



MANUAL OF OPERATIONS

CONSTITUTION & BY-LAWS

August 2024

INTERTOWN LOCAL LEAGUE MANUAL OF OPERATIONS

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INTERTOWN LOCAL LEAGUE CONSTITUTION

ARTICLE I – Name

The name of the organization shall be the InterTown Local League, hereinafter referred to as InterTown, operating as a Minor Hockey League and deriving its authority from the Ontario Minor Hockey Association, hereinafter referred to as the OMHA.

ARTICLE II – Objectives

- a) To provide an equal playing field for all participants of varying playing ability.
- b) To support an opportunity for progressive development of all players to a higher level of play.
- c) To foster co-operation, sportsmanship, and friendship among competing centres.

ARTICLE III – OMHA Approval

This league shall seek OMHA approval and agrees to accept and enforce all OMHA rulings.

ARTICLE IV – Membership

Membership in this League shall be composed of Minor Hockey Local League Teams who shall agree to and abide by and comply with the rules of this League. All teams wishing to play in InterTown shall first have the consent of their Local Association.

ARTICLE V – General Membership Meetings

- a) To be held at least quarterly. All meetings are to be recorded.
- b) Voting at these meetings is confined to InterTown Executives and the Association Reps [one vote per Association]
- c) A quorum shall consist of a majority of the Association Representatives [50%+ 1].
- d) Guests are welcomed at these meetings and are allowed to speak for "the good of minor hockey".
- e) Guests wishing to address InterTown must be placed on the Agenda five days prior to the meeting date.

ARTICLE VI – Annual General Meeting (A.G.M.)

- a) The InterTown A.G.M. shall be held prior to April 30th. Date will be posted 60 days in advance of the meeting.
- b) Each Association is permitted one (1) vote only.
- c) Notices of motion for Constitution amendments shall be submitted to the Secretary, in writing, at least thirty days prior to the annual meeting. These notices of motions may be submitted by the InterTown Executive and/or Association Representatives. InterTown Executive submissions shall be signed by two Executive members [President and Secretary]. Submissions from Association Representatives shall also be signed by their associations President. All notice of motion shall be circulated in writing to each member Association no later than fourteen days prior to the Annual General Meeting.
- d) Articles of this Constitution can be altered, rescinded or new ones adopted, at the InterTown A.G.M. only, by a two-thirds [2/3] majority. Vote of the eligible voting members present and voting.
- e) Proxy votes will not be accepted.

- f) The InterTown A.G.M. shall be open to all working members of the member Associations of the league.
- g) The order of business at the InterTown A.G.M. shall be as follows:

ARTICLE VI – Annual General Meeting (A.G.M.) – Cont’d

- 1. Reading/Approval of Minutes from previous Annual Meeting,
 - 2. Reading of correspondence, notices and other communication,
 - 3. President’s Address,
 - 4. Treasurer’s Report,
 - 5. Committee Reports,
 - 6. Associations’ Reports,
 - 7. Constitutional Amendments,
 - 8. Elections of Officers [Nominations may be made from the floor],
 - 9. Adjournment
- h) All reports as in [g] above shall be accompanied by a written summary of the year's activities and one copy of each report shall be made available to each member association at the InterTown A.G.M.

ARTICLE VII – Special Meetings

On request of two or more of the member centres concerned, the President of InterTown shall be empowered to call a special meeting to deal with specific situations.

ARTICLE VIII – Officers

InterTown shall consist of the following members who will be known as the Executive Officers, the Association Representatives and the OMHA InterTown Convenor.

The **Executive Officers** of InterTown, elected at the InterTown A.G.M., shall be composed of the following:

- (1) Immediate Past President,
- (2) President,
- (3) Vice President,
- (4) Secretary
- (5) Treasurer,
- (6) U9 and Below Coordinator,

Under NO circumstances must the President and Vice Presidents positions be held by an Association Representative. If an association representative holds either of the above positions, their association will send an additional representative who will vote on behalf of their association.

Voting privileges will not be extended to the Past President, President, Vice President, Secretary, Treasurer or U9 and Below Coordinator.

a) Duties of the **Executive Officers**

- 1) The Immediate Past President:
 - Shall participate in all aspects of InterTown, acting in an advisory capacity. They shall serve as Chairperson of the Nominating Committee and shall select up to two members of InterTown to serve on the Nominating Committee. They shall present the Nominating Committee’s proposed slate of officers at the Annual Meeting.

- 2) The President:
 - Shall preside at all meetings of InterTown and when necessary, may cast a vote in the event of a tie in voting. They shall call meetings of the Executive Officers, when deemed necessary and act as a signing officer on all documents pertaining to the operation of the League.
 - Shall be an ex-officio member of all committees. The President cannot move or second motions. The President shall be elected from a member of the governing body, who has sat for at least one year in InterTown. The term will be for two years with the privilege of being re-elected. Elections for President will take place on even years.
- 3) The Vice President:
 - Shall perform such duties as are assigned by the President and substitute for them as required. They shall serve as signing officer if required. act as Chairperson of the Playoff Committee and verify the standings for InterTown Semi-Final and Final Playoff Rounds are in accordance to InterTown By-laws.
 - will act as Chairperson of the Awards Committee and arrange for the procurement and presentation of InterTown Championship Awards and any other InterTown awards as determined by InterTown By-laws and InterTown Executive Officers.
- 4) The Secretary:
 - Shall keep an accurate record of the proceedings of InterTown and maintain an up-to-date mailing list of all Executive Officers, Centre Representative(s), Centre Presidents, and the OMHA Convener of the League. They shall conduct all correspondence of InterTown and keep a record of all decisions made at meetings, deliver or cause to be delivered, the complete and accurate account of each and every meeting (minutes) including notices of future meetings to each Centre Representative, Centre President, InterTown Executive Officers, and the OMHA Convener of the League, no later than fourteen (14) days after the conclusion of each meeting (this includes special meetings).
- 5) The Treasurer:
 - Shall collect and properly record all finances involving InterTown. They shall have the signing authority along with the President and/or 1st. Vice President on all documents on behalf of the League.
- 6) U9 and Below Coordinator:
 - Shall coordinate all U9 & Below scheduling meetings.
 - Liaison between the Centres, Executive Officers & OMHA Representative.
 - Will monitor completion of Participation Forms through Gamesheets Inc. and report missing game sheets to the association representatives.

b) Duties of the **Association Representatives:**

- Shall be appointed by each Association in the League.
- It is their responsibility to see that the League functions smoothly and make their Association aware of its commitments to the League, and to the OMHA. They shall distribute League literature in their Association when required. The Association representative shall have the right to vote.
- Association Representatives are responsible for ensuring that their Association is represented at every InterTown Meeting.
- Association Representatives are responsible for ensuring that all InterTown games hosted by their Association are played within the Bylaws of InterTown (i.e. Game Lengths & Curfew's, Equal Ice Time, Qualified On and off ice Officials) and for reporting all deviations to the president with-in twenty four hours (24hrs) of the game.
- Are responsible for ensuring that all game results are reported for each of their teams (Home& Away), and for ensuring the stats are accurate for each of their teams.
- Alternate association representatives shall be named by each association to act as a representative in the absence of the appointed representative. In all cases, each association will be limited to a single vote on any, and all issues.

c) Duties of the **OMHA InterTown Convenor:**

- Shall be elected or appointed by the OMHA.
- Will keep the League informed on OMHA rules, changes, etc.
- Will be responsible for suspensions.
- Will be responsible for developing and maintaining the Regular Season, and League Playoff Stats.
- Will monitor completion of Gamesheets and report missing game sheets to the Association Representatives.

d) Vacancies:

If the Vice President, Secretary, or Treasurer office becomes vacant due to death, prolong illness, resignation, or any other reason; the President (or their designate) may appoint a person from the floor to fulfill the duties of the vacant officer temporarily. A by-election shall be held at the earliest convenience (normally the next scheduled regular meeting) to elect a person to fill the vacant office permanently.

ARTICLE IX – Amendments to the By-Laws and Rules

- a) Any substantial changes (As defined in the By-Laws of InterTown), additions, or deletions to the By-Laws shall be in the form of a notice of motion to be circulated at least fourteen (14) days in advance of the next regular quarterly meeting.
- b) Any changes, additions, or deletions to the By-Laws that result from a motion being made, seconded, voted on and passed cannot be altered at a later date in the same playing season, unless at least a two-thirds- [2/3] majority vote of the eligible voting members present vote in support of a motion to reopen the issue.
- c) Notice to reopen a motion must be circulated at least fourteen (14) days in advance of the next regular quarterly meeting.

NOTE: To make our League work, we must be firm but fair in our demands from the teams and their Representatives.

INTERTOWN LOCAL LEAGUE BY-LAWS

1. DEFINITIONS

For the purpose of all InterTown By-Laws, the following words, terms, and expressions are defined as follows.

- a) Association InterTown Representative - is the person who has been selected from their local association to represent them at InterTown functions.
- b) OMHA InterTown Convenor - is the person who has been selected by the OMHA Regional Director to oversee the play of InterTown.
- c) OMHA Regional Director (RD) is the person who has been elected by the OMHA affiliated Associations of a region, to the OMHA Executive Committee.

2. MEMBERSHIP

- a) Yearly fees per team shall be set each season.
- b) The InterTown Treasurer is to invoice each Association for their InterTown league fees by no later than October 30. All Associations are to submit payment to the InterTown Treasurer by no later than November 30.
- c) Associations wishing to join InterTown are required to submit a letter of request to participate in InterTown to the President of InterTown by no later than August 1st. Any Centre submitting such a request must be willing to attend and formally present their request at the Pre-Season meeting of InterTown. A majority vote of all current members will secure participation for a one-year probationary season. A review of the request for membership will be held prior to the commencement of the second season at which time membership will be granted, denied or the probationary period will be extended. No voting rights are granted during any probationary period.
- d) Membership in InterTown requires each Association to be in good standing with the OMHA.

3. EXPENSES

- a) InterTown agrees to review and consider all expenses related to InterTown for the following members of InterTown: Executive Officers and OMHA Representative
(Please note that it is expected that in all cases the members indicated above will try to minimize expenses via carpooling with their local Association Representative etc.)
- b) Expenses are to be submitted, reviewed, and approved for payment at each quarterly meeting. The Treasurer will report these expenses as part of their quarterly report.

4. TEAM COMPOSITION

- a) All Associations entering more than one team in a division must strive to balance their teams. InterTown reserves the right to review unbalanced teams at any point in the regular season. Teams can be denied entry into the 2nd Half if the Association refuses to take corrective action.
- b) All teams must have an approved OMHA electronic roster. Deadline will be set each year by the OMHA. Normal deadline will be approximately 3 weeks after league games start.
- c) Associations may request players (U11 and Above) to be moved down one division to accommodate the individual's hockey development needs. Association Representatives will complete a "Request for Overage Player Movement Form", email it to the InterTown Secretary, who will then forward it to the Executive and present it at the next League Meeting to be voted on.

5. GAME SCHEDULES

a) U11 through to U18:

- i. The start of the season will begin after Thanksgiving Weekend
- ii. The 1st Half of the regular season will be completed prior to Christmas Break.
- iii. The 2nd Half of the regular season will be completed by the end of the 3rd week in February.
- iv. The Semi Finals will be completed by the Thursday prior to March Break.
- v. The Finals will be completed during the 2 weeks after March Break.
- vi. There will be no games scheduled during the Christmas and March breaks.
- vii. # of regular season games per division: U11 – U18: 28 games
- viii. InterTown scheduling meeting for the 1st Half will take place during the last week in September.
- ix. InterTown scheduling meeting for the 2nd Half will take place between Christmas & New Years.

b) U9 & Below:

- i. The start of the U8 & U9 season will be approximately Nov 1st. U9 Full ice games after Jan 15th.
- ii. The start of the U6 & U7 season will be approximately Dec 1st.
- iii. The number of games and game formats will adhere to the OMHA U9 and Under Pathways
- iv. There will be no games during the Christmas Breaks. Games during March Break can be played if both associations and teams agree.

6. RESCHEDULED GAMES

- a) InterTown games can be rescheduled to accommodate teams in tournaments.
- b) In cases of inclement weather, it is up to the visiting association to contact the home association, minimum 2 hours prior to game start. The two associations must reschedule the game at their earliest convenience.
- c) Emergencies: In the event of any emergency, other than inclement weather, it is up to the associations to reschedule the game. While this document could never anticipate every type of emergency, some examples might include: - power failure at host arena, refrigeration problems forcing the closing of the ice surface, ice resurfacing machine breakdown.
- d) What is important is that InterTown Associations understand that having players ill or suspended (even a goalie) is NOT an emergency. Teams should have contingency plans in place for using affiliated players (AP's) or be prepared to play with a shortened bench if necessary.

7. GAMES NOT PLAYED

Any team failing to show for a scheduled/rescheduled game shall be subject to the following (except in the case of adverse weather conditions.).

- a) If the Home Team fails to show they are responsible to compensate the Visiting Team for travelling expenses a flat fee of \$200 to be paid to InterTown, which will be dispersed to the Visiting Team.
- b) If the Visiting Team fails to show they are responsible to compensate the Home Team for the cost of the Referees, Timekeepers and the hourly ice rental rate.
- c) It is the responsibility of the NON offending team to report the incident to the InterTown President within 24 hrs of the missed game. Any costs regarding officials and ice time must be included so that InterTown President can address the issue with the offending association.

- d) InterTown teams can NOT unilaterally forfeit a game. InterTown reserves the right to insist the game be rescheduled.
- e) InterTown Executive reserves the right to deny an association the right to compete in Semi-Finals and Finals if said association fails to complete the 28 game schedule in all divisions (U11-U18).

8. GAME ITEMS

All games will be played in accordance with HC, OHF, and OMHA rules. Some highlights are:

- a) Game Lengths and Times:
 - i. All games are to be played using STOP TIME.
 - ii. Each game will start with a two-minute warm up.
 - iii. The length of each period will be:
 - U9 & Below: follow the HC Pathways
 - U9: Full Ice Format: 10-10-10
 - U11 & U13: 10-10-10
 - U15, U18 & U21: 10-10-15
 - iv. Associations must allocate the correct amount of time per the OMHA manual to play the games per point iii. Every effort to avoid a curfew must be made. It is understood that in event of a serious injury or unforeseen event that the game may have to be curfewed. The home team Association Representative must report to InterTown President within 24hrs of any curfewed game and the reason for the curfew.
 - v. No U13 & Below game is to be scheduled to start after 8 p.m. for all games.
- b) Home teams must supply competent time/score keepers.
- c) No timeouts will be used in any regular season games during the 1st and 2nd Half.
- d) The Home association is responsible for uploading the game in the E-Game Sheet APP within 24hrs of the completion of the game. There will be a fine to the home association of \$10.00 per game sheet for any uploaded after 4 days.
- e) All E-Game Sheets must properly reflect the players and coaches who participated. Additional details that must be recorded include:
 - i. Game number/Date/Location/Division
 - ii. Curfew
 - iii. Suspensions Served
 - iv. Final score
 - v. Official Scorer contact information
 - vi. Referees' information
- f) All teams will be dressed and ready ten (10) minutes prior to scheduled game time. At the request of the game officials, both teams shall proceed to the ice.
- g) If a player obtains 3 minor penalties (for example - 4 min. head check + 1 penalty) in a game, they are automatically ejected from the game. This rule applies for U9 & above. The player must leave the game immediately and a player on the ice will serve the penalty.
- h) Under no circumstances will any team suspend play and/or retire from the ice surface before the end of the game unless instructed to do so by the game official.
 - i. It is the responsibility of Association Representative of the host team to report these occurrences to the InterTown President, and the OMHA InterTown Convener with twenty-four [24] hours of the incident.

- ii. In all arenas, participants may not go on the ice until the ice resurfacing machine has left the ice and closed the doors. Referees must also be present on the ice.
- i) There will be no body checking in any division.
- j) If there is a conflict in team jersey colours, the home team will change. The referee's decision in this matter is final.

9. FAIR PLAY POLICY

The spirit of InterTown is for all teams to use a 'fair play policy'. InterTown cannot govern or measure individual ice time or the reasons for that. InterTown assumes all associations will have 'fair play' guidelines within their association. It is up to each association to manage this. In the event of egregious examples that fall outside the spirit of this policy the issue must be reported to InterTown President who will address with the Centre.

10. LEAGUE 2nd HALF STRUCTURE

InterTown seeding for the 2nd Half shall be determined by the InterTown President. The teams will be separated into divisions to form pools. Usually the pools will be an 'A', 'B' and/or 'C' pool depending on number of teams. The following guidelines will be used for determining the number of teams in each pool.

Divisions with:

- a) 8 or less teams will stay as 1 pool.
- b) 9 to 16 teams will be divided into 2 pools.
- c) 17 plus teams will be divided into 3 pools.

11. LEAGUE PLAYOFF STRUCTURE (U11 & Above)

- a) All teams who have made an honest attempt to complete their regular season schedule, and associations must be in good financial standing with the InterTown, are eligible to play in the league playoffs. Any association not in good financial standing by February 1st will automatically be eliminated from the playoffs.
- b) Semi-Finals Games – the first-place team will play the fourth-place team and the second-place team will play the third-place team. Host team will be first and second place teams, unless deemed otherwise.
- c) For Semi-Final and Final games - player roster sheets must be handed in prior to each game. If roster sheets are not available suspensions will result.
- d) Any Affiliated Player (AP) must play at least 50% of the regular season with their rostered team to qualify to play in the league playoffs.
- e) Semi-Final and Final games only, will have one 30 second timeout per team, which cannot be on the same stoppage of play.
- f) Game Lengths and Times:
 - i. U11: 10-10-10
 - ii. U13 & U15: 10-10-15
 - iii. U18 & U21: 10-10-15
- g) Overtime in Semi Final and Finals games to be 10 minute, 5 on 5, sudden victory to a maximum of 3 OT periods. If still tied, a new game is to be played on first available ice of the host center or the two centers involved, not prior to 8:00 a.m.
- h) Finals will be the best 2 out of 3 series. The team with the highest seed will receive the third game; the

seed is determined by the standings following the end of the 2nd Half.

- i) **Tie Breaker Rules:** Teams tied in points following the 2nd Half, the following tiebreaker rules will be applied to determine teams moving onto the semi-finals in their division:
 - a) Two Teams Tied in Points:
 - i. Head-to-Head (2nd Half total points in games between the tied teams)
 - ii. Most Wins (2nd Half)
 - iii. Goal Differential (GF/(GF + GA) (2nd Half)
 - iv. Least Goals Against (2nd Half)
 - v. Least Penalty Minutes (according to Gamesheets)
 - b) Three or more Teams Tied in Points
 - i. Most Wins (2nd Half)
 - ii. Goal Differential (GF/(GF + GA) (2nd Half)
 - iii. Least Goals Against (2nd Half)
 - iv. Least Penalty Minutes (according to Gamesheets)

12. LEAGUE AWARDS

InterTown Executive will decide on the awards for the current years Champions and Finalists.

13. SUSPENSIONS:

- a) All player's and coach's suspensions will be per the OMHA manual of operations.
- b) All suspensions served must be recorded on the game sheet.
- c) Suspensions assessed in tournaments and not completed are to be carried over to InterTown games.
- d) Suspensions assessed in InterTown, or tournament play cannot be served in exhibition games.

14. REFEREES

Referees for all InterTown regular season, and playoffs games are to be appointed by the Home Association.

15. SHAKING OF HANDS

InterTown promotes the fair play initiative of having the teams shake hands before the game in the presence of the game officials.

16. LEAVING ICE

At the completion of the game, the HOME team will go to their bench area while the visiting team leaves the ice surface. When the visiting team has vacated the ice surface, the home team will then leave, unless directed to do otherwise by the game officials.

17. AFFILIATED PLAYERS

A team can roster a MINIMUM of six (6) eligible players. In the event of a team having absent or suspended players it may add association local league players from teams in a LOWER division (affiliated players) to a MAXIMUM of:

- a) U9 & U11 Divisions - eleven (11) skaters and two (2) goalies.
- b) U13-U21 Divisions - thirteen (13) skaters and two (2) goalies.

18a. PROTEST RULE – LEAGUE GAMES

Matters that may be protested:

- a) The participation of a player or team official deemed to be ineligible.
- b) A violation of any InterTown, OMHA, OHF or Hockey Canada rule, regulation or policy deemed to have had a significant and legitimate affect on the outcome of the game.

Matters that may NOT be protested:

- a) A game official's discretion and judgment of the rules.

Procedures:

1. All protests shall be filed by the protesting Association President with the InterTown President, and the Association Representative of the opposing team, by email within forty-eight (48) hours of the receipt of the protest; accompanied by a fee of \$50.00 made payable to InterTown. The protest shall set out rules and regulations, supported by evidence and shall be signed by the Coach or Manager and the InterTown Association Representative of the protesting team.
2. A defence statement, if necessary, can be filed with InterTown President, by email within forty-eight (48) hours of the receipt of the protest.
3. The hearing, if necessary, shall be at the call of InterTown Executive and OMHA InterTown Convenor, and they shall notify the associations and teams involved of the time and location of the meeting.
4. The decision shall be final at the League level. The protest fee of \$50.00 is returnable only if the protest is won.
5. The decision will be issued in writing with a copy sent to the teams involved. The original shall be filed by the InterTown Secretary for future reference.

18b. APPEALS FOR DISCIPLINARY ACTION

Any team or person, subject to disciplinary action by this League, shall have the right to appeal the decision to the OMHA Regional Director and the final decision of the OMHA shall be binding on all concerned. Appeals must be made in writing to the OMHA Regional Director with a copy to the InterTown Secretary.