

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

Amended Oct 4, 2015

**NAME: This organization shall be hereinafter called the S.T.E.P. League.**

## **1. OBJECTIVES:**

- A.** To provide an opportunity for every child in the area to play the game of hockey, regardless of social standing, race, color or creed.
- B.** To control, improve and foster minor hockey in this League.
- C.** To promote and encourage good will and sportsman-like conduct amongst players, coaches and teams playing in the STEP League.
- D.** This League shall operate within the framework of the Canadian Hockey Association and the Saskatchewan Hockey Association.

## **2. EXECUTIVE:**

- A.** Shall rotate between St. Walburg, Turtleford, Paradise Hill and Edam, in that order.
- B.** Each center shall hold office for three consecutive years.
- C.** Executive to consist of five members:
  - I.** President and one executive member from each governing center.
  - II.** One executive member from the remaining governing centers.

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

- A.** To call the annual meeting.
- B.** To call special meetings as the need arises.
- C.** To conduct the League business in the entirety between the annual meeting.
- D.** To give a full report to the SHA executive director regarding any suspensions of hockey clubs, managers, coaches, players, referees or any other officials.
- E.** This position with the league is volunteer.

## **4. DUTIES OF THE SECRETARY/TREASURER:**

- A.** Sec/Treasurer shall be appointed by league executive.
- B.** Sec/Treasurer may or may not be a member of the executive.
- C.** To record all minutes of the meetings, attend to all correspondence, record all 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.
- D.** To send notices to League representatives of all meetings when directed by the President.
- E.** 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.
- F.** To submit a copy of all amendments to the Constitution as approved by the League to the SHA executive director for his information.
- G.** This position with the league is volunteer.

## **5. DUTIES OF THE Statistician:**

- A.** Compile the game statistics weekly and post on the website.
- B.** The statistician is a paid position and the amount payable by the league, may not exceed \$200 per annum.

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

- A.** To conduct business of the League between annual meetings and have complete control of hockey activities within its membership.

- B. 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.
- C. 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.
- D. To procure and make available a supply of referee reports and game sheets for the use of all club members.
- E. To procure and make available a copy of the Constitution and rules and regulations to each center.
- F. To deal with and rule on protests.
- G. To set the amount of fine to be assessed for different infractions.
- H. To have all financial books reviewed by an independent party yearly.
- I. To insure that spring and fall meeting minutes are posted on the S.T.E.P. League website for viewing.
- J. To ensure that all documents, both financial and meeting minutes, are retained for 7 years.
- K. To retain game sheets for a period of 1 year post season.

## **7. ANNUAL MEETING:**

The Annual Meeting shall be held each year at the Spring Meeting.

- A. 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.
- B. Each center shall have at least one representative present at both the spring and fall meetings.
- C. 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.
- D. Set the annual membership fee for each team.
- E. Any new teams admitted into the League will be on a two year probation period. Subject to review at the end of each season.
- F. The performance Bond required by the League shall be in the amount of \$500 per center.
- G. The membership fee per annum in order to remain in the League will be \$75/team.
- H. Vote on all proposed amendments to the League Rules and Regulations.

## **8. PROTESTS:**

- A. Protests must come from the local minor hockey association.
- B. 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.
- C. All protests relating to games must be telephoned or faxed 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 President 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.
- D. League Executive to decide on protests.

## **9. AMENDMENTS TO THE CONSTITUTION:**

Amendments to the Constitution shall be presented in writing at the League Fall Meeting. The ruling shall be made before the Annual Meeting by the League Executive.

## **10. AMENDMENTS TO THE RULES AND REGULATIONS:**

Amendments to the Rules and Regulations shall be presented in writing at the Fall Meeting and ruled on at the Annual Meeting.

## **11. OFFICIAL SCOREKEEPERS AND TIMEKEEPERS:**

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.

## **12. REFEREES:**

**A.** Only referees registered with the SHA Referee's Division shall be allowed to referee hockey games in the League.

**B.** 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.

**C.** 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.

**D.** Referring age requirements: STEP league will now follow the SHA ref guideline.

## **13. SUSPENSIONS:**

**A.** Suspensions shall be dealt with using the SHA handbook as a minimum guideline.

**B.** The League Executive may review all suspensions.

**C.** Hockey Canada (SHA) fighting accumulation rules apply.

**D.** Any player &/or team official receiving a 3rd 10 minute misconduct (all and any misconducts are included) will receive an additional game suspension; 4th 10 minute misconduct will result in one additional game suspension, etc.

**E.** Any player receiving a 3rd checking from behind &/or checking to the head will receive an additional game suspension.

## **14. APPEALS OF SUSPENSIONS:**

**A.** An appeal must come from the local minor hockey association.

**B.** An appeal must be made to the League President within 7 days of the start of the suspension.

**C.** 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.

**D.** A hearing shall be held within 5 days of receiving an appeal.

**E.** The League Executive will hear the appeal.

**F.** 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.

**G.** The hearing shall follow SHA and SHA rules.

**H.** Any suspensions upheld by the STEP League Executive may be appealed to the SHA.

## **15. POSTPONED GAMES:**

The request to postpone a league game shall be made a minimum of 48 hours prior to game time to BOTH the League President and the opposing coach. **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 1-0. 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.

## **16. LEAGUE GAMES:**

- A.** League and playoff games shall have priority over tournament and exhibition games. League games must be rescheduled before going to a tournament.
- B.** 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.
- C.** Outright forfeited games will result in an automatic loss of the bond by the team &/or teams in default. The Performance Bond must be replaced in full before any team of that association can play again.
- D.** 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 reffing and ice fees.
- E.** In the event a game ends in a tie, 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 a tie for them. Game sheet must be clearly marked "Shootout".
- F.** In case of a tie in team standings at the end of regular league games, ties shall be decided as per the SHA handbook.
- G.** Games shall be three (3) 20 minute stop time periods.
- H.** If the visiting team requests a neutral referee for a game, the visiting team shall pay the referees fees and mileage. Referees and linesmen shall be at least one age group older.

## **17. PLAYOFFS:**

- A.** The general playoff format will be as follows; Novice division- if there are both an East and West division then the top 4 teams from each will advance to the playoffs and crossover in the final, if only one division then the top 8 advance. Atom & Peewee division- if there are both an East & West division then the top 4 teams from each will advance and crossover in the second round. Bantam & Midget division- top 8 teams advance and there will be no survivor series.
- B.** All games will be best of three with the top finishing team getting games 1 & 3 unless otherwise agreed upon by both teams. In the event of a tie after regulation time there will be a 10 minute sudden death overtime period played, flood, 20 minute sudden death overtime period, flood, etc. until the game is won.
- C.** Each series time, date and location of all games shall be determined prior to the start of each series and managers and or coaches shall then inform the League President.
- D.** League President to assign referees for all divisions for the League finals only.
- E.** If the visiting team requests a neutral referee for a game, the visiting team shall pay the referees fees and mileage. Referees and linesmen shall be at least one age group older.
- F.** The League shall pay \$200 to each division winner for a banner.
- G.** League Finals or if teams want neutral refs for league playoff games - schedule needs to be sent to STEP league 48 hours prior to the first game being played. Teams will be responsible for own refs if this schedule is not met.

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

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, INCLUDING THE USE OF RACIAL EPITHETS OR RACIST ACTS, he may expel or suspend such person or impose a fine upon such person.

## **RULES AND REGULATIONS OF THE STEP LEAGUE**

1. The League will register with the SHA. Teams violating player eligibility rules as established by SHA, ie: playing a suspended, illegal or ineligible player will forfeit all points for games that the ineligible player has played in. Points lost to violating team/points awarded to opposing team.
2. 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 Secretary before that team can participate in any further hockey games.
3. Outright forfeited games will result in an automatic loss of the bond by the team &/or teams in default. The Performance Bond must be replaced in full before any team of that association can play again.
4. 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 reffing and ice fees.
5. Game sheets must be faxed or 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 faxing or emailing the game sheet.
6. **NO Overage players shall be allowed in the league in all divisions.** Ages Qualifications are as per SHA rulings (8.01.01). MIDGETS shall be 17 yrs. and under; BANTAMS shall be 14 yrs. and under; PEE WEES shall be 12 yrs. and under; ATOMS shall be 10 yrs and under; NOVICE shall be 8 yrs. and under as of Dec. 31 of the current season.
7. Where there is a change in Team management, it will be the responsibility of the team concerned to advise the League President and each team coach or manager in its division immediately upon any change being made.
8. Complete rosters with a minimum of 2 contacts per team with phone number, as well as email addresses on SHA approved official team roster. Deadline for rosters sent into the STEP league is 24 hours before first game. If roster is not sent in team could be deemed ineligible and game could be forfeited and points awarded to other team. Affiliation forms must also accompany rosters before affiliation players play. Names on game sheets must be the same as the SHA approved roster or player will be deemed ineligible.
  - A) Executive names and phone numbers from each minor hockey association are required.
9. 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 SHA ineligible player rule will apply. The STEP executive has the right to refuse roster changes.
10. Players are to be assigned a jersey number which is to remain the same for the season; this number is to be included when rosters are sent in.
11. Birth Certificates or any other legal documentation on all players must be available upon request of the league executive.

12. Any change of games must be faxed to the league office at least 24 hours prior to the time of the originally scheduled game; this form must have signatures from both team's management.

13. Any affiliate players being used within the the STEP league must be tier two or lower. There will be no tier 1 or AA players allowed to be affiliated within the STEP league.

14. \$75.00/team (League Fees) is due at the scheduling meeting; teams will not be allowed to participate in scheduling and thus be excluded from the season without fees paid in full.

15. RACISM OF ANY TYPE WILL NOT BE TOLERATED. The league executive will be taking these allegations seriously from ALL complainants. Violations of this type will be dealt with quickly and without exception.

16. Any concerns &/or complaints will be received by the S.T.E.P. League in writing only (via fax, letter or email). 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.

17. No tiering of teams in the S.T.E.P. League at any division. If there are two or more teams of the same division from the same community, teams are to be divided as evenly as possible.

18. Player movement from community to community. The S.T.E.P. league will not grant players a release from their home town if there is a team of that particular age division in their home community. Releases are pending on a ruling from the S.T.E.P league executive and will be reviewed on an individual basis.

a) Your home town is defined by SHA rules.

19. Teams that do not participate in spring and fall meeting will be fined \$200.00 for each meeting.

20. Players signed with a AA, AAA or Junior team will not be able to be released back into STEP league after December 1. (Will not be able to play within the STEP league if not released prior to December 1) If circumstance does arise it will be looked at and voted on by the STEP league executive.

21. Referee/Official abuse rule

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.

#### Team Officials

A) Any team official (ie coach, manager) that receives a 9.2 a or b will receive two game suspension. Their name will be posted on the STEP league website under suspensions.

B) If any team official received a third game suspension under 9.2 a or b then that team official will be suspension indefinitely – pending a hearing.

#### Parents/Spectators

A) If parents or spectators get ejected from the arena because of referee/official or coach abuse then they may received 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.

B) 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.

### Minor Hockey Associations

- A) Are responsible for their team officials, parents and spectators
- B) It is up to the associations to make sure the appropriate suspensions are followed.
- C) A minor hockey association may lose their bond and may be on probation for one year if these suspensions are not followed.
- D) If associations lose their bond a second time, under this ruling, this association may be ejected from STEP league.
- E) 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

### 22 Social Media

Parents/team officials/referess and players are each responsible for what they post on social media sites.

Any discrimination, abuse, negative or derogatory comments towards refs, officials or other minor hockey associations on any social media site could result in suspensions from STEP league minor hockey games.