

**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]

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]	
“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]	5
“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]	
“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 10 Ontario Women’s Hockey Association, whether such contest is an exhibition, regular league play, or a 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;	15
“MOGHL”	“MOGHL” means the Metropolitan Ottawa Girls Hockey League; [15Dec08]	
“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] 5

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. 10

Elections (5) At the final regular Association meeting of each season, nominations may be held for each position on the Executive. [19Jan09]

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 15 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] 20

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] 25

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

President (11) The position of the individual acclaimed or elected to the position of President shall be subject to section 16. [19Jan09] 30

BYLAWS

- 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.
- Changes to bylaws **9.** Changes made to the bylaws by the Executive shall be in force but shall be subject to ratification by a two-thirds majority vote at the subsequent Association meeting.
- Reintroduction period **10.** Changes made to the bylaws by the Executive which fail to receive ratification by a two-thirds majority vote at said subsequent Association meeting may not be reintroduced for a period of one calendar year. 5

RULES AND REGULATIONS

- 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 10 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. 15
- Changes to rules to be ratified **13.** Changes to the rules and regulations made by the Executive shall be subject to ratification of a two-thirds majority vote at the next scheduled Association meeting.
- No reintroduction for one year **14.** (1) Changes made to the rules and regulations by the Executive not receiving ratification by a two-thirds majority vote at the next scheduled Association meeting may not be reintroduced for a period of one calendar year. 20
- Changes made by membership not to be modified by Executive (2) Changes made to the rules and regulations at any Association meeting may not be modified by the Executive for a period of one calendar year.
- Rules govern all Officials **15.** All Officials under the jurisdiction of the Association shall be governed by the Association's rules and regulations. [15Dec08]

PRESIDENT

- Election **16.** (1) The President shall be an individual elected from the membership of the Association. [19Jan09] 25
- Nomination and approval (2) The name of the individual elected shall be put forward to, agreed upon and confirmed by the MOGHL and the ODWHA, as the main constituent bodies for female hockey in the District, to be the Association's representative to and liaison with those organizations, as well as any other OWHA-sanctioned female hockey associations and leagues within the District.

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 the authority of the President at any time when the President is unable to carry out his or her duties. [19Jan09] 5

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 in regard to disciplinary matters within the Association. [19Jan09] 10

Responsibility

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

DIRECTOR OF APPEALS

Role and responsibilities

19.1 (1) The Executive committee shall establish the role and responsibilities of the Director of Appeals, as well as the manner in which appeals shall be conducted. [15Dec08] 15

Ratification

(2) At such time when the Executive has complied with subsection (1), the role and responsibilities of the Director of Appeals and the manner in which appeals shall be conducted shall be presented to the Association for ratification. [15Dec08]

Replacement provisions

(3) If the provisions established under subsection (1) are ratified by the Association, those provisions shall replace this section in its entirety. [15Dec08] 20

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 the Supervisors appointed by the OWHA and working within the District. [19Jan09] [16Mar09]

Appointment if none elected

(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. 25

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]	
Repealed	(3) <i>Repealed.</i> [19Jan09]	5
Referee Supervisors	21. (1) Referee Supervisors shall be individuals appointed by the OWHA.	
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 10 while said Officials are participating in OWHA-sanctioned games only.	
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 15 hockey that may be officiated by each Official registered to officiate OWHA-sanctioned games played in 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 20 Supervision, or the Assignor may exercise discretion and assign any Official to a game of a higher 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 25 and/or divisions of hockey and/or areas of the District that shall be the responsibility of each Assignor. [15Dec08] [19Jan09]	
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. 30 [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 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] 5

SECRETARY-TREASURER

Appointment if none elected **25.** (1) The President may appoint an individual to act as Secretary-Treasurer if no individual is 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] 10

Responsibilities (2.1) The Secretary-Treasurer shall be responsible for the minutes of Association meetings, 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 15 the Secretary-Treasurer shall be prepared based on the assignment list forwarded to him or her by the 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 20 ODWHA jurisdiction shall be registered with the OWHA or the ODHA/ODMHA, in accordance with 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. 25

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]

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, 5 appropriate to their current level of certification, by October 31 of the current season.

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. 10

Renewal (5) If an Official allows his or her certification to expire at the time limit set in subsection (4), that 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 15 matters concerning the suspension or disciplining of any Official under the jurisdiction of the 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, ODWHRA or Association, and to 20 act accordingly. [19Jan09]

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 25 Officials.

Acceptance of assignments 30. (1) Officials who accept assigned games must attend those assigned games.

- Written explanation (2) Any Official who fails to attend an assigned game must supply, in writing, a full explanation for the missed assignment.
- 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] 5
- 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 10 team as a player or team official.
- 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. 15
- 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. 20
- 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 25 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] 30
- 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 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 35 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 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 suspension to the President or the Assignor. [15Dec08] [19Jan09] 5

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 been served in full. 10

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. 15

DRESS CODE

Appearance on
arrival

34. (1) Officials must arrive at the assigned arena evoking an attitude and professional appearance befitting his or her responsibilities.

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.

Officiating
jackets

(3) A jacket issued by or purchased from a hockey officiating association is a permissible item of dress for an Official arriving at an arena. 20

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. 25

ALCOHOL AND BANNED SUBSTANCES

Alcohol and
banned
substances

35. (1) No Official may officiate in any game if he or she has partaken in the use of alcohol or any banned or illegal substance on the date of an assigned game and before the scheduled starting time of that game.

Penalty for
violation

(2) Any Official who violates subsection (1) shall be immediately and indefinitely suspended, subject to appeal, and shall be required to attend a disciplinary hearing. 30

Policy applied to night before morning game

(3) 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]

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, those Officials must adhere to the established OWHA shared dressing room procedure. 5

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.

All Officials in dressing room

(6) When both male and female Officials or adult and minor Officials are in the dressing room, the 10 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]

Smoking

37. (1) Smoking is prohibited in the dressing room. 15

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 game Officials, the President or any member of the Executive, or any OWHA officers acting in an 20 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 25 restrictions put in place by this section.

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. [15Dec08]

Use outside of dressing room (3) Any Official who must use a cellular telephone for any reason must exit the dressing room prior to 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 Program – Officiating Manual*. 5

Further clarification (2) For purposes of further clarification, the Official's uniform consists of 10

(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

(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; 15

(c) black pants; and

(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. [15Dec08] 20

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.

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. 25

Uniform crests (2) Crests shall be displayed on the Official's uniform jersey as follows: 30

(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 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]

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. 5

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 penalty, in accordance with the schedule of fines and penalties outlined in section 10 of the Appendix. 10

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.

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. 15

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 ODWHA/MOGHL/ODWHRA Game Incident Report. [15Dec08]

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 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] 20

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 25 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 30

(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 schedule of fines and penalties outlined in section 11 of the Appendix.

Failure to submit Game Incident Report (7) Any Official who fails to 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. 5

Game Incident Report incorrectly completed (8) Any Official who fails to correctly complete a Game Incident Report shall be subject to the appropriate fine and/or penalty, in accordance with the schedule of fines and penalties outlined in section 10 12 of the Appendix.

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. 15

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 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 suspended immediately and until further notice, subject to appeal. 20

MEETINGS AND PAY

Referee meetings 44. (1) Mandatory general Referee meetings shall be held on designated days during the season. [15Dec08] 25

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]

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] 30

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]

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] 35

- 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 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. 5
- 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 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, 10 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]
- Non-exception (13) Subsection (9) does apply to an Official with any game assignments not received from the Association. [15Dec08] 15
- 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; 20
 (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]
- 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 25 each season. [15Dec08]
- Cheque distribution (2) Paycheques shall be distributed to Officials at Referee meetings. [15Dec08]
- 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] 30

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 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] 5

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] 10

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.

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] 15

Repealed (3) *Repealed.* [15Dec08]

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 20 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 in relation to the matter in question.

Rendering of decision (5.1) The panel shall render its decision no more than three days after the hearing is conducted. [15Dec08] 25

Decisions final (6) All decisions of the Appeals Committee shall be final.

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.

Two-thirds majority **47.1** An amendment shall be deemed carried when it receives a two-thirds majority vote of quorum at the meeting at which it is introduced.

Quorum	47.2 Quorum shall consist of all members present at the meeting at which the amendment is introduced.	
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. Notwithstanding section 50 of this Constitution, the Schedule of Offences and Penalties contained in the Appendix may be modified at a later date.	5
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]	10

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.	
Transition	(2) If a new Schedule of Offences and Penalties has not been established at the time when this Constitution is agreed to in its entirety and comes into force, the Referee Code of Discipline as it exists in the Constitution dated September 1, 2004, shall continue to apply until such time as a new Schedule of 15 Fines and Offences is established.	

Part VII—REFEREE CODE OF DISCIPLINE (as at September 1, 2004)

The following infractions have the point and fine system awards as indicated:

Late in arriving to assigned arena (less than 30 minutes prior to competitive game start or less than 20 minutes prior to house league game start)		
First offence	2 points	20
Second offence	3 points + \$5.00	
Subsequent offences	5 points + \$10.00	
Failure to report officials who are late (30 minutes for competitive games; 20 minutes for house league games) or no-shows		
First offence	1 point	25
Second offence	2 points	
Subsequent offences	3 points + \$5.00	
Missed assignment		
First offence	2 points + game fee	
Second offence	5 points + game fee	30
Subsequent offences	10 points + game fee	

Improper appearance to and from rink		
First offence	2 points	
Subsequent offences	3 points + game fee	
Improper appearance on ice		
First offence	2 point	5
Subsequent offences	3 points + game fee	
Returning game less than 96 hours from game time		
Each offence	2 points + \$10.00	
Failure to report switched or traded games (each official)		
Each offence	2 points	10
Trading games to lower-ranked official		
Each offence	2 points + \$10.00	
Accepting games above ranked level		
First offence	2 points	
Subsequent offences	2 points + \$10.00	15
Failure to attend meetings without satisfactory reason		
First offence	3 points + \$5.00	
Subsequent offences	3 points + \$10.00	
Knowingly accepting game and officiating in division in which official is registered or has played or performed as team official in any games, or has relative playing in such a game.		
		20
First offence	2 points + game fee	
Second offence	1-week suspension + game fee	
Failure to submit game incident report within 48 hours		
Each offence	2 points + \$10.00	
Failure to properly fill out game incident report, including using proper penalty infraction codes		
		25
First offence	2 points	
Subsequent offences	2 points + \$5.00	
Use of alcohol/illegal substance (on game day)		
Each offence	Immediate suspension, disciplinary hearing + game fee	
Smoking in Officials' Dressing Room		
		30
First offence	2 points + \$10.00	
Subsequent offences	Disciplinary hearing	

Unauthorized visitors in Officials' Dressing Room

Each offence	1 point + \$5.00
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Officials' Dressing Room policy violation (male/female)

Each offence	Disciplinary hearing
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Accepting exhibition games (from teams) without approval

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Each offence	3 points + \$10.00
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Verbally and/or physically abusing another official, supervisor or ODWHA executive member.

First offence	2-week suspension	
Subsequent offences abuse)	Suspension for remainder of year (automatic for physical abuse)	10

Failure to submit monthly quiz on time (applies only to registered officials)

Each Offence	\$10.00 [15Dec08]
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