSTITUTION**

**NAME:** This organization shall be hereinafter called the “STEP League” or “the League”.

## **OBJECTIVES:**

1. To provide an opportunity for every child in the area to play the game of hockey, regardless of social standing, race, color or creed.
2. To control, improve and foster minor hockey in this League.
3. To promote and encourage good will and sportsman-like conduct amongst players, coaches and teams playing in the STEP League.
4. This League shall operate within the framework of Hockey Canada and Hockey Sask.

## **EXECUTIVE:**

1. Shall rotate between St. Walburg, Turtleford, Paradise Hill and Edam, in that order.
2. Each center shall hold office for three consecutive years.
3. Executive to consist of five members:
  - 3.1. President of the STEP league and one executive member from each governing center.
  - 3.2. One executive member from the remaining governing centers.

## **DUTIES AND POWERS OF THE EXECUTIVE:**

1. To re-admit or re-instate, by majority vote, any club, coach, manager, player or referee under suspension, upon application from such suspended club or person.
2. To deal with and rule on protests.
3. To set the amount of fine to be assessed for different infractions.

## **BOARD:**

Consist of league President, Vice President, Statistician, Secretary, Treasurer, Referee in Chief and Female Coordinator

## **DUTIES AND POWERS OF THE BOARD:**

4. To conduct business of the League between annual meetings and have complete control of hockey activities within its membership.
5. To act as sole custodian of all League trophies, be the sole judge as to where such trophies shall be stored and maintained, accept or refuse any new trophies and purchase any new trophies for hockey competition if deemed advisable. All trophies must be returned to the Executive by Feb.15.
6. To procure and make available a supply of referee reports and game sheets for the use of all club members.
7. To procure and make available a copy of the Constitution and rules and regulations to each center.
8. To have all financial books reviewed by an independent party yearly.
9. To ensure that spring and fall meeting minutes are posted on the S.T.E.P. League website for viewing.
10. To ensure that all documents, both financial and meeting minutes, are retained for 7 years.
11. To retain game sheets for a period of 1 year post season.

## **DUTIES AND POWERS OF THE PRESIDENT:**

1. To call the annual meeting.
2. To call special meetings as the need arises.
3. To conduct the League business in the entirety between the annual meeting.
4. To give a full report to the Hockey Sask executive director regarding any suspensions of hockey clubs, managers, coaches, players, referees or any other officials.
5. This is a paid position and the amount payable by the league, may not exceed \$500 per annum.

## **DUTIES AND POWERS OF THE VICE PRESIDENT:**

1. To conduct all league business in the president's absence.

## **DUTIES OF THE SECRETARY:**

1. Secretary shall be appointed by league executive.
2. Secretary may or may not be a member of the executive.
3. To record all minutes of the meetings, attend to all correspondence.
4. To send notices to League representatives of all meetings when directed by the President.
5. To supply, at expense of the League, a copy of the Constitution, rules and regulations, a list of contacts of each club, supply of referee reports and game sheets and any other information to each club.
6. This is a paid position and the amount payable by the league, may not exceed \$250 per annum.

## **DUTIES OF THE TREASURER:**

1. Treasurer shall be appointed by league executive.
2. Treasurer may or may not be a member of the executive.
3. To record receipts and payments, deposit all monies received in a bank of the League's choice, pay all accounts of the League as directed by the executive and prepare a statement of receipts and payments for information at each meeting.
4. This is a paid position and the amount payable by the league, may not exceed \$250 per annum.

## **DUTIES OF THE STATISTICIAN:**

1. Compile the game statistics weekly and post on the website.
2. This is a paid position and the amount payable by the league, may not exceed \$700 per month.

## **Duties of the Referee in Chief**

1. Assist league with all official issues,
2. Assist officials with all game/league issues,
3. Assist Associations with mentorship and official development league wide
4. Send out approved official list to all Associations,
5. Assist President as needed with assigning and officials game reports Added April 14, 2024

## **DUTIES OF THE FEMALE COORDINATOR:**

1. Attend all league meetings
2. Coordinate female activities within the STEP League in conjunction with Hockey Sask.
3. Organize Female Jamborees within the STEP League.

## **1. ANNUAL MEETING:**

- 1.1. The Annual Meeting shall be held each year at the Spring Meeting.
- 1.2. Only centers holding franchises in the League in good standing will be allowed voting privileges at the Annual Meeting. No center shall have more than one (1) vote.
- 1.3. Each center shall have at least one representative present at both the spring and fall meetings.
  - 1.3.1. Associations that do not participate in spring or fall meeting will be fined \$200.00 for each meeting missed.
- 1.4. Voting procedures for new applications and teams returning from a leave of absence shall be as follows, each center, of the league executive, shall have one vote regardless if they have a team in the division being applied to or not, providing their center has been a League member in good standing.
- 1.5. Set the annual membership fee for each team.

- 1.6. Any new teams admitted into the League will be on a two-year probation period. Subject to review at the end of each season.
- 1.7. The performance Bond required by the League shall be in the amount of \$500 per association.

## 2. AMENDMENTS TO THE CONSTITUTION:

- 2.1.1. Amendments to the Constitution shall be presented in writing to the League by February 1<sup>st</sup> of the current season.
  - 2.1.1.1. The ruling shall be made before the Annual Meeting by the League Executive.
  - 2.1.1.2. Any amendments approved by the League will be forwarded to all Associations, in good standing with the League, by March 1<sup>st</sup> of the current season for review, and voted on at the Annual meeting Updated June 5, 2024

## 3. LEAGUE OPERATIONS AND REGULATIONS

- 3.1. The League will register with Hockey Sask. Teams violating player eligibility rules as established Hockey Sask, ie: playing a suspended, illegal or ineligible player will forfeit all points for games that the ineligible player has played in. Points lost will be awarded to the opposing team.
- 3.2. NO Overage players shall be allowed in the League in all divisions. Ages Qualifications are as per Hockey Sask. rulings (8.01.01). U18 shall be 17 yrs. and under; U15 shall be 14 yrs. and under; U13 shall be 12 yrs. and under; U11 shall be 10 yrs and under; U9 shall be 8 yrs. and under as of Dec. 31, of the current season.

### 3.3. U11 and U13 divisions

- 3.3.1. Associations will register their teams in the tier they feel.
- 3.3.2. All teams must play a minimum of 4 games before the end of the 3<sup>rd</sup> weekend of that divisions start to the season
- 3.3.3. Tiered divisions will be reviewed within 3 days of the end of the 3<sup>rd</sup> weekend of that divisions start to the season
  - 3.3.3.1. Teams moving up or down a tier will be expected to play a full schedule in the new tier . Added April 14,2024

- 3.4. No tiering of teams in the U9, U11, U15 and U18 divisions. If there are two or more teams of the same division from the same community, teams are to be divided as evenly as possible.

- 3.4.1. U13 division will allow tiering of teams. Tiered teams must be from the same association. STEP League will review the tiering with the associations and approve prior to league scheduling.

### 3.5. Player Registration:

- 3.5.1. All players must register in their hometown. If players do not wish to register in their hometown with a team of their age group they will require a release from that center in order to play in the next closest center, etc. ALL releases must also be approved by STEP League. Presidents must submit the request for the release to the STEP League. Releases are pending on a ruling from the S.T.E.P league executive and will be reviewed on an individual basis.

- 3.5.1.1. Hockey Sask rules define your hometown.

- 3.5.1.2. When two or more centers combine to form a team, the players from those centers do not require releases for the creation of the team

- 3.5.2. All Associations must register all non 'AA' teams in STEP League or no teams will be allowed from the Association Added April 14, 2024

- 3.5.3. Any Female player registered on a Female 'AA' team will not be able to register with a STEP League team Added April 14, 2024

### 3.6. Rosters

- 3.6.1. Complete Hockey Canada approved rosters with a minimum of 2 contacts per team with phone number, as well as email addresses on Hockey Canada approved official team roster. Deadline for

rosters sent into the STEP league is 48 hours before the team's first game. If a Hockey Canada roster is not sent in, the team will be deemed ineligible play. All scheduled games will be forfeited, and points awarded to the other team.

3.6.2. Where there is a change in Team management, it will be the responsibility of the team concerned to advise the League and each team coach or manager in its division immediately upon any change being made.

3.6.3. Any roster changes need to be sent into the STEP league for approval 24 hours before the added players play. If roster changes are not sent in, players added will be deemed ineligible and the Hockey Sask ineligible player rule will apply. The STEP executive has the right to refuse roster changes.

3.6.4. Names on game sheets must be the same as the Hockey Canada rosters submitted to the STEP League. Any discrepancies could result in the home association being suspended as per STEP Constitution.

### **3.7. Affiliations**

3.7.1. Affiliation forms must be sent into the League before affiliated players play any games. If affiliation forms are not sent in, any affiliated players could be deemed ineligible, and any games played could be forfeited and points awarded to the other team.

3.7.2. Any affiliate players being used within the STEP league must be tier two or lower.

3.7.3. There will be no tier 1 or AA players allowed to be affiliated within the STEP league.

3.7.4. Teams can only affiliate players from STEP League teams in the age group below them

3.8. Birth Certificates or any other legal documentation on all players must be available upon request of the league executive.

3.9. \$200.00/team (League Fees) is due December 1st of the current year. Teams will not be allowed to participate in any league games until fees paid in full. All scheduled games will be forfeited and points awarded to the other team. Updated April 14, 2024

3.10. Any team that does not shake hands at the end of a game will receive a \$250 fine and the coach will be suspended for 1 game.

## **4. FINES, SUSPENSIONS AND EXPULSIONS**

4.1. If, in the opinion of the President, based upon such information and reports as he/she may deem sufficient, any act or conduct of any official of a member club or player or employee, whether during or outside the playing season, has been dishonorable, prejudicial to or against the welfare of the LEAGUE or the game of hockey, he may expel or suspend such person or impose a fine upon such person.

4.2. It is the responsibility of each team manager and/or coach to ensure the team member(s) sit out their appropriate suspensions. When in doubt, sit the team member.

4.3. The amount of a fine assessed against any team, coach, manager or player for infractions of any rules, foul play, etc., by the League Executive, shall be taken out of the Performance Bond so posted by the team, which amount shall be replaced with the league treasurer before that team can participate in any further hockey games.

4.4. Any Association on probation for 2 consecutive years, the league will vote for removal following the second year. Added April 14, 2024

## **5. COMPLAINTS AND PROTESTS:**

5.1. Protests must come from the local minor hockey association.

5.2. Protest on a point of rules only, as set out in the Constitution and rules and regulations, will be entertained and not on a referee's decision.

5.3. All protests relating to games must be telephoned to the League President within 24 hours of the incident. A written protest and a \$200 certified cheque or money order must be mailed to the League within 48 hours. This money shall be forfeited to the STEP League if the protest is disallowed and refunded if the protest is upheld. The defending association or team must file their defense to the

League President in writing within 48 hours of their notification of the protest by the President. League Executive to decide on protests.

- 5.4. Any concerns &/or complaints will be received by the S.T.E.P. League. Complaints must come through your Association via email only. If it does not come from an Association, it will be disregarded. This must be done promptly, and complaints must be current. The S.T.E.P. executive will deal with each issue as quickly as possible. NO PHONE CALLS.

## **6. SUSPENSIONS:**

- 6.1. Suspensions shall be dealt with using the Hockey Sask handbook as a minimum guideline.
- 6.2. The League Executive may review all suspensions. The League may extend the basic suspension(s), however they shall not reduce Hockey Sask minimum guidelines.
- 6.3. Any player, coach, or manager who receives a suspension at the end of the season or has a suspension that has not been served in full, must serve the suspension the following season, regardless of Spring/Summer hockey played.
- 6.4. Any team member who receives a misconduct penalty as the result of their actions during the handshakes, they will receive a 1 game suspension. 2<sup>nd</sup> team offense will result in the coach also being suspended. If the coach commits the 2<sup>nd</sup> offense, he/she will receive a 2-game suspension .
- 6.5. Referee/Official abuse rule
- 6.5.1. All minor hockey associations need to hand out this rule and have their parents and or team officials sign off on it on a yearly basis.
- 6.6. Team Officials/Players
- 6.6.1.1.1. The League will follow SHA Handbook as a minimum guideline
- 6.7. Parents/Spectators
- 6.7.1. If parents or spectators get ejected from the arena because of referee/official or coach abuse then they may receive a minimum of one week suspension. Minor hockey associations will be notified that this person is not allowed to attend any STEP league minor hockey games until suspension has been served.
- 6.7.2. If parents or spectators received a third ejection under this rule, they may be suspended for the remainder of the year from any STEP league minor hockey games.
- 6.8. **Minor Hockey Associations**
- 6.8.1. Are responsible for their team officials, parents and spectators
- 6.8.2. It is up to the associations to make sure the appropriate suspensions are followed.
- 6.8.3. A minor hockey association may lose their bond and may be on probation for one year if these suspensions are not followed.
- 6.8.4. If associations lose their bond a second time, under this ruling, this association may be ejected from STEP league.
- 6.8.5. If your association sees a suspended person (under this rule) as a STEP league minor hockey game it is your obligation to notify STEP league
- 6.9. Social Media
- 6.9.1. Parents/team officials/referees and players are each responsible for what they post on social media sites.
- 6.9.2. If social media incidents can not be dealt with by the Associations involved, STEP League will turn over the files to the RCMP and they will deal with it
- 6.10.

## **7. APPEALS OF SUSPENSIONS:**

- 7.1. Appeals can only be in regards to suspensions that STEP League adds on to a Hockey Sask minimum suspension and not Hockey Sask minimum suspensions

Added April 14, 2024

- 7.2. An appeal must come from the local minor hockey association.

- 7.3. An appeal must be made to the League President within 24 hours of the suspension being announced.
- 7.4. An appeal must be written and accompanied by a \$200 certified cheque or money order, which shall be forfeited if the suspension is upheld and refunded if the suspension is reduced.
- 7.5. A hearing shall be held within 5 days of receiving an appeal.
- 7.6. The League Executive will hear the appeal.
- 7.7. An appeal will be heard by a neutral executive if the appeal comes from an association or team that has a member on the executive.
- 7.8. The hearing shall follow Hockey Sask rules.
- 7.9. Any suspensions upheld by the STEP League Executive may be appealed to the Hockey Sask.

## **8. REFEREES:**

- 8.1. Only referees registered with the Hockey Sask Referee's Division shall be allowed to referee hockey games in the League.
- 8.2. It shall be the duty of the referee and linesmen to sign the score sheet after the game is completed and if the referee has any remarks relative to the game (this must be written on the score sheet), signed and forwarded to the League President no later than the following morning after the game.
- 8.3. If there are any penalties such as match penalties or any disturbances that may call for immediate action by the President, the referee must phone and report it to the President the same night, if possible, or first thing the next morning.
- 8.4. Number of officials should follow the Hockey Sask officials guideline.
- 8.5. Referees and linesmen should be at least one age group older.
- 8.6. If the visiting team requests a neutral referee for a game, the visiting team shall pay the referees fees and mileage.
  - 8.6.1. Requests must be made 72 hours before game time
  - 8.6.2. Requests must come from the Association.

## **9. REGULAR SEASON LEAGUE GAMES:**

- 9.1. League and playoff games shall have priority over tournament and exhibition games. League games must be rescheduled before going to a tournament.
- 9.2. All regular season games are to be played or the teams involved do not participate in the League playoffs, subject to review of the Executive.
- 9.3. Any change of games must be emailed to the league office at least 24 hours prior to the time of the originally scheduled game.
- 9.4. It shall be the duty of the home team management to appoint and assign an official scorekeeper, timekeeper and penalty timekeeper, who once named are League officials and are responsible to the League President. They must conduct themselves as such and carry out their respective duties according to the rules.
- 9.5. Game sheets must be emailed to the league within 24 hours. Points will not be awarded if game sheets are not received within 5 days. The winning team is responsible for emailing the game sheet.

### **9.6. GAMES**

- 9.6.1. U11- U18 Games shall be three (3) 20-minute stop time periods.

#### **9.6.2. STRAIGHT TIME**

- 9.6.2.1. **U11 and U13 divisions** If there is a 7-goal differential, the trailing team may request straight time. If there is a 10-goal difference the game must go to straight time. If the game goes to straight time, it will NOT return to stop time regardless of the score.

- 9.6.2.2. **U15, and U18 divisions**, if there is a 7-goal differential, then the game must go to straight time and will remain straight time the rest of the game regardless of the score.

- 9.6.3. **U9** there will be a 5-goal per player limit per game. This will be in effect for all regular season

and playoff games. If a player goes over the 5 goals the following steps must be followed:  
- 6<sup>th</sup> goal- the goal will be disallowed, and the faceoff will go back into the offending team's end  
- 7<sup>th</sup> and future goals- the goal will be disallowed. The offending team will receive a 2-minute Delay of Game penalty. The faceoff will go back into the offending team's zone

9.6.3.1.

## **9.7. OVERTIME AND SHOOTOUTS**

9.7.1. **U9, and U11 divisions**, there will be a 3-person alternating shootout. The Visiting team will go first. If after the 3 shooters, there is still a tie, it will then go to a sudden death shootout with each team getting one more shooter until there is a winner. No player shall shoot twice until all players on the team have shot. The winning team of the shootout will receive 2 points and it will be recorded as a win. The losing team will receive 1 point and it will be recorded as an overtime loss (OTL) for them. Game sheet must be clearly marked "Shootout".

9.7.2. **U13, U15, and U18 divisions**, there will be a 5-minute sudden death period. This will be played 3 on 3. Teams will keep the same end that they had in the 3<sup>rd</sup> period. If the game is still tied, there will be a 3-person alternating shootout. The Visiting team will go first. If after the 3 shooters, there is still a tie, it will then go to a sudden death shootout with each team getting one more shooter until there is a winner. No player shall shoot twice until all players on the team have shot. The winning team of the shootout will receive 2 points and it will be recorded as a win. The losing team will receive 1 point and it will be recorded as an overtime loss (OTL) for them. Game sheet must be clearly marked "Shootout".

9.7.3. Any player who has time remaining on a penalty at the end of regulation time or overtime is ineligible to shoot in the shootout

## **10. POSTPONED GAMES:**

**10.1.** The request to postpone a league game shall be made a minimum of 24 hours prior to game time to BOTH the League and the opposing team. **GAMES SHOULD BE RESCHEDULED BEFORE BEING POSTPONED.** Failure to do so could result in a forfeited game, in which the score shall be set at 7-0. President to decide each case on its own merits, if the teams cannot come to an agreement the President may reassign venue. Teams will be required to complete the schedule as drawn. In the event that ice is unavailable in a certain location, the President shall arrange a location. Failure to complete league commitments may lead to assessment against an associations bond or league membership suspension.

**10.2.** No show for games – a ruling of the bond will be determined by the S.T.E.P. league executive. The bond may be lost as well as expenses incurred for officiating and ice fees.

**10.3.** Any team that cancels a schedule road game within 24 hours of game time (where weather is not a factor) will be fined \$250. The money will be given to the opposition team to cover referee fees.

**10.4. Forfeited games-** Any forfeited game will result in the following

10.4.1. An automatic loss of the bond by the team &/or teams in default.

10.4.2. If necessary, points will be awarded to the team that did not forfeit

10.4.3. All teams in that Association(s) will be suspended until a League meeting is held.

10.4.4. The Association(s) will be on probation for a minimum of 1 year

10.4.5. The League may also impose further sanctions against the Association, the team and/or team officials

Updated April 14, 2024

## **11. PLAYOFFS:**

**11.1.** In case of a tie in team standings at the end of regular league, ties shall be decided as per the Hockey Sask handbook.

**11.2.** Each series time, date and location of all games shall be determined prior to the start of each series and managers and/or coaches must then inform the League

**11.3.** The general playoff format will be as follows;

11.3.1. U9 and U11 division- will be in a playoff bracket style format over a maximum of two weekends. Series will be modified best of 3 series as described by Hockey Sask.

Updated April 14, 2024

11.3.2. U13, U15, and U18 divisions- All series will be modified best of 3 series, as described by Hockey Sask.

**11.4.** All formats must be revealed by Jan 15 of the current season

**11.5.** The League will assign referees for all divisions for the League finals only.

**11.6.** The League shall pay \$300 to each division winner for a banner. Division winners are described as 'A' side in U9, U11, and U13

Amended April 4, 2016

Amended April 2, 2017

Amended April 22, 2018

Amended April 14, 2019

Amended April 25, 2021

Amended April 4, 2022

Amended April 16, 2023

Amended April 14, 2024

Amended June 5, 2024