



West Carleton Women's Ball Hockey League Constitution

Playing Since 1987

Revised 2019

WEST CARLETON WOMEN'S BALL HOCKEY LEAGUE

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PART I – OPERATING PROCEDURES

1. RULES OVERVIEW

- 1.1 Hockey Canada rules will apply unless otherwise stipulated in the West Carleton Women's Ball Hockey League (WCWBHL) Constitution.

2. OFFICIALS

- 2.1 WCWBHL officials include both on-floor and off-floor officials and staff. Off floor staff includes scorekeepers/timekeepers, conveners, W. Erskine Johnston Arena staff and other persons that do not hold these titles but are deemed by the League to be suitable to submit evidence regarding League matters if required.
- 2.2 The League shall assign two (2) game officials and one (1) timekeeper to each game during the regular season and playoffs. In the absence of one (1) official, the game will be played with the remaining official as a one-man system. If both officials are absent, the game shall not be played and may be rescheduled accordingly. These officials shall act according to the rules set forth by Hockey Canada except where the League has made explicit amendments.

3. GAME CANCELLATIONS

- 3.1 League officials may stop, cancel, or delay a game in the event of poor floor conditions or other concerns related to the safety of players. Should a team representative (not the coach) decide that the safety of their players is compromised, they too have the right to stop or cancel a game.
- 3.2 Rescheduling games will be at the option of the WCWBHL.

4. GAME TIMING

- 4.1 A regular season game shall consist of forty-six (46) minutes of non-stop running time. The forty-six (46) minutes shall be divided into two (2) periods of twenty-three (23) minutes each. ~~Teams shall exchange ends at the end of the first period.~~
- 4.2 If the goal differential is three (3) goals or less in the last three (3) minutes of the second period, the game will be played in a stop time format.
- 4.3 Both teams shall be allowed a five (5) minute warm up before the game, beginning at the scheduled game time. The arena horn will sound the end of warm up time. The referee will blow the whistle to start the game no later than 7 minutes after the scheduled game time. If a team is not ready to face-off at the referee's whistle to start the game, then a minor penalty may be assessed to that team for delay of game, at the discretion of the referee.
- 4.4 The game clock shall not be stopped unless there is either a mechanical failure with the game clock or the referee deems it appropriate to do so.
- 4.5 Players will be given a two (2) minute break between periods (unless the referees decide to extend this due to injury or heat relief).
- 4.6 A full contest shall be recognized if played more than 25 minutes on the game clock.
- 4.7 A cancelled game will be rescheduled at the discretion of the League Executive, only if the game impacts on team standings at the end of regular season play.
- 4.8 Each team is allowed one (1) 60 second time-out per game.

5. SEASON SCHEDULE & STRUCTURE

- 5.1 The season schedule shall be prepared by the league committee and given to the team representatives no later than the first scheduled game. The playoff schedule shall be given to the team representatives no later than the first scheduled playoff game. In both cases, the schedule is committed firm and cannot be changed unless a cancellation is required duly authorized by the League Executive.
- 5.3 All teams will be eligible to play in the playoffs.
- 5.4 Regular season standings will be assigned based on the following point format: Each team shall receive 2 points for every win; 1 point for every tie; 0 points for every loss.
- 5.5 At the end of the regular season if there is a tie in the standings, the higher ranked team will be chosen as follows: Team with the most wins overall; if still tied Team with the most amount of wins head to head; if still tied Goals for; if still tied Goals against; if still tied Coin toss.
- 5.6 At the end of the regular season, the standings will reflect the seeding for the Playoff schedule.
- 5.7 The Playoff round will be played in a round robin format, with each team playing every other team once.
- 5.8 The Playoff standings will be sorted based on the following point format: Each team shall receive 2 points for every win; 1 point for every tie; 0 points for every loss.
- 5.9 At the end of the Playoff round robin the two top teams will play the "A" Division Final; the third and fourth place team will play the "B" Division Final; and the fifth place team will automatically win the "C" Division Final.
- 5.10 Should the League have 6 teams, after the Playoff round robin is completed, teams who finish first and second will compete in the "A Division Final; teams who finish third and fourth will compete in the "B" Division Final; teams who finish fifth and sixth will compete in the "C" Division Final.
- 5.11 If there is a tie at the end of a Division Final game, then a five (5) minute overtime (running time) sudden death period will be played 4 on 4 players with a goalie. If at the end of the five (5) minute sudden death period the game is still tied, then there will be a shootout in a best of three shot format. Each shot must be taken by a different shooter. If there is still a tie after three shots, there will be a sudden death shootout round where each shot must be taken by a different player until each player has taken a shot.

6. STATISTICS, TROPHIES & AWARDS

- 6.1 Trophies are awarded for top Team of the regular season, and winners of "A" "B" and "C" Division playoff finals.
- 6.2 Awards are presented for Top Scorer as determined by statistics; Best Forward, Best Defense, Best Goalie, and Individual Team MVPs as determined by the referees; and Best Sprit/Sportsmanship Team as voted by teams.
- 6.3 The Timekeeper shall record playing statistics (including points and award selections) onto the game sheet. ~~Official statistics will be kept and updated by the West Carleton Amateur Sports Club administrator. Standings shall be posted in the Sports Club on a weekly basis.~~
- 6.4 The Timekeeper at season end, provides to the President, a sheet totaling each team's playing statistics as well as statistics for the awards assessed by the Referee.
- 6.5 The annual League banquet with trophy and award presentations generally follows the last night of finals.

7. LEAGUE PAYMENT POLICY

- 7.1 Insurance and team fees, and rosters must be handed to the League treasurer no later than the third scheduled game to participate in any further league games. Teams must be paid in full by this date or their team will not be allowed to step on the slab.

8. WAIVER FORMS

- 8.1. Signed waiver forms may be required at the request of the League.

9. INSURANCE

- 9.1 Each team's roster will serve as an insurance registration form which must be completed before a player is deemed eligible to participate in game play for that season.
- 9.2 Insurance Fees are determined on a cost per player basis and must be submitted as prescribed in Section 7 above.

10. FACILITY & DRESSING ROOMS

- 10.1 The W. Erskine Johnston Arena provides locks on the dressing room doors. Teams are responsible for ensuring their respective dressing room is locked before each game and for following the room schedule as laid out on the room assignment board.
- 10.2 Dressing room assignments are located in the hallway directly across the doors to the main lobby. Assigned dressing rooms may be entered no more than thirty (30) minutes before game time and must be vacated within thirty (30) minutes after leaving the playing surface.

11. ALCOHOL & SMOKING POLICY

- 11.1 The consumption of alcohol in the dressing rooms, bleachers, parking lot, or other unlicensed areas is strictly prohibited. A violation of this policy may result in the removal of the team for which an offending player is registered and can result in cancellation of the slab rental contract.
- 11.2 Smoking is strictly prohibited anywhere inside the W. Erskine Johnston Arena or within 10 meters of City of Ottawa property.

12. FIRST AID SUPPLIES

- 12.1 The W. Erskine Johnston Arena provides a first aid room, however teams are encouraged to supply their own first aid supplies as a primary resource in the event of injury.
- 12.2 Should ice be required for injury treatment it is available from Arena Staff located in the First aid Room at the Arena. Ice may also be available from the West Carleton Amateur Sports Club.

13. FANS & COACHES

- 13.1 The team representative, or substitute in the representative's absence, is responsible for the conduct of the team's fans (including children of the players) and coaches. Should the conduct of the fans or the coaches be deemed inappropriate, the on-floor officials may tell the team representative to ask them to cease their inappropriate conduct, and/or ask them to leave the arena.
- 13.2 Unsportsmanlike penalties and suspensions will be assessed in the event that the inappropriate conduct should continue.
- 13.3 Any person wishing to enter the player's bench at any point during a game or between games, must be at least eighteen (18) years of age and may not enter the playing surface under any circumstances.
- 13.4 Each team may have a coach or coaches, however they may not enter the playing surfaces unless they have a certified Hockey Canada trainer number. Under no circumstances may a coach participate in game play. This includes warm-ups and intermissions between periods.
- 13.5 A coach may only enter the player's bench during the game in which their team is playing. Failure to comply will result in their coaching privileges being revoked for the remainder of the season.

PART II – TEAM GUIDELINES

14. TEAM REPRESENTATIVES

- 14.1 All teams must designate a team representative/captain and an alternate representative who will form part of the League Executive and represent their team at all League Meetings; fulfill assigned League duties; and act as liaison between the team members and the League Executive. Refer to Part III League Executive for further League information.
- 14.2 Team representatives will provide all pertinent team registration paperwork, including team roster forms, signed waiver forms and team fees to the League according to the established timeframes.
- 14.3 It is the responsibility of the team representatives to ensure that player numbers are entered correctly on the team roster.
- 14.4 It is the responsibility of the team representatives to maintain their team attendance “Tick Sheet” indicating player (including spares) attendance by game. Attendance is kept on the basis of honesty and fair play.

15. LINEUPS

- 15.1 Rosters submitted to the League will act as lineups for scorekeeping purposes.
- 15.2 If a League official requests player identification, the player must produce a piece of photo identification within 24 hours. Failure to comply constitutes the team as having an illegal player and may lead to a default and suspension.
- 15.3 The Team attendance “Tick Sheet” maintained by Team Representatives is the list used in determining player eligibility for playoffs.

16. EQUIPMENT

- 16.1 Players may only wear indoor running shoes.
- 16.2 Player sticks may not have plastic blades. In addition, no player may play with a cracked or broken stick.
- 16.3 The WCWBHL insurance policy requires that each player must wear a CSA approved helmet, with properly fastened chinstraps, at all times. Face guards are not mandatory.
- 16.4 League teams have access to goalie equipment available at the arena.

17. TEAM JERSERYS

- 17.1 Teams must have at least one (1) full set of matching jerseys with different numbers for all players participating in the game. In the event that a player does not have their team jersey with them, they are required to wear a T-shirt which matches in colour to that of their team jersey.
- 17.2 Goalies do not have to bear their team’s colour or number but cannot wear the colour of the opposing team.
- 17.3 Team colours are to be approved by the League.

18. TEAM ROSTER

- 18.1 All participating players must be nineteen (19) years of age or older at the season start.
- 18.2 Each team shall be allowed to register a maximum of twenty (20) players and a minimum of ten (10) players at the beginning of the season.
- 18.3 The team roster shall bear the players name, date of birth, phone number and address for insurance purposes. (NOTE: Game sheets will not include phone numbers and addresses. This information will be kept by the ~~Sports Club~~ President for insurance purposes).
- 18.4 Team fees and rosters must be handed to the league treasurer no later than the third scheduled game in order to participate in any further league games.
- 18.5 Six players are required to start the game unless a goalie is on the way and the other Team Representative agrees that the team can start the game with a delay of game penalty once the goalie shows up.

- 18.6 It is the team's choice to designate a goalie. If a team chooses to designate a player to act as goalie while waiting for their actual goalie to join the game, then that designated player shall be considered a goalie and may not enjoy player privileges (i.e. leaving their zone) until the actual goalie has entered the game. If the team chooses to swap designated goalies while still waiting for the actual goalie to enter the game, they must make it known to the game officials at the start of the game of their intentions.
- 18.7 A team may approach another registered player within the league to act as goalie during the regular season only. This may be done by each team no more than three (3) times throughout the regular season.
- 18.8 A substitute goalie may only be used if the team cannot field ten (10) players at the start of the game. This shall be recorded on the gamesheet prior to the start of the game.
- 18.9 Teams may not approach other League players during playoffs.

PART III - WCWBHL RULES

19. RULES OF PLAY

- 19.1 Hockey Canada rules will apply except as stipulated herein.

20. OFFSIDES

- 20.1 The game shall be played with a 'floating blue line'. This is when the blue line is the point of reference for an off-side when entering the zone and reverts back to the centre red line when clearing a zone.

21. HIGH STICKING THE BALL

- 21.1 When a player contacts the ball with their stick above their waist, play is stopped immediately and the team loses the zone.
- 21.2 If a player contacts the ball with their stick above the height of their shoulder then that player will be assessed a minor penalty for high sticking and the face-off will take place in the defensive zone of the player contacting the ball.
- 21.3 Normal Hockey Canada rules will be enforced with regards to a high stick making contact with another player, at the discretion of the referee.

22. GOAL CREASE

- 22.1 The goal crease will be considered the area in front of the net within the blue semi-circular line.
- 22.2 A player may not enter the crease before the ball unless they are running through the crease or deflecting a ball that has been shot.
- 22.3 The referee shall consider a player in the crease once both feet have entered the crease or at least one foot is 'planted' in the crease. A referee who notices a player in the crease shall give three consecutive verbal warnings, at which point, if the player has not exited the crease, the play is whistled down and the face-off shall take place in the defending zone of the player committing a crease violation.

23. ICING THE BALL

- 23.1 Icing the ball is when a player shoots the ball from inside their own blue line which travels the length of the floor and crosses the red line in the other team's zone.

24. BODY CHECKING & SLAPSHOTS

- 24.1 Body checking is strictly prohibited and will be enforced according to the rules set forth by Hockey Canada.
- 24.2 Slapshots are permitted however players may only draw the stick to their waist height. Players are encouraged to be mindful of their sticks as the referee will assess stick penalties as per the rules set forth by Hockey Canada and as outlined in Section 21 above.

25. PENALTIES

- 25.1 Penalties shall be assessed according to Hockey Canada standards.

- 25.2 The first face off of a power play will be placed in the defending zone of the team that committed the penalty, unless during the period of the delayed penalty call, the team not being penalized contacts the ball with a high stick or ices the ball, then the face-off will be placed in the neutral zone nearest the defending blue line of the team causing the stoppage.

26. PENALTY RECORDING PROCEDURES

- 26.1 Due to the game being played in running time, the following times will apply for any penalty assessed.

Minor: 3 Minutes

Major: 7 Minutes (Immediate Ejection)

Misconduct: ~~10~~ 12 Minutes

Game Misconduct: Immediate Ejection

Game Ejection: Immediate

- 26.2 If a penalty occurs with three (3) minutes remaining in the second period and the score differential is three (3) goals or less, then the game will be played on a stop time basis. Consequently, penalties during this time will be applied as follows:

Minor: 2 Minutes

Major: 5 Minutes (Immediate Ejection)

Misconduct: 10 Minutes

Game Misconduct: Immediate Ejection

Game Ejection: Immediate

27. SUSPENSIONS

- 27.1 Suspensions shall be assessed at the discretion the League Executive and League convener.

28. FIGHTING

- 28.1 Any player who participates in a fight while on the playing surface or in dressing rooms/hallways, will be assessed at least a major penalty and a game misconduct, at the discretion of the referee. Further discipline may be handed down by the League Executive or League convener. Note: gloves do not have to be off for an altercation to be deemed a fight.

29. PLAYER CONDUCT

- 29.1 No player other than the team captain or designated alternate captain shall be allowed to discuss a call with the game officials. Once an explanation has been given by the game official, no player may further discuss the call.
- 29.2 Abusive and malicious language or gestures from players or coaches towards the officials or any other player shall not be tolerated under any circumstances. For the first infraction of this rule a minor penalty will be assessed, at the discretion of the referee. Any further offences (by any player on the same team) shall be assessed a game misconduct.

PART IV – LEAGUE EXECUTIVE

30. PRESIDENT'S DUTIES

- 30.1 Contract The President responsible for the League's contract with the Arena. Carolyn Cameron, Goulbourn Rec Centre is the contact for the City of Ottawa. Get a copy of the contract from Carolyn and give to Treasurer for league records. TARGET DATE: late February
- 30.2 Annual Meeting The President organizes and chairs the annual meeting. The meeting should be held in late March. Book the boardroom at the Sports Club for the meeting. This allows time for the new schedule to be completed and gives teams a month to contact their players. TARGET DATE: Early March
- 30.3 At the Annual meeting,
- 30.4 Ensure that each team is assigned one of the following duties for the coming season: Schedule, Banquet (food), Referee Contact & Stats, Trophy engraving, Awards.
- 30.5 Ensure that the Treasurer provides information on last year's Revenue and Expenses.
- 30.6 Ensure that Presidential duties are passed unto the next team, as per the rotating schedule – **Mobilia, Rockets, Stars, Silver Bullets & Bengers.**
- 30.7 Ensure the season schedule is completed and distributed to all teams at least within 2 weeks before the season start date.
- 30.8 Ensure Trophies are engraved in a timely fashion.
- 30.9 Ensure that issues which arise are resolved. Discussion with team representatives should be exercised if needed.
- 30.10 Ensure the timekeeper provides a sheet with the final regular season standings. Inform teams of their standing in time for first playoff game.
- 30.11 Year End Duties
- 30.12 Ensures teams are fulfilling their duties as assigned for the year-end banquet.
- 30.13 Ensure that prior to the end of the regular season, the Sports Club completes the stats and tabulation for awards within sufficient time for the banquet. Give the list to Banquet Speaker.

31. TREASURER'S DUTIES

- 31.1 Maintains the League Bank Account at the TD Bank, Hazeldean Road, Kanata
- 31.2 Ensures Signing Authority is up to date – Currently held by Jill Bengert, Tanya Keogan, and Alex Star
- 31.2 Ensures that each team has paid their fees by the payment deadline.
- 31.3 Ensures all league bills are paid on a timely basis.
- 31.4 Prepares an annual report on the League's Revenue & Expenses.