

**OTTAWA DISTRICT WOMEN'S HOCKEY
REFEREES' ASSOCIATION**

CONSTITUTION

**INCORPORATING
the ODWHRA CODE of CONDUCT
and
the ODWHRA CODE of DISCIPLINE**

[Agreed to at the ODWHRA meeting held March 20, 2006]

[Date notations following a provision indicate the date on which that provision was last amended or was added to this Constitution.]

Preamble

WHEREAS the Ottawa District Women's Hockey Referees' Association is an Association of individuals engaged in fostering and promoting the officiating of female hockey in eastern Ontario;

WHEREAS members and individuals participating in the activities and games sponsored by this Association and sanctioned by the Ontario Women's Hockey Association and Ottawa District Women's Hockey Association have confidence in the judgment of the Executive members of the Association; 5

AND WHEREAS it is declared that one of the purposes of this Constitution and the Association's Bylaws, Rules, and Regulations shall confer upon the Association and its Executive all of the powers of a self-governing organization;

NOW, THEREFORE, be it enacted:

Part I—OTTAWA DISTRICT WOMEN'S HOCKEY REFEREES' ASSOCIATION

NAME

ODWHRA 1. This organization shall be called the Ottawa District Women's Hockey Referees' Association. 10

INTERPRETATION

Definitions 2. The following definitions apply throughout this Constitution:

"Association" "Association" means the Ottawa District Women's Hockey Referees' Association;

"CIS" "CIS" means Canadian Interuniversity Sport;

"CSA" "CSA" means the Canadian Standards Association;

"CWHL" "CWHL" means the Canadian Women's Hockey League; [15Dec08] 15

“District”	“District” incorporates any female hockey that is played in the geographical portions of eastern Ontario to which the Association assigns officials or for which the Association holds jurisdiction in regard to officials, and may include but is not limited to CIS, the CWHL, the MOGHL, the NWHL, the ODWHA and the PWHL; [15Dec08]	
“dressing room”	“dressing room” means the Officials’ Dressing Room, and encompasses the changing area and washroom portion, including any washroom area separated from the changing area by a full-sized door or a stall door; [15Dec08]	5
“Executive”	“Executive” means the Executive Board and/or its members and officers;	
“game”	“game” means any contest sanctioned by and played under the rules of Hockey Canada and/or the Ontario Women’s Hockey Association, whether such contest is an exhibition, regular league play, or a 10 playoff contest of any sort;	
“HCOP”	“HCOP” means the Hockey Canada Officiating Program;	
“in writing”	“in writing” includes messages sent via electronic mail; [15Dec08]	
“minor”	“minor” means any individual under 18 years of age;	
“MOGHL”	“MOGHL” means the Metropolitan Ottawa Girls Hockey League; [15Dec08]	15
“NCWHL”	“NCWHL” means the National Capital Women’s Hockey League; [18Jan10]	
“NWHL”	“NWHL” means the National Women’s Hockey League;	
“ODHA”	“ODHA” means the Ottawa District Hockey Association;	
“ODMHA”	“ODMHA” means the Ottawa District Minor Hockey Association;	
“ODWHA”	“ODWHA” means the Ottawa District Women’s Hockey Association;	20
“ODWHRA”	“ODWHRA” means the Ottawa District Women’s Hockey Referees’ Association;	
“PWHL”	“PWHL” means the Provincial Women’s Hockey League; [15Dec08]	
“Official”, “Officials”	“Official” or “Officials” means anyone who possesses certification permitting him or her to act as a Referee or Linesman or in an off-ice capacity in a game sanctioned by Hockey Canada and its member organizations;	25
“OWHA”	“OWHA” means the Ontario Women’s Hockey Association;	
“registered”	“registered” means an official registered with the OWHA, unless otherwise noted; [15Dec08]	

“relative” “relative” means a member of an individual’s immediate family or, when and where applicable, an individual’s spouse, partner, fiancé(e), boyfriend, or girlfriend; and

“season” “season” means a hockey season beginning in or about the fall of one calendar year and ending in or about the spring of the following calendar year.

GOVERNING BODY

Association governs Officials **3.** The Association is the governing body for Officials registered to officiate female hockey in the District. 5

Association affiliation **4.** Throughout the District and the OWHA, this Association shall be affiliated with the District, the OWHA, and Hockey Canada.

OBJECTIVES

Objectives **5.** The objectives of this Association are:
 (a) to promote the participation of HCOP-certified Officials in all aspects of officiating female 10 hockey;
 (b) to foster and encourage leadership programs in all areas related to the development of officiating female hockey within the District and the OWHA; and
 (c) to promote hockey officiating as a role engaged in primarily for enjoyment, while also fostering enjoyment, life skills and friendships. 15

MEMBERSHIP

Membership **6.** The membership of the Association shall consist of:
 (a) registered Officials in good standing who possess valid HCOP certification for the period consisting of the current season; and
 (b) officers and members of the Executive, who may or may not be registered officials. [15Dec08]

Part II—EXECUTIVE BOARD

EXECUTIVE BOARD

Composition **7.** (1) The membership of the Executive may be composed of: 20
 (a) the President;
 (b) subject to subsection 18(1), any Vice-Presidents;
 (c) the Director of Discipline;
 (c.1) the Director of Appeals;
 (d) the Director of Supervision; 25
 (e) any Assignors;

- (f) the Director of Development;
- (g) the Secretary-Treasurer;
- (h) any *ex officio* members appointed by the President; and
- (i) a maximum of two Referee Representatives nominated and elected by the membership of the Association for the period consisting of the current season. [15Dec08] [19Jan09]

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Repealed (2) *Repealed.* [15Dec08]

Authority of Executive (3) The Executive shall have control of the affairs of the Association and the primary responsibility for achieving its objectives.

Power to appoint committee or officer (4) The Executive shall have the authority to appoint any committee or officer it considers necessary to assist it in carrying out its responsibilities.

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Elections (5) Beginning with the final regular Association meeting of the 2009–10 season, nominations may be held biannually for each position on the Executive. [19Jan09] [15Nov10]

Exception—Assignor (5.1) Notwithstanding subsection (5), no election shall be held for the position of Assignor, which shall instead remain an appointed position, pursuant to subsection 23(1). [16Mar09]

Exception—Director of Supervision (5.2) Notwithstanding subsection (5), no election shall be held for the position of Director of Supervision, which shall instead remain an appointed position, subject to section 20. [16Mar09]

Option to leave position vacant (6) The Association shall not be required to hold nominations for any given position, but may instead elect to leave a position vacant if it so chooses. [19Jan09]

President may appoint (7) Should the Association choose not to elect an individual to a given position, the President may appoint an individual to that position. [19Jan09]

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Acclamation (8) If only one individual is nominated for a given position on the Executive and that individual accepts the nomination, that individual shall be deemed to hold that position by acclamation. [19Jan09]

Voting (9) If more than one individual is nominated for and accepts that nomination for a given position on the Executive, a vote of the quorum, as established under section 47.2, shall be held by secret ballot to determine which individual shall hold that position the following season. [19Jan09]

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Vacancy—resignation or other reason (9.1) If any member of the Executive resigns or is otherwise unable to continue in their current role for any reason, the President shall notify the Association about the resulting vacancy

(a) as soon as practicable, but not later than the next regular Association meeting;

(b) by the third Monday of the current month if the change occurs outside the season; or

(c) by the third Monday of the following month if the change occurs outside the season and the third Monday of the current month has already passed. [15Nov10]

Appointment (9.2) If a vacancy occurs on the Executive pursuant to subsection one, the President may appoint another individual to fulfill the responsibilities associated with that vacant position for the remainder of the current Executive term. [15Nov10]

Notification re: appointment (9.3) If the President appoints an individual to a vacant Executive position pursuant to subsection (9.2), the President shall notify the Association about the appointment and identify to the Association the identity of that appointee

(a) as soon as practicable, but not later than the next regular Association meeting;

(b) by the third Monday of the current month if the change occurs outside the season; or 5

(c) by the third Monday of the following month if the change occurs outside the season and the third Monday of the current month has already passed. [15Nov10]

Transition period (10) All individuals acclaimed or elected to a given position on the Executive shall assume their duties by June 15 of the calendar year in which the biannual election takes place, or the earliest possible date thereafter, to allow for a reasonable transition period if a personnel change occurs at any given position. 10 [19Jan09] [18Jan10] [15Nov10]

President (11) The position of the individual acclaimed or elected to the position of President shall be subject to section 16. [19Jan09]

BYLAWS, RULES AND REGULATIONS [18Jan10]

Setting of bylaws 8. The Executive may set, repeal, or amend such bylaws as it deems necessary for the conduct of the business of the Association, in a manner consistent with this Constitution. 15

Repealed 9. *Repealed.* [18Jan10]

Repealed 10. *Repealed.* [18Jan10]

Powers 11. The Executive may set, repeal, or amend
 (a) any such rules and regulations it deems necessary for the structure of the Association, ranking of Officials, membership, and any other matter relating to the carrying out of Executive and/or 20 Association objectives; and
 (b) any such rules and regulations pertaining to Officials that are more restrictive than those established by Hockey Canada or the OWHA.

Powers wielded by Association 12. The powers exercised in section 11 of this Constitution may also be exercised by a two-thirds majority vote at any Association meeting. 25

Changes to rules to be ratified 13. No bylaw, rule or regulation made under section 11 may be altered by the Association until, at a minimum, the first scheduled Association meeting of the following season. [18Jan10]

Repealed 14. *Repealed.* [18Jan10]

Rules govern all Officials 15. All Officials under the jurisdiction of the Association shall be governed by the Association’s rules and regulations. [15Dec08] 30

PRESIDENT

Election 16. (1) The President shall be an individual elected from the membership of the Association. [19Jan09]

Role as liaison (2) The President shall be the Association's representative to and liaison with any OWHA-sanctioned female hockey association or league for which the Association is the responsible officiating body. [18Jan10]

Same (3) The President shall be the Association's representative in any dealings with any female hockey association or league that may wish to obtain the Association as its responsible officiating body. [18Jan10] 5

Authority of President **17.** The President shall have all authority with respect to all matters under the jurisdiction of the Association. [15Dec08] [19Jan09]

VICE-PRESIDENT

Appointment if none elected **18.** (1) The President may appoint one or more Vice-Presidents if no individual is acclaimed or elected to that position. [15Dec08] [19Jan09]

Authority of Vice-President (2) Any individual acclaimed, elected or appointed as a Vice-President shall exercise any and all of 10 the authority of the President at any time when the President is unable to carry out his or her duties. [19Jan09]

DIRECTOR OF DISCIPLINE

Appointment if none elected **19.** (1) The President may appoint a Director of Discipline if no individual is acclaimed or elected to that position. [19Jan09]

Authority (2) The Director of Discipline shall exercise any and all of the authority of the President when acting 15 in regard to disciplinary matters within the Association. [19Jan09]

Responsibility (3) The Director of Discipline shall be responsible for matters pertaining to the suspension or disciplining of any Association Official.

Record to be maintained (4) The Director of Discipline shall maintain a record of fines and points accumulated by Officials under the Association Code of Discipline. [18Jan10] 20

DIRECTOR OF APPEALS

Appointment if none elected **19.1** (1) The President may appoint a Director of Appeals if no individual is acclaimed or elected to that position. [18Jan10]

Responsibility (2) The Director of Appeals shall be responsible for the conduct of appeals in a manner consistent with the provisions of subsection 46(4). [18Jan10]

DIRECTOR OF SUPERVISION AND SUPERVISORS

Must be OWHA Supervisor **20.** (0.1) The Director of Supervision shall be an individual appointed by the President from among 25 the Supervisors appointed by the OWHA and working within the District. [19Jan09] [16Mar09]

Appointment in September	(1) The Director of Supervision shall be appointed in September of the current season. [19Jan09] [16Mar09]	
Responsibility	(1.1) The Director of Supervision shall be responsible for matters pertaining to the evaluation of Officials.	
Splitting of duties	(2) The President, at his or her discretion, may split the duties of the Director of Supervision, based on calibre and/or division of hockey, on the age of the participating hockey players, or in any other manner he or she feels is necessary, in order to ensure that an effective supervision program is maintained within the Association. [19Jan09]	5
Repealed	(3) <i>Repealed.</i> [19Jan09]	
Referee Supervisors	21. (1) Referee Supervisors shall be individuals appointed by the OWHA.	10
Governance of Supervisors	(2) Referee Supervisors shall be governed by the policies of the OWHA Supervision Program.	
Oversight of Supervisors	(3) The Director of Supervision, in consultation with the President, shall oversee the activities of OWHA Referee Supervisors working within the ODWHA. [19Jan09]	
Responsibilities	22. (1) The Director of Supervision or Referee Supervisors shall conduct evaluations of Officials while said Officials are participating in OWHA-sanctioned games only.	15
Evaluation of Officials	(2) Based on the evaluations conducted as outlined, the Director of Supervision shall establish a list ranking all Officials registered to officiate OWHA-sanctioned games played under ODWHA jurisdiction.	
Ranking	(3) The list established under subsection (2) shall designate the highest calibre and/or division of hockey that may be officiated by each Official registered to officiate OWHA-sanctioned games played in 20 the District. [15Dec08]	
Assigning to be based on ranking	(4) The list established under subsection (2) shall form the basis for the assigning of Officials to all OWHA-sanctioned games played in the District. [15Dec08]	
Exception	(5) Notwithstanding subsections (3) and (4), the President, the Vice-President, the Director of Supervision, or the Assignor may exercise discretion and assign any Official to a game of a higher 25 calibre and/or division than that for which the Official has been ranked, for emergency purposes, for the purpose of evaluation of that Official, or for any other purpose not defined. [19Jan09]	

ASSIGNORS

Appointment	23. (1) The President may appoint one or more individuals to act as Assignor. [15Dec08] [19Jan09]	
If multiple Assignors	(2) Should the President appoint more than one Assignor, the President shall also designate the calibre and/or divisions of hockey and/or areas of the District that shall be the responsibility of each Assignor. [15Dec08] [19Jan09]	30

Responsibilities (2) Assignors shall be responsible for assigning the appropriate number of Officials to all OWHA-sanctioned games for which the Association is the responsible officiating body. [15Dec08]

Exceptions (3) The responsibilities of Assignors do not apply to CIS, the CWHL, the NWHL or the PWHL. [15Dec08]

DIRECTOR OF DEVELOPMENT

Appointment if none elected **24.** (1) The President may appoint an individual to act as Director of Development if no individual is 5
acclaimed or elected to that position. [15Dec08] [19Jan09]

Responsibility (2) The Director of Development shall ensure that the development of first-year Association Officials is assisted by senior Association Officials when said first-year Officials are first beginning to officiate OWHA-sanctioned games. [15Dec08]

SECRETARY-TREASURER

Appointment if none elected **25.** (1) The President may appoint an individual to act as Secretary-Treasurer if no individual is 10
acclaimed or elected to that position. [19Jan09]

If no Secretary-Treasurer (2) Should no Secretary-Treasurer be acclaimed, elected or appointed, the President shall clearly identify to all members of the Association any individual responsible for any of the duties of the Secretary-Treasurer. [19Jan09]

Responsibilities (2.1) The Secretary-Treasurer shall be responsible for the minutes of Association meetings, 15
administrative matters—excluding game assigning—and financial matters of the Association.

Payment of Officials (3) The Secretary-Treasurer or individuals undertaking the responsibilities of the Secretary-Treasurer shall ensure that a paycheque is prepared for each Official on a regularly scheduled basis.

Paycheques (4) Paycheques prepared by the Secretary-Treasurer or individuals undertaking the responsibilities of the Secretary-Treasurer shall be prepared based on the assignment list forwarded to him or her by the 20
Assignors.

Duties may be split (5) The position of Secretary-Treasurer may be split into two positions, with the duties and responsibilities particular to each position being undertaken by the individual appointed to that position.

Part III—ODWHRA OFFICIALS

REGISTRATION AND CERTIFICATION

Registration of Officials **26.** (1) Whenever and wherever possible, Officials officiating OWHA-sanctioned games played under ODWHRA jurisdiction shall be registered with the OWHA or the ODHA/ODMHA, in accordance with 25
the policies of the HCOP as outlined in the *Hockey Canada Officiating Program – Officiating Manual*.

Use of non-OWHA Officials (2) When the appropriate number of OWHA-registered Officials is not available for assignment to a game, authority is granted to Assignors to assign ODHA/ODMHA-registered Officials, in order to ensure that the appropriate number of Officials is assigned to officiate said game.

Inter-branch transfers

(3) Officials who were not registered with the OWHA or ODHA/ODMHA but who were registered with a Hockey Canada member branch during the preceding season must obtain a completed inter-branch transfer form from that Hockey Canada member branch and submit it to the OWHA. [15Dec08]

Copy of transfer for Association

(4) A copy of the completed inter-branch transfer form submitted to the OWHA shall be provided to the Association President as proof of the Official's certification and qualifications. [15Dec08] [19Jan09] 5

Certification

27. (1) Officials must attend a recognized HCOP certification clinic, appropriate to their current level of certification, in order to be eligible to officiate any game.

Officiating without certification prohibited

(2) Officials are prohibited from officiating any game if they have not obtained valid certification, appropriate to their current level of certification, by October 31 of the current season. 10

Validity of certification

(3) Notwithstanding subsection (2), certification obtained by an Official during the preceding season shall be valid until October 31 of the current season, provided that the Official is able to satisfy the registration provisions of section 26.

Expiry

(4) Said certification expires at midnight (12:00 a.m., or .2400), October 31, of the current season.

Renewal

(5) If an Official allows his or her certification to expire at the time limit set in subsection (4), that 15 certification must be renewed as per subsection (1) before that Official is eligible to officiate any game.

**Part IV—OFFICIALS' CODE of CONDUCT
and
CODE of DISCIPLINE**

PURPOSE

Purpose

28. (1) The ODWHRA Officials' Code of Conduct shall be the governing document relating to the conduct of any Official under the jurisdiction of the Association.

Same

(2) The ODWHRA Officials' Code of Discipline shall be the governing document relating to all matters concerning the suspension or disciplining of any Official under the jurisdiction of the 20 Association.

President retains right to act

(3) The President, or the Vice-President and/or Director of Discipline acting on behalf of the President, retains the right to address any conduct over and above those items listed in the ODWHRA Officials' Code of Conduct that is deemed detrimental to the OWHA, the Association or any association or league for which the Association is the responsible officiating body, and to act accordingly. [19Jan09] 25 [18Jan10]

Application to off-ice Officials

(4) Should the Association be requested to assign Officials in an off-ice capacity, including but not limited to Goal Judge, Timekeeper or Official Scorer, the provisions of Part IV apply equally to those Officials. [15Dec08]

GAME ASSIGNMENTS

Method of assigning	29. Assignors may assign games either electronically or through direct person-to-person contact with Officials.	
Acceptance of assignments	30. (1) Officials who accept assigned games must attend those assigned games.	
Written explanation to Assignor	(2) Any official who fails to attend an assigned game must supply to the Assignor, in writing, a full explanation for the missed assignment. [18Jan10]	5
Assignor to forward explanation	(2.1) The Assignor shall forward the written explanation to the Director of Discipline in order that a decision may be rendered on its acceptability for the purposes of the Code of Discipline. [18Jan10]	
Verbal explanation	(3) The President, or the Vice-President or Director of Discipline acting on his or her behalf, may waive the requirement for a written explanation for a missed assignment and accept a verbal explanation in its place. [19Jan09]	10
Failure to explain	(4) Failure to provide a valid explanation for a missed assignment shall result in the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 1 of the Appendix.	
Prohibition	(5) No Official may accept assignment to a game in which a relative, spouse, fiancé(e), partner, girlfriend, or boyfriend is participating as a player or team official or is registered with a participating team as a player or team official.	15
Prohibition	(6) No Official may accept an offer to officiate an exhibition game if such an offer is made directly by a team official.	
Fine and penalty	(7) Any Official who violates subsection (2), (4), (5) or (6) shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 2 of the Appendix.	20
Prohibition on female Officials	(8) No female Official may accept assignment to a game played at the same level of hockey in which she is a regular participant, or in a division of hockey in which she participates or has participated as a player or team official during the current season.	
Fine and penalty	(9) Any female Official who violates subsection (8) shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 2 of the Appendix.	25
Returning games to the Assignor	31. (1) If an Official is unable to attend an assigned game, said game must be returned to the Assignor in a manner designated by the Association. [15Dec08]	
Late return of games	(2) Until such time when a substitute is assigned to a game in his or her place, an Official retains responsibility for officiating said game once assignment to said game has been accepted.	
Arrival at arena	32. (1) Officials assigned to a game shall arrive at the assigned arena not less than 30 minutes prior to 30 the scheduled starting time of any competitive game and not less than 20 minutes prior to the scheduled starting time of any house league game.	

- Assignor to be informed (2) Any Official who shall be late in arriving at their assigned arena must contact the Assignor in the manner designated by the Association to advise him or her of the time when they will be arriving at that assigned arena and provide an explanation for the late arrival. [15Dec08]
- Explanation required (3) Any Official who is late in arriving at the assigned arena without a valid explanation shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties 5 outlined in section 3 of the Appendix.
- Obligation to report missing Officials (4) Officials must contact the Assignor in the manner designated by the Association when other Officials assigned to the same game is/are not in the vicinity of the dressing room in accordance with the time limits described in subsection (1). [15Dec08]
- Failure to report missing Officials (5) Any Official who fails to report a missing Official or missing Officials shall be subject to the 10 appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 4 of the Appendix.

SUSPENSIONS

- Suspensions **33.** (1) Any Official who is suspended as a player, team official or game Official by a Hockey Canada member branch, by an international organization of which Hockey Canada is a member, or by another member of an international organization of which Hockey Canada is a member, must report the 15 suspension to the President or the Assignor. [15Dec08] [19Jan09]
- Prohibition (2) While under suspension as a player, team official or game Official by a Hockey Canada member branch, by an international organization of which Hockey Canada is a member, or by another member of an international organization of which Hockey Canada is a member, no Official may officiate any game, including exhibitions, in an on- or off-ice officiating capacity, until such time when the suspension has 20 been served in full.
- Officiating while knowingly suspended (3) Any Official who officiates a game while knowingly under suspension as outlined in subsection (1) or (2) shall be subject to fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 5 of the Appendix.

DRESS CODE

- Appearance on arrival **34.** (1) Officials must arrive at the assigned arena or a league disciplinary hearing evoking an attitude 25 and professional appearance befitting his or her responsibilities. [18Jan10]
- Prohibited off-ice clothing (2) Jeans, team- or club-style jackets, baseball-style hats, running shoes, and sweat pants, sweatshirts, sports jerseys, and T-shirts are prohibited items of dress for an Official arriving at an arena or a league disciplinary hearing. [18Jan10]
- Officiating jackets (3) A jacket issued by or purchased from a hockey officiating association is a permissible item of 30 dress for an Official arriving at an arena or a league disciplinary hearing. [18Jan10]
- Waiving of dress code (4) The President, or the Vice-President or Director of Supervision acting on his or her behalf, may waive the dress requirements for certain games, at his or her discretion. [19Jan09]

Penalty (5) Any Official in violation of the dress code shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 6 of the Appendix.

ALCOHOL AND BANNED SUBSTANCES

Alcohol and banned substances 35. (1) Any Official who officiates in any game after consuming alcohol or any banned or illegal substance on the date of that game and before its scheduled starting time, shall immediately and indefinitely be deleted from the active assignment roster, shall be subject to a disciplinary hearing, and, pending the findings of that hearing, may be reported to the OWHA Referee-in-Chief. [18Jan10] 5

Policy applied to night before morning game (2) If an Official is assigned to a game with a morning scheduled starting time, then at his or her discretion the President or his or her appointee may declare that this section and its sanctions apply up to twelve hours preceding that morning scheduled starting time. [19Jan09] [18Jan10]

OFFICIALS' DRESSING ROOM

Shared dressing room procedure 36. (1) When male and female Officials or adult and minor Officials are assigned to the same game, 10 those Officials must adhere to the established OWHA shared dressing room procedure.

Same (2) When a male Official is dressing, female Officials are not permitted in the dressing room.

Same (3) When a female Official is dressing, male Officials are not permitted in the dressing room.

Same (4) When an adult Official is dressing, minor Officials are not permitted in the dressing room.

Same (5) When a minor Official is dressing, adult Officials are not permitted in the dressing room. 15

All Officials in dressing room (6) When both male and female Officials or adult and minor Officials are in the dressing room, the door to the dressing room must remain open or, at a minimum, ajar. [15Dec08]

Violation of shared dressing room procedure (7) Any Official violating the OWHA shared dressing room procedure shall be immediately reported to the OWHA, may be indefinitely suspended, subject to appeal, and shall be required to attend a disciplinary hearing. [15Dec08] 20

Smoking 37. (1) Smoking is prohibited in the dressing room.

Violation (2) Any Official who violates subsection (1) shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 10 of the Appendix.

Authorized individuals 38. (1) Only authorized individuals are permitted in the dressing room.

Definition (2) For the purposes of this section, an "authorized individual" includes any on- and off-ice assigned 25 game Officials, the President or any member of the Executive, or any OWHA officers acting in an official capacity and with no vested interest in the game in question. [19Jan09]

- Penalty (3) Any Official who permits an individual who is not an authorized individual to enter the dressing room shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 11 of the Appendix.
- Parent of minors (4) A parent or guardian of a minor who is assigned to officiate a game is exempted from the restrictions put in place by this section. 5
- Cellular telephones **39.** (1) Use of cellular telephones is prohibited in the dressing room.
- Telephones to be turned off (2) All cellular telephones are to be in an **OFF** position at all times in the dressing room, pursuant to OWHA regulations as defined in the *Ontario Women's Hockey Association Constitution, By-laws, Regulations & Rules*. [15Dec08] [18Jan10]
- Use outside of dressing room (3) Any Official who must use a cellular telephone for any reason must exit the dressing room prior to 10 activation of that cellular telephone.
- Penalty (4) Any Official who violates subsection (1) or (2) shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 9 of the Appendix.

UNIFORM AND CRESTING

- Uniform **40.** (1) When officiating OWHA-sanctioned games, Officials must wear the appropriate Official's uniform, as outlined in "Section 4 – Procedures for Referees", in the *Hockey Canada Officiating 15 Program – Officiating Manual*.
- Further clarification (2) For purposes of further clarification, the Official's uniform consists of
- (a) a black, CSA-certified hockey helmet with a securely attached CSA-certified Type 4 visor, as described in Hockey Canada Rule 3.6, Protective Equipment.
- (b) a black-and-white striped jersey with 20
- (i) no armbands if officiating in a two-official system or as a Linesman in a three-official system; or
- (ii) a 10-centimetre (four-inch) red armband with a 2.5-centimetre (one-inch) black stripe on each side of the armband, on each arm above the elbow, if officiating as the Referee in a three-official system, in accordance with paragraph (p) Note of Hockey Canada Rule 5.1, Referee and Linesman;
- (c) black pants; and 25
- (d) generally black hockey skates with fully white laces.
- Prohibition (3) Linesman and Referee jerseys of the style worn in the National Hockey League—meaning those with black underarms—are prohibited.
- Orange armbands (3.1) Referee jerseys equipped with orange armbands are prohibited, except when an official is acting in an emergency replacement capacity and that official is an official registered with Hockey Quebec. 30 [15Dec08]

- BNQ throat protectors (3.2) Effective November 1, 2010, Officials must wear a BNQ-approved throat protector at all times when on the ice, in accordance with the OWHA policy implemented prior to the start of the 2010–11 season. [15Nov10]
- Penalty for improper uniform (4) Any Official who violates any part of this section shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 10 of the Appendix. 5
- Failure to comply (5) Notwithstanding subsection (4), any official who fails to comply with subsection (3.2) may be subject to additional fines or penalties, or both, in accordance with the schedule of fines and penalties outlined in section 10.1 of the Appendix. [15Nov10]
- Appearance on ice **41.** (1) When officiating OWHA-sanctioned games, Officials registered with the Association and OWHA must wear the appropriate OWHA crests on their uniform jersey. 10
- Uniform crests (2) Crests shall be displayed on the Official’s uniform jersey as follows:
 (a) the OWHA crest on the left breast;
 (b) the Hockey Canada crest on the right shoulder, 2.54 centimetres (one inch) below the shoulder seam; and
 (c) the national flag of Canada on the left shoulder, 2.54 centimetres (one inch) below the shoulder 15 seam.
- Non-OWHA Officials (3) If an Official is not registered with the Association and/or OWHA, the crests of the Hockey Canada branch in which that official is registered may be worn in the appropriate locations on the uniform jersey, as designated by that branch, but the branch affiliation indicators—meaning words or acronyms—must be covered. [15Dec08] 20
- National Women’s Hockey League (4) Officials assigned to NWHL games may display the NWHL crest on the left breast, in place of the OWHA crest, for NWHL games only.
- Canadian Interuniversity Sport (5) Officials assigned to CIS games may display the CIS crest on the left breast, in place of the OWHA crest, for CIS games only when that body so requires.
- Improper cresting (6) Any Official who violates any part of this section shall be subject to the appropriate fine and/or 25 penalty, in accordance with the schedule of fines and penalties outlined in section 10 of the Appendix.

OFFICIAL GAME REPORTS AND GAME INCIDENT REPORTS

- Referee to verify correct **42.** (1) Referees shall verify
 (a) that all players and team officials have signed the Official Game Report; and
 (b) that all goals, assists and penalties have been properly recorded on the Official Game Report for each game he or she officiates. 30
- Incidents on Official Game Report (2) Referees shall ensure that any significant incidents resulting in penalties to a player or a team official, on- or off-ice, are properly recorded on the Official Game Report.

Game Incident Report to be completed

(3) The Referee shall ensure that any significant incidents resulting in penalties to a player or players and/or a team official or team officials, on- or off-ice, is/are fully and completely described in writing on a correctly completed electronic OWHA, league or Association Game Incident Report, as the case may be. [15Dec08] [18Jan10]

Forwarding of Official Game Report and Game Incident Report

(4) In the event that a significant incident occurs during an assigned game, the Referee shall forward 5 the Official Game Report and correctly completed electronic Game Incident Report to the designated individual within 48 hours of the conclusion of the game. [15Dec08]

Significant incidents

(5) Significant incidents include the following infractions:

(a) a misconduct penalty assessed within 10 minutes of the conclusion of a game and all other penalties associated with such a misconduct penalty, in accordance with paragraph (b) of Hockey 10 Canada Rule 4.5, Misconduct Penalties;

(b) a major penalty and all other penalties associated with the major penalty;

(c) a game misconduct penalty and all other penalties associated with the game misconduct penalty;

(d) a gross misconduct penalty and all other penalties associated with the gross misconduct penalty;

(e) a match penalty and all other penalties associated with the match penalty; and 15

(f) any other incident requiring a report, as per Hockey Canada and OWHA Official Playing Rules. [15Dec08]

Failure to certify correctness of Official Game Report

(6) Any Official who fails to certify that the signatures of team officials and players are recorded on the Official Game Report and that goals, assists and penalties have been properly recorded on the Official Game Report shall be subject to the appropriate fine and/or penalty, in accordance with the 20 schedule of fines and penalties outlined in section 11 of the Appendix.

Failure to submit Game Incident Report

(7) Any Official who fails to correctly complete and submit a Game Incident Report and the Official Game Report for the game in question within 48 hours following the completion of a game in which a significant incident occurred shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 11 of the Appendix. [18Jan10] 25

Repealed

(8) *Repealed.* [18Jan10]

CONDUCT TOWARD OTHER OFFICIALS

Verbal abuse of another Official

43. (1) No Official shall verbally abuse or harass another Official, supervisor, Executive member or league, district or OWHA officer when participating in any OWHA, ODHA/ODMHA or other Hockey Canada sanctioned game as an Official, team official or player, or when attending such a game as an Association executive, as a league, district or branch officer or as a spectator. 30

Penalty

(2) Any Official who engages in a manner of conduct prohibited under subsection (1) shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 13 of the Appendix.

Physical abuse of another Official

(3) Any Official who physically abuses another Official, Referee Supervisor, Executive Branch member or league, district or branch officer when participating in any OWHA, ODHA/ODMHA or other 35 Hockey Canada-sanctioned game as an Official, team official or player, or when attending such a game as an Association executive, as a league, district or branch officer or as a spectator shall be automatically reported to the OWHA Referee-in-Chief. [18Jan10]

MEETINGS AND PAY

- Referee meetings **44.** (1) Mandatory general Referee meetings shall be held on designated days during the season.
[15Dec08]
- Rescheduling (2) Notwithstanding subsection (1), the President or the Executive may reschedule any meeting to any other date during a calendar month to accommodate scheduling conflicts, public holidays or facility availability, or for any other reason. [19Jan09] 5
- Officials to be advised (3) The President or the Executive shall make known to the membership the rescheduled meeting date at the earliest possible time by telephone or in writing. [15Dec08] [19Jan09]
- Meeting cancellations (4) Notwithstanding subsections (1) through (3), the President or the Executive may cancel a meeting to accommodate scheduling conflicts, public holidays or facility availability, or for any other reason. [19Jan09] 10
- Officials to be advised (5) The President or the Executive shall make known to the membership, by telephone or in writing, the reason for any actions taken in regard to a meeting under subsections (2) or (4). [15Dec08] [19Jan09]
- Additional meetings (6) The President or the Executive may schedule additional meetings during the season to deal with any issue that might arise. [19Jan09]
- Time and location to be made known (7) The location and starting time of any meeting shall be made known to the membership by 15 telephone or in writing. [15Dec08]
- Posting on Internet (8) Notwithstanding subsection (7), the location and starting time of any meeting shall be posted on the Association's Internet website.
- Attendance mandatory (9) Officials must attend all scheduled Referee meetings.
- Rural officials (10) At the discretion of the President, Officials in rural areas may be exempted from mandatory 20 attendance at said meetings. [15Dec08] [19Jan09]
- Reason for absence to be supplied (11) Any Official who fails to attend a meeting must supply to the President or his or her appointee, verbally or in writing, a valid explanation for why he or she is unable to attend. [15Dec08] [19Jan09]
- Exception (12) Subsection (9) does not apply to an Official with any game assignments received from the Association. [15Dec08] 25
- Non-exception (13) Subsection (9) does apply to an Official with any game assignments not received from the Association. [15Dec08]
- Failure to provide valid reason (14) Failure to attend a meeting without a valid explanation shall result in the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 14 of the Appendix.

Agenda	(15) The agenda for each meeting shall include (a) the minutes of the previous meeting; (b) the items scheduled for discussion at the current meeting; (c) a call for new any new business to be introduced by any Official; and (d) if known, the time and location of the subsequent meeting. [15Dec08]	5
Posting on Internet	(16) The minutes of each meeting shall be posted on the Association’s Internet website as soon as is feasibly possible.	
Pay	45. (1) Officials shall be paid on a regular basis, to be established and announced at the beginning of each season. [15Dec08]	
Cheque distribution	(2) Paycheques shall be distributed to Officials at Referee meetings. [15Dec08]	10
Alternate delivery of cheque	(3) If an Official is unable to or does not attend a monthly meeting, that Official must make alternate arrangements to obtain his or her cheque, and must communicate those arrangements to the Secretary-Treasurer in writing. [15Dec08]	
Self-addressed, stamped envelope	(4) If an Official is unable to attend a monthly meeting as a result of a game assignment or another reason deemed acceptable by the President, that Official may make arrangements to have his or her 15 cheque mailed by supplying a self-addressed, stamped envelope to the Secretary-Treasurer for this purpose. [15Dec08] [19Jan09]	
Limitation	(5) An Official who is unable to attend a meeting for the reason described in subsection (4) may only obtain a cheque in this manner if all other avenues for obtaining that cheque have been exhausted. [15Dec08]	20
Restriction on release of cheque	(6) No cheque shall be released by the Secretary-Treasurer unless he or she has received, in writing, instructions from the Official whose name appears on that cheque. [15Dec08]	
Rural officials’ pay	(7) Cheques for Officials in rural areas shall be mailed or otherwise provided to designated individuals in central locations, for distribution to those Officials. [15Dec08]	

APPEALS

Right to appeal	46. (1) Any Official subject to a disciplinary action imposed by the Association shall retain the right to appeal such action.	25
Appeal to be made in writing	(2) Any Official appealing a disciplinary action must submit his or her appeal to the Director of Appeals, in writing, no more than five calendar days following the imposition of the disciplinary action. [15Dec08]	
Repealed	(3) <i>Repealed.</i> [15Dec08]	30

- Appeal hearing (4) When an appeal is received by the Director of Appeals he or she shall convene, within 10 days, a hearing in front of a panel of three officiating peers, at least two of whom shall be Officials whose rankings by the Director of Supervision are equal to or greater than the ranking of the Official in question. [15Dec08]
- Forfeiture of right to appeal (5) Any Official who fails to attend an appeal hearing shall immediately forfeit his or her right to appeal at the local level in relation to the matter in question. [18Jan10] 5
- Rendering of decision (5.1) The panel shall render its decision no more than three days after the hearing is conducted. [15Dec08]
- May appeal to OWHA (6) Regardless of any decision rendered by the panel under subsection (5.1), an Official retains the right to appeal to the OWHA, but that Official shall remain subject to the decision of the panel unless 10 and until such time when the OWHA otherwise directs or renders a decision. [18Jan10]

Part V—CONSTITUTIONAL AMENDMENTS

PROPOSAL AND PASSAGE OF AMENDMENTS

- Introduction of amendments 47. Executive members or the general membership may propose amendments to this Constitution at the first Association meeting of the season. [18Jan10]
- Two-thirds majority 47.1 An amendment shall be deemed carried when it receives a two-thirds majority vote of quorum at the second Association meeting of the season. [18Jan10] 15
- Quorum 47.2 Quorum shall consist of all members present at the second Association meeting of the season. [18Jan10]
- Defeat of proposed amendment 48. No individual may reintroduce an amendment that is not carried for a period of one calendar year.
- Exception—Schedule 49. The provisions of sections 47, 47.1, 47.2, and 48 do not apply to the Executive when the Executive is acting pursuant to section 8. [18Jan10] 20
- Editorial corrections 49.1 (1) Corrections may be made to this Constitution at any time to eliminate typographical errors, for the purpose of renumbering its provisions, or for modifying marginal notes. [15Dec08]
- Editor (2) The President shall designate an individual for this purpose. [15Dec08] [19Jan09]
- Notification (3) The individual designated by the President shall notify the Executive and the Association whenever any such corrections are made. [15Dec08] [19Jan09] 25

Part VI—COMING INTO FORCE

Coming into
force

50. (1) The provisions of this Constitution come into force on the date when it has been agreed to in its entirety by a quorum of members of the Association, said quorum being as described in section 47.2.

Repealed

(2) *Repealed.* [18Jan10]

APPENDIX [19Jan09]

- A.** Discipline within the ODWHRA shall be dealt with through a system combining points and fines.
- B.** (a) Fines and points shall be assessed based on the Schedule of Fines and Penalties.
 (b) Notwithstanding paragraph (a), specified infractions may be dealt with through more severe penalties as described in the Schedule of Fines and Penalties.
- C.** When necessary, the ODWHRA Director of Discipline, in consultation with another Executive 5 member—other than the Director of Appeals—designated by the President, shall establish a committee to deal with any complaints or disciplinary issues not listed in this Code.
- D.** All Officials shall begin the season with zero (0) points.
- E.** (a) Any points accumulated by an Official shall remain on that Official's record for a period of 60 10 calendar days from the date of the infraction.
 (b) Points accumulated in the final 60 calendar days of a season shall be carried forward to the following season.
 (c) For the purposes of this article, the final day of a season shall be the final day on which an OWHA-sanctioned game is played in the District at any level for which that Official is rated, and the first day of the following season shall be the first day on which an OWHA-sanctioned game is played 15 in the District at any level for which that Official is rated.
- F.** Any Official accumulating a total of seven (7) points may be required to attend a disciplinary hearing convened under the provisions of the Association Bylaws.
- G.** Any Official accumulating a total of ten (10) points shall be removed from the active assignment list, pending a hearing convened under the provisions of the Association Bylaws. 20
- H.** Any fines owed by an Official shall be deducted from that Official's monthly pay cheques, until such time when those fines have been paid in full.

SCHEDULE OF FINES AND PENALTIES

1. Failure to provide written explanation for missed assignment [subs. 30(2) and (4)]

First offence	2 points	
Second offence	5 points	25
Subsequent offences	10 points	

2. Assignment missed without valid reason or accepting exhibition game (from team) without approval [subs. 30(7)]

First offence	2 points + game fee	
Second offence	5 points + game fee	30
Subsequent offences	10 points + 2x game fee	

2.1 Knowingly accepting and officiating in game in division in which Official is registered or has played or performed as a team official, or in which Official has relative otherwise participating [**subs. 30(9)**]

First offence	2 points + game fee	
Second offence	Deletion from active assignment list for one week + game fee	
Subsequent offences	Deletion from active assignment list until further notice, game fee, and name forwarded to OWHA Referee-in-Chief for possible further disciplinary action	5

(**Note:** If game is officiated under such circumstances in emergency situation, with agreement of both team coaches and under paragraphs (k) and (m) of Hockey Canada Rule 5.2, Referee and Linesman, this section may be waived following consideration of said circumstances by President and Director of 10 Discipline.)

3. Late arrival to assigned arena (less than 30 minutes prior to competitive game start or less than 20 minutes prior to house league game start) [**subs. 32 (3)**]

First offence	1 point	
Second offence	2 points + fine set under Bylaws	15
Subsequent offences	3 points + fine set under Bylaws	

4. Failure to report Official who is late (30 minutes for competitive games or 20 minutes for house league games) [**subs. 32(5)**]

First offence	2 points	
Second offence	3 points + fine set under Bylaws	20
Subsequent offences	5 points + fine set under Bylaws	

5. Officiating while knowingly suspended [**subs. 33(3)**]

First offence	Deleted from active assignment roster and reported to OWHA Referee-in-Chief	
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6. Improper appearance to and from rink or a league disciplinary hearing [**subs. 34(5)**] 25

First offence	2 points	
Subsequent offences	4 points + fine set under Bylaws	

7. Smoking in Officials' Dressing Room [**subs. 37(2)**]

First offence	2 points + fine set under Bylaws	
Second offence	Deletion from active assignment list for two weeks + fine set 30 under Bylaws	
Third offence	Deletion from active assignment list + fine set under Bylaws + disciplinary hearing	

8. Unauthorized visitors in Officials' Dressing Room [**subs. 38(3)**]

Each offence	1 point per visitor + fine set under Bylaws	35
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9. Use of cellular telephone in Officials' Dressing Room [**subs. 39(4)**]

First offence	2 points + fine set under Bylaws	
Second offence	3 points + fine set under Bylaws	
Subsequent offence	Disciplinary hearing	

10. Improper appearance on ice [subs. 41(4) and 41(6)]

First offence	2 points
Subsequent offence	2 points + fine set under Bylaws

10.1 Failure to wear BNQ-approved throat protector while on ice [subs. 40(5)]

First offence	Immediate removal from ice, 3 points + fine set under Bylaws 5 if able to return to ice; or Immediate removal from ice, 5 points + game fee if unable to return to ice
Second offence	Immediate removal from ice, 5 points + game fee + no return to ice even if throat protector is immediately obtained (unless 10 no other official is available to complete game)
Third offence	Immediate removal from ice, 10 points + game fee + no return to ice even if throat protector is immediately obtained (unless no other official is available to complete game) + deletion from active assignment list + possible report to OWHA Referee-in- 15 Chief [15Nov10]

11. Failure to submit Game Incident Report within 48 hours of conclusion of game [subs. 42(6)]

Each offence	4 points + fine set under Bylaws
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12. Failure to properly fill out Game Incident Report, including using proper penalty infraction codes [subs. 42(7)] 20

First offence	4 points
Subsequent offence	4 points + fine set under Bylaws

13. Conduct unbecoming of Official [subs. 43(2)]

First offence, verbal	Possible immediate deletion from active assignment list + game fee + possible disciplinary hearing + possible fine set under 25 Bylaws (based on outcome of disciplinary hearing)
Subsequent offence, verbal	Immediate deletion from active assignment list + game fee + disciplinary hearing + possible fine set under Bylaws (based on outcome of disciplinary hearing) + game fee + possible report to OWHA Referee-in-Chief (based on outcome of disciplinary 30 hearing)
First offence, physical	Immediate deletion from active assignment list + disciplinary hearing + report to OWHA Referee-in-Chief

14. Failure to attend meeting without valid reason [subs. 44(14)]

First offence	2 points + fine set under Bylaws	35
Subsequent offences	3 points + fine set under Bylaws	