



6.49 HEO Hockey Policy (Minor)

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Definitions – The following terms have these meanings within these Policies

- a. “Association” - a local Minor Hockey Association operated and controlled by a duly elected Executive or Board of Directors.
- b. “Board” – the Board of Directors of Hockey Eastern Ontario
- c. “District” – a single or collection of associations and leagues sanctioned by the Branch.
- d. “District Chairperson” – an individual elected by the District Council to act as the representative of the District to HEO.
- e. “Hockey Canada” or “HC” – Hockey Canada is the self-governing body of amateur hockey, including para hockey, in Canada.
- f. “Hockey Eastern Ontario”, “HEO” or “The Branch” – the duly constituted Regional Association that is responsible for the management of amateur hockey within the geographic region defined in HC By-Law 9.1.
- g. “HEO Minor Council” – the Committee made up of the District Chairs and Minor Leagues
- h. “League” - consists of three (3) or more Teams registered with Hockey Canada from the same Category of the same Division.
- i. “Member” – the Voting Members and Non-Voting Members of the Corporation.
- j. “Organization” – an HEO recognized structured entity that is not an Association or District. i.e. League, recognized academy
- k. “President” – the President of Hockey Eastern Ontario

1. HEO Policies for Minor Hockey

- 1.1. In addition to the Constitution and Bylaws of Hockey Eastern Ontario (HEO) these Policies shall govern all levels of minor hockey falling under the jurisdiction of HEO.
- 1.2. The membership of Hockey Eastern Ontario shall ensure that minor hockey competition in this Branch conforms to the Rules and Regulations of Hockey Canada and Hockey Eastern Ontario (HEO) Policies, except as is provided for in the following Policies.

2. General



- 2.1. Any violation of the Hockey Canada or HEO Constitutions, Bylaws, Policies and Playing Rules by any member District, Association, Organization Team Official or Player may result in the appropriate disciplinary action being taken against the offender by the HEO President or Board of Directors, HEO Minor Council or the District Chairperson or Association.
- 2.2. The HEO minor hockey season operates from August 15th of the current calendar year to May 31st of the following calendar year.

3. Associations, Leagues and Organizations Policy

- 3.1. Each registered Association, League or Organization shall operate within the designated boundaries of a specific zone in its District, as determined by the District Council and approved by HEO.
- 3.2. The Executive of an Association, League or Organization must consist of at least a President, Vice-President, Secretary, Treasurer and Registrar
- 3.3. Each Minor Hockey Association and League of HEO must follow the financial policies of HEO.
- 3.4. Associations or Organizations may register and play on their teams only those players who are bona fide residents of the association or zone over which they govern. Refer also to Policy 15.0, Transfers.
- 3.5. All players must be registered in their home Associations prior to their attendance at any competitive or house league tryout session.
- 3.6. Associations or Districts that combine to form teams in the competitive leagues must form a separate executive consisting of at least a President, Vice-President, Secretary, Treasurer and Registrar, independent of the uniting associations.

3.7. Association Registration

- 3.7.1. Each Organization, League and Association shall complete annually the HEO Registration of Association form.
- 3.7.2. The Association, League or Organization shall forward the HEO Registration of Association form by September 1st each year to the HEO office and forward a copy to their District Chair.
- 3.7.3. If the executive structure of an organization or association changes, the Registration of Association form must be resubmitted

4. Team Formation Policy

4.1. Tryout Dates

- 4.1.1. Districts will ensure that all players will have the opportunity to tryout at the highest level possible.



4.1.2. Districts must ensure that tryouts for all levels (i.e., AAA, AA, A and B) will not conflict with the AAA Zones, District-level teams, or Association-level teams.

4.1.3. Districts will ensure that AA and A tryouts are completed before B tryouts commence.

4.1.4. Districts will not begin U18 tryouts prior to the completion of the U18 AAA tryouts

4.1.5. Districts will not schedule U18 tryouts until the completion of Junior A Camps.

4.2. Association House Leagues

4.2.1. Chairpersons will decide on house teams and house leagues start-up times. These start-up times may not interfere with competitive tryouts.

4.3. District 14 "AAA" Minor Hockey

4.3.1. District 14 shall have jurisdiction to govern and operate all AAA designated minor hockey Associations, Leagues, Operators and Teams within the jurisdictional boundary of HEO.

4.3.2. AAA Teams Formation:

The Zones governing "AAA" hockey in HEO are as follows:

4.3.2.1. Zone 1 - District 1(Upper St Lawrence) including Osgoode-Rideau, Richmond-Munster, Metcalfe and Leitrim west of the center of Albion Road

4.3.2.2. Zone 2 - District 10; District 11

4.3.2.3. Zone 3 - District 4 (Rideau-Carleton) excluding Osgoode-Rideau and Richmond Munster; District 5 (Upper Ottawa Valley)

4.3.2.4. Zone 4 - District B (Bytown); District 9 (Gloucester) excluding Metcalfe, Russell and Leitrim west of the center of Albion Road

4.3.2.5. Zone 5 - District 2 (Lower St Lawrence); District 3 (Lower Ottawa Valley); District 12 (Cumberland) and Russell.

4.3.3. Each participating District within a AAA designated Zone shall be provided a voting position on their respective AAA Association Board. This includes Districts that have only part of their District included in a AAA zone. This individual shall be appointed by the District.

4.3.4. AAA Associations shall be afforded voting rights within D14 as per the constitution and bylaws. In addition, AAA Associations shall, at the discretion of the participating district chair, be extended invitations to attend participating district council meetings in a non-voting capacity.

4.3.5. Each participating District within a AAA Zone must offer and provide ice for AAA games



and practices proportionate to the number of players from the participating district rostered on AAA teams.

4.4. **District "AA" and "A" Teams Formation:**

- 4.4.1. Districts determine if the "AA" and/or "A" programs can be run for each level in their district, realizing that the objective is to support all levels offered in these Branch Leagues.
- 4.4.2. Districts can combine to make up the required number of teams, subject to approval of HEO. A separate executive consisting of President, Vice-President, Secretary, Treasurer and Registrar must be formed.
- 4.4.3. In addition to the Branch "AA" & "A" League Committees, the Associations governing "AA" & "A" hockey in HEO are as follows:

Rideau St. Lawrence Kings	District 1
Seaway Valley Rapids	District 2
Eastern Ontario Cobras	District 3
Ottawa Valley Silver Seven	District 4
Upper Ottawa Valley Aces	District 5
Ottawa Sting	Bytown District
Gloucester Rangers	District 9
Nepean Raiders	District 10
Kanata Blazers	District 11
Cumberland Jr. Grads	District 12

4.5. **Association Teams**

- 4.5.1. Associations may form "B" competitive teams, subject to approval by the District Council and the appropriate leagues.
- 4.5.2. Associations within a District may combine to form "B" competitive teams, subject to a two-thirds majority vote of the District Council and acceptance by the appropriate leagues.
- 4.5.3. Minor Associations are not permitted to register teams in another Branch unless the two Branches involved grant special permission.

4.6. **Recreational (House League)**

- 4.6.1. Each Association operating House League or recreational teams within HEO may be assessed the following team ratings:

Recreational leagues operating at only one skill level shall be given an overall



rating of 'Tier 2'. Each team in that Association shall be considered a 'Tier 2' team for the purpose of competition in tournaments or exhibition games outside of their District.

Recreational Leagues operating at more than one skill level may follow a 20-60- 20 split when dividing their teams into Tier 1-Tier 2-Tier 3. Leagues with participation of more than one Association may direct each Association to use this chart to submit teams for league play. These division levels will be considered for the purpose of competition in tournaments or exhibition games outside of their District (see Guideline below).

Where some recreational leagues can only support Tier 1 and Tier 2 teams, the upper levels can be increased up to a 40-60 split. The Tier 2 level is maintained at a minimum of 60 % level.

Guideline for a Tiered Recreational League

The number of teams for each association at each level:

1 Team	2 Teams	3 Teams	4 Teams	5 Teams
Tier 2	2 T2 or 1 T1 & 1 T2	1 T1 & 2 T2	1 T1 & 3 T2	1 T1, 3 T2, 1 T3
6 Teams	7 Teams	8 Teams	9 Teams	10 Teams
1 T1, 4 T2, 1T3	2 T1, 4 T2, 1 T3	2 T1, 4 T2 , 2 T3 or 2 T1, 5 T2, 1 T3	2 T1, 5 T2, 2 T3 or 2 T1, 6 T2, 1 T3	2 T1, 6 T2, 2 T3

4.7 COMPETITIVE PLAYER TRANSFER FEE'S

APPLICATION

i) No Fees by Default

No District or Minor Hockey Association may charge a player or their family any fee, including administrative, processing, transfer, or similar fees, for a competitive player transfer.

ii) Strict Exception Requirements

A fee may only be charged where the District or Association incurs a direct, actual, and identifiable out-of-pocket cost to process that specific transfer.



Where a fee is permitted, it must:

- Match the exact amount of the actual out-of-pocket cost incurred;
- Not include any administrative markup, profit, or general operating costs; and
- Be supported by written documentation demonstrating the actual cost, which must be provided to HEO.

iii) Prohibited Practices

Fees are strictly prohibited where they are intended to:

- Discourage, delay, or penalize a player or family for transferring;
- Recover lost registration fees, anticipated revenue, or other general revenue;
- Recover normal administrative, operational, or staffing costs;
- Cover standard registration or transfer duties; or
- Charge for transfers processed through standard HEO, Hockey Canada, District, or Association software or systems.

In all cases, the burden is on the District or Association to demonstrate that any fee charged meets the strict exception requirements above.

4.8 HEO Select Team Program

A category of Minor Hockey in the Divisions of U13 to U15 which, in order to be eligible, a player must be registered with a recognized (sanctioned) House League organization and accordingly be an active participant in the corresponding Division in a recognized (sanctioned) schedule of House League programming. Select Players are required to abide by HEO residential regulations.

Select teams must be registered on HEO electronic rosters

1. A Select Team is a team comprised of players selected from affiliated House League teams within a District. All players must be eligible by age.
2. Each District will submit an additional Select Teams for every 350 registered players for that age group
3. All teams must be registered on an electronic roster.
4. Teams may roster a maximum of nineteen (19) players.



5. Select Team rosters must be submitted to the District Chair for approval prior to participation.
6. Players are not eligible to be registered with more than one “Rostered” Select Team in a District in a season
7. The Select season will not start prior to December of the current hockey season.
8. The number of exhibition games allowed is three (3) per month and the number of tournaments allowed is three (3) per season.
9. Permission to participate in any exhibition game or tournament must be obtained from the District Chair using a travel permit form.
10. A Select Team may not affiliate players.
11. Players rostered to a higher age division in House League are allowed to be rostered to the Select team in their own age division, provided the rostering team is not eligible for HEO Championships.
12. Under no circumstances can any Select hockey interfere with the House League schedule, games, practices, or tournaments.
13. A player on a Select Team receiving any suspension, as a result of penalties incurred with either their registered House League team or their Select Team will serve the suspension with the House League team and will not be allowed to play for the Select Team, or participate as an affiliate to any team, until the suspension has been served. Exception: When a player’s registered House League team has completed its season, and the Select team still has meaningful games the player may serve out their suspension in these games. (Exhibition games cannot be used to serve suspensions under the Code of Discipline. For Select teams, the only meaningful games are tournament games; all others are, by definition, exhibition.)

Please refer to the [HEO Select Team Terms of Reference document](#) for further information.

5. **Transfer and Residency Policy**

- 5.1. The [HEO Domestic Player Transfer and Registration Policy](#) shall be interpreted in accordance with the “Residential Qualifications” prescribed in Hockey Canada Regulation C.

As a supplement to the HEO Domestic Player Transfer and Registration Policy, in instances where custody is shared equally by the parents, the parents will determine where the player will play prior to registration. Should the parents decide to change the Association in which their child is currently registered, they must file a transfer request, **signed by both parents**, as per the HEO Domestic Player Transfer and Registration Policy.

- 5.2. The team in violation shall be deemed to have used an illegal player and appropriate disciplinary action will apply.
- 5.3. HEO requires evidence of residency at the time of registration and all documentation must be provided to the Receiving Association before the player can participate.
- 5.4. The documentation is spelled out in Hockey Eastern Ontario Policies, including but not restricted to.



- 5.4.1. Guardianship details, including Court Order(s), if applicable.
- 5.4.2. A copy of the Purchase and Sale Agreement OR Lease Agreement for the new residence (one-year minimum lease, no rental of a room in a residence),
Refer to HEO Policy 6.47
- 5.4.3. A copy of the Player's student index card from their school. If their school does not provide a student index card, an official signed letter of attendance (from the school office or principal) or a report card may be accepted.
- 5.4.4. In addition, At the discretion of the Member's registrar, additional documents including, but not limited to the following, may also be requested as supporting documents
 - 5.4.4.1. A copy of the Purchase and Sale Agreement OR Lease Agreement for the former residence
 - 5.4.4.2. A utility bill or cable/internet bill, showing service address. (Note – cell phone bills or bank statements will not be accepted.)
 - 5.4.4.3. A copy of vehicle insurance and registration
 - 5.4.4.4. Proof of home OR tenant insurance for the new address
- 5.5. Within Minor hockey in HEO, there are three kinds of residence changes
 - 5.5.1. Inter-Branch Moves – to be documented as laid out in paragraph 5.4 above.
 - 5.5.2. Inter-District Moves – to be documented as laid out in paragraph 5.6) below.
 - 5.5.3. Intra-District Moves – to be documented as laid out in District regulations and procedures.
- 5.6. All inter-district residence changes:
 - 5.6.1. Must be completed by August 1, prior to the start of each season. Should this cause undue hardship, financially or otherwise, a special exception can be made on this date restriction with the approval of the District Chairs for both the Receiving and Sending Districts.
 - 5.6.2. Must be accompanied by a HEO Declaration of Inter-District Residency form, duly signed, and documented.
- 5.7. For all changes of residence, where a person other than the parent of a player has an enforceable Court Order that grants custody or guardianship of the player and is signed and dated a minimum of 90 days prior to the player registering for the current season, then the residence of the player will be that of the person granted custody or guardianship of the player.
- 5.8. Should an association not follow these procedures and the player is found guilty of not providing the proper documentation, the association will be fined by the HEO Minor Council



Disciplinary and Appeals Committee, in an amount determined by that Committee.

- 5.9. For hockey purposes, HEO does not consider that a player boarding in a rented room(s), out of their home association/ district/ zone, has established that as their residence.

6. Vested Rights

- 6.1. A player shall have vested rights when HEO approves changes to the Association's boundaries provided that player continues to register with the same Association. (Grandfather Clause).
- 6.2. A player forfeits their vested rights once the player registers with another Association or sits out a season.

7. Players, Bench Staff, Team and Officials Registration Policy

7.1. Registering Players

- 7.1.1. Hockey Canada Regulations shall apply in the registration of every player registered under HEO.
- 7.1.2. Players in HEO may not register or play for a second team in the same season unless properly released from their initial registration in accordance with Hockey Canada Regulations. In addition, player registration certificates shall be issued and completed be in accordance with Hockey Canada Regulations.
- 7.1.3. Electronic Registration data and team lists must be submitted to the District Registrar by the following dates:
- "AAA" the first week of September or by the first "AAA" league game.
 - "AA" the last week of September or by the first "AA" league game.
 - "A" and "B" By the first league game.
 - House teams by December 1st
- 7.1.4. Any player who comes back from trying out or playing at Junior Hockey is allowed to play on a team at their proper age category at any level provided there is space available for them in their Association.
- 7.1.5. Players shall be considered registered upon approval by the appropriate District Registrar



- 7.1.6 The minimum requirement for each of the Bench Staff positions can be found on the [HEO website](#) by choosing the position and level. The complete qualifications can be found at: [625-bench-and-onice-staff-certification-requirements-2024.pdf](#) ([hockeyeasternontario.ca](#))

Note: Should one of the two team Trainers not be present at a game, it must be noted on the game sheet and the game must proceed. If both Trainers are absent, the game can proceed providing a qualified First Aid person or medical professional is identified to the Referee as being willing to attend to injured players on both teams.

7.2 Registering Officials

- 7.2.1 Referees shall be registered with HEO in accordance with the levels of the Canadian Hockey Officials Program provided the person has attended and passed a clinic at the appropriate level during the season in which the referee is officiating.
- 7.2.2 All games shall be refereed by HEO registered and crested officials. Minimum Level II crested referees are required for games involving competitive teams. Under a three-man system, linesmen may be Level I crested officials. Level III crested referees are recommended for all midget and juvenile games.
- 7.2.3 The following system of refereeing is to be used throughout HEO Referee and Lines:
- | | |
|-----|---|
| U9 | One official system until after January 15 after which it becomes two official system |
| U11 | Two official system |
| U13 | Two official system |
| U15 | Three official system |
| U18 | Three official system |
| U20 | Three official system |

7.3 Timekeepers

- 7.3.1 All score keepers and timekeepers shall be at least 14 years of age if fully trained (HEO Approved training), otherwise scorekeepers and timekeepers must be at least 16 years of age. The U9 program does not require qualified timekeepers.



8. Affiliated Players

Please refer to [HEO Policy 6.59](#)

9. U7 Program

- 9.1. All minor hockey Associations under the jurisdiction of HEO must provide evidence to verify that they are complying with HEO's policy on the development of U7 level players. Initiation level players are not permitted to play hockey at a higher age level.
- 9.2. All minor hockey Associations in HEO must follow the U7 Program Policy as described in the [HEO policy 6.16 for U7](#).

10. U9 Program

- 10.1. No players registered at a U7 level may affiliate to any higher age classification during the current season.
- 10.2. All minor hockey Associations in HEO must follow the U9 Program Policy as described in the HEO policy for U9 found here:
https://www.hockeyeasternontario.ca/media/wcu3pew/heo_u9_policy-policy-nov-2024.pdf

11. U11 to U15 Programs

- 11.1. All minor hockey Associations in HEO must follow the U11 to U15 Program Policies as described in the HEO policies found here: <https://www.hockeyeasternontario.ca/players/player-pathways/>

12. Playing Regulations for Tournaments

12.1. Tournament

- 12.1.1. Each Association granted an HEO Tournament Sanction shall ensure that the HEO policies are enforced. Tournaments presented on behalf of Associations or Leagues by third party entities (e.g., Sensplex) are permitted. These tournaments must have an administrator, appointed by the Association or League applying for a sanctioned tournament, available in person to deal with any issues arising during the tournament such as code of discipline offences and to ensure all code of discipline offences are reported as required after completion of the tournament.
 - a. Applications for Tournament Sanctions must be filled out on the online sanction form, with all pertinent information filled in. Emailed or faxed sanction applications will be held until we have received a cheque payable to HEO or an e-transfer.



- b. All applications for House League Tournaments shall clearly indicate if Body Checking rules are to be in effect.
 - c. All application forms must be signed by the President of the local Minor Hockey Association along with the District Chairperson.
 - d. The fees for Tournament Sanctions will be set yearly. Tournament Sanction Refunds will only be issued if the entire tournament is cancelled.
 - e. Any tournament playing rule, other than discipline, which are to be different from Hockey Canada's regulation J Hockey Tournament Regulations, must be submitted with the tournament sanction application for approval.
 - f. Each Minor Hockey Association shall be granted ONE tournament sanction per annum for each division and category in which that Association has a team registered. In addition, except for certain tournaments sanctioned by HEO on a long-standing basis (e.g., Bell Capital Cup, Silver Stick), all tournament applications must be restricted to a maximum of 16 teams per division.
- 12.1.2. The Tournament Chair shall verify all team lists and Affiliated Lists. A team that has left its official team list at home will have to arrange that verification of the players from the District Chair or their delegate is given to the Tournament Chairperson before that team is to be allowed to participate.
- 12.1.3. All players may be required to sign a Player Eligibility form prior to the first game of the Tournament and may be requested to sign in prior to each game as required by the Tournament Chairperson.
- 12.1.4. When house league players are affiliating with competitive teams, they may only affiliate with the lowest competitive category team.
- 12.1.5. The Tournament Chairperson shall submit to the District Chairperson all game sheets and Game Incident Reports at the conclusion of the Tournament. The District Chairperson retains these for a period of one year
- 12.1.6. The Tournament Chairperson shall notify the District Chairperson of all penalties that warrant suspension. The tournament suspension report must be forwarded to the HEO office at the conclusion of the tournament to ensure distribution to out of Branch authorities as required.
- 12.1.7. The HEO Code of Discipline shall be applied
- 12.1.8. It is recommended that several properly qualified First Aid Personnel, (e.g. St. John Ambulance) be in attendance whenever possible.
- 12.1.9. A team must give both verbal and written notification with a minimum of 10 days of their intent to withdraw from a tournament. This withdrawal also must be due to UNAVOIDABLE circumstances. The Coach of a team that enters a Tournament and fails to appear will be suspended until a formal hearing is conducted by the HEO Minor Council Discipline and Appeals Committee.



12.1.10. The Coach of any team which enters a Tournament and fails to continue playing in any Tournament games will be required to attend a formal hearing conducted by the HEO Discipline and Appeals Committee. Such incidents shall be reported within 24 hours by the coach to their District Chairperson. The District Chairperson is responsible for reporting such incidents to the HEO Minor Council Discipline and Appeals Committee within 48 hours.

12.1.11. Formation of All-Star Teams for Tournaments is prohibited.

Note: An All-Star Team is a team which has one (1) or more players that are not on their official team list

12.1.12. Any Hockey Eastern Ontario Minor Association team, which is not registered in a duly sanctioned HEO Minor Hockey league, will be not be permitted to play in any HEO sanctioned tournaments or out of Branch sanctioned tournaments.

12.1.13. A "Minor AA" team may be allowed to play in a "Major A" competitive tournament with approval of the Tournament Chairperson and the other teams involved. Before accepting a "Minor AA" team in a "Major A" tournament, the Major "A" teams that applied must be accepted first. This also applies for "AAA" division.

12.1.14. Similarly, before accepting a "Major A" team into a "Major AA" category, the Tournament Chairperson must first accept all "Major AA" teams that have requested application to the Tournament by the application deadline (if any). This also applies to "AAA" division.

12.1.13. For further clarification, no "Major" team can play in a higher division "Minor" category, nor can a House League team play in a "AAA", "AA", "A", "B" Competitive Tournament.

12.1.14. No competitive team tournaments of the same division and category shall be held within fifty (50) kilometres of each other unless the HEO Executive member responsible for Tournaments gives special approval after consulting with the Minor Associations and District Chairs involved.

12.1.15. No recreational team tournaments of the same division and category shall be held within twenty (20) kilometres of each other unless the HEO Executive member responsible for Tournaments gives special approval after consulting with the Minor Associations and District Chairpersons involved.

12.1.16. HEO registered teams may not participate in a non-sanctioned tournament. Players registered on a HEO registered team may not participate in a non-sanctioned tournament from August 15 to May 31. (Players are obligated to play for their registered team until the end of the season)

12.1.17. One copy of each Game Incident Report with the game sheet for games played in the minor play down shall be forwarded to the HEO office immediately after the game.



13. Inter-Branch Travel - Travel Permits

13.1.A travel permit, with a copy of the official team roster from the Hockey Canada Registry which includes player, team officials and affiliated player information is required when:

13.1.1. A U9-U15 team wishes to play an exhibition game and or enter a tournament (within or outside of HEO Boundaries). Travel permits for all exhibition games and tournaments are necessary for U9-U15 as per #3 of [HEO Player Development Pathways Framework](#) (U9-U15).

13.1.2. A U16-U21 team wishes to play in an out-of-branch tournament or out-of-branch exhibition game(s) (outside of HEO boundaries).

13.1.3. The Association will complete the form and forward it to the appropriate District Chairperson.

13.1.4. The appropriate HEO District Chairperson or their delegate must approve all such trips. Failure to comply with this regulation will result in a suspension of team officials.

13.1.5. No team may play in more Out-of-Branch Tournaments than are prescribed by HEO Pathways documents or more than six (6) if a maximum is not already indicated. This does not include Provincial, Regional or National Championships.

14 Helmet Policy

14.1 Effective September 1st, 1999, any coach, trainer, assistant coach, or volunteer who is on the ice at practice or game must wear a CSA approved hockey helmet affixed and securely fastened to their head.

14.1.1. First Offence - Any on-ice participant found to be in violation of this Policy will be given a warning by a person in authority. This warning may be verbal or written and shall be reported to the District Chairperson.

14.1.2. Second Offence - An automatic suspension from all hockey activities until a formal hearing is held by the District's Discipline and Appeals Committee.

14.1.3. Third Offence - An automatic suspension from all hockey activities until a formal hearing is held by the HEO Minor Council Discipline and Appeals Committee.

14.2 Goaltenders must wear a throat protector (commonly referred to as "cow catchers") except in the case where a goalie mask has the long, extended protection built into the mask and is CSA approved. All other goaltenders must have a throat protector affixed to the helmet/face masks

14.3 As per Hockey Canada regulations, goaltenders are required to wear a certified neck guard at all times.



15 Mouth Guards

15.1 It is strongly recommended for all registered HEO players to wear mouth guards during all on ice activities (games and practices).

16 Transfer Policy

16.1 For residential transfers, refer to section 5, Transfer and Residency Policy.

16.2. Player transfers between Districts and Associations are permitted, if the

following

conditions are met for the respective level:

16.2.1. House League

- a) The home Association has a waiting list; or
- b) The player is capable of playing at a higher level than is offered in the home Association or District.

16.2.2. Competitive

- a) The player was released during tryouts and wishes to try out with a higher-level team or;
- b) The player is capable of playing at a higher level than is offered in the home Association or District.
- c) The player transferred from one AAA Zone to another AAA Zone as part of an approved player combine or movement policy.

16.2.3. Before trying out for a higher-level Competitive team outside of their home association but within their residential District, the following criteria must be met:

- a) The player must be registered in their home Association, and;
- b) Tryout approvals must be clearly indicated via email or signed tryout transfer form by both the home Association President and the receiving Association President or their delegate; and
- c) The District Chairperson must be informed of the tryout approval. Districts Chairs may require all tryout approvals to be approved via email or signed by them, at their discretion.



16.2.4. Tryout Approval Conditions

- a) Before trying out for a higher-level Competitive team within a non-residential District or Zone, the following criteria must be met:
 - i. Before trying out for a higher-level Competitive team within a non-residential District or Zone, the following criteria must be met:
 - If the player is released from a tryout with a higher-level team, the player must return to their home Association, regardless of whether those tryouts were in the player's residential District. The player can try out for the next level team only within their residential Association/District.
 - The District Chairperson must be informed of the tryout approval. Districts Chairs may require all tryout approvals to be approved via email or signed by them, at their discretion.

16.2.5 Any player trying out for a team in a non-residential District and/or Association, will be kept on the registration rolls with their residential Association as an active player. Should that player be released from tryouts in the non-residential District and/or Association, they must advise their residential Association and District of their return within 3 days of that release. Should they not do so, they will be removed from the registration rolls.

16.2.6 Transfer Conditions

- a) Players transferred for House League play can only register with the team indicated on the Transfer Application and may only affiliate to a team at the next higher level of play as per the affiliation policies of Hockey Canada and HEO.
- a) Players transferred for Competitive play can only register with the team indicated on the Transfer Application and may affiliate to any higher-level Competitive team as per the affiliation policies of Hockey Canada and HEO.
- b) Transfers are for 1 year only.
- c) Upon acceptance to a team, the affected District Chairperson(s) must sign and/or share transfer documents before the player transfer is official.

16.2.6 No player may attend a try out, or any other on-ice activity, with another District or Association, unless a tryout approval or transfer for that player to such District or Association has been approved as provided for in this section.



16.2.7 No player may try out for more than one team of the same division/category in the same season without a properly approved tryout approval or transfer document.

16.2.8 Under any other circumstances, a tryout approval or a transfer request will be denied.

17 Discipline Policy

17.1 All minimum discipline shall be as outlined in this HEO Code of Discipline for Minor Hockey.

17.2 Purpose

17.2.1. The Purpose of the Code of Discipline is to:

- a. Ensure that HEO, HEO Minor Council, District, Association, League, Club, minor hockey executive, employees and administrators, team officials, registered players, on ice officials and minor officials, parents and guardians, volunteers, spectators and non-HEO sanctioned participants who are granted permission to play within HEO's boundary and participate in events are aware of the serious nature of rule offences;
- b. Apply a common minimum standard of Discipline across the Branch for offences of a similar nature and
- c. Make everyone as noted herein more aware of their responsibilities to maintain control and the proper conduct of their teams, and the application of Discipline where warranted.

17.3 Definitions

- a. Meaningful game – these are league, playoffs, tournament and playdown games.
- b. Non-Meaningful game – is any Pre-season, Exhibition, All Star game, or Forfeited game.
- c. Offender – any player, team bench staff, league official(s), association official(s), and HEO off and on ice official(s) aka referee(s).

• Applying the Code of Discipline

- The HEO Code of Discipline for Minor Hockey applies to all Minor Hockey Players, Team Officials, Game Officials, and Organization/ Association/Club Officials who are members registered with HEO for all hockey related matters, and for all games (league, tournament, exhibition and playdown games) in the following game situations:



<i>Game Misconduct</i>	<i>Fighting</i>	<i>Match Misconduct</i>
<i>Checking From Behind</i>		<i>Gross Misconduct</i>

- A team playing in an out-of-branch tournament must abide by the out-of-branch's code of discipline for the tournament's duration. When players or team officials return to HEO with outstanding suspensions remaining to be served from the out-of-branch tournament, the suspension must be served to completion in accordance with the out-of-branch tournament's code of discipline. When players or team officials incur suspensions during out-of-branch exhibition games, the HEO Code of Discipline for Minor Hockey shall apply.

When a HEO Minor Hockey player or team official incurs an out-of-branch suspension that is an accumulating HEO infraction, the player or team official must additionally serve the designated number of meaningful games in accordance with the HEO Code of Discipline for Minor Hockey.

Example:

A branch player has previously received and served a 11.1 (e) 1st Offense Minimum Game Suspension (one meaningful game) prior to the out-of-branch tournament.

A player incurs a 11.1 (e) while at an out-of-branch tournament. The player serves the 11.1 (e) in accordance with the out-of-tournament's code of discipline. However, according to the HEO Code of Discipline for Minor Hockey (HEO Minor Hockey Infractions –Minimum Game Suspensions Chart), the player will have accumulated their 2nd 11.1 (e) offense, which requires that an additional two games be served.

- **Authority**
 - The District Chairperson or their delegate(s) administers the HEO Code of Discipline for Minor Hockey and advises the appropriate District Chairperson for incidents resulting from tournaments and games when the offender is from another District.
- **Types of Suspension**
 - Game Specified – the offender is removed from specified number of meaningful games.
 - Time Specified – the offender is removed from all contact with organized hockey, including practices, exhibition games, etc., for a specified period of time.
 - When there is a combination of a Time Specified and Game Specified suspension, meaningful games missed during the time suspension shall count as part of the game specified suspension.
 - Multiple Suspensions (e.g. game misconduct + gross misconduct, etc.) must be served consecutively.



- **Serving Suspensions**

- Time Specified Suspension results in the offender being suspended from all hockey activities immediately and the time specified period commences at twelve midnight of the day in which the suspension is assessed, e.g. match penalty assessed at 3:00 p.m., under suspension for rest of the day and the time suspension begins at twelve midnight.
- Game Specified Suspension results in the offender being suspended immediately from the game that the penalty was assessed, and the game(s) specified shall begin with the team's next meaningful game.
- Any player under suspension shall not participate in any game(s) including exhibition game(s) and Branch League All-Star games until such suspension has been served in full. All suspensions must be served consecutively.

Exceptions:

Players whose regular season is complete and are affiliated to a higher-level team, may serve their suspensions as an affiliate under certain conditions. Refer to HEO Policy 6.14 Serving of Suspensions.

Suspended players may also participate in All-Star games under certain conditions. Refer to HEO Policy 6.14 Serving of Suspensions.

Players who have carry over suspensions from the previous season may (with the approval of the District Chair) take part in pre-season exhibition games for the purposes of team selection. The remainder of their suspension must be served beginning the first meaningful game played by their registered team. Refer to HEO Policy 6.14 Serving of Suspensions.

- Game-suspended players or bench Staff (**time assessed suspensions do not qualify**) are allowed to practice with their teams.
- Refer to your District Chairperson for serving carry over suspensions in the event that all league and tournament play is completed for the current season.
- Bench staff who are registered/rostered with more than one team inside or outside of HEO must serve their suspension in full with the team with which they received their suspension.

If the team where the suspension was incurred has concluded their season (includes all playoffs, regional or national championships or sanctioned tournaments) the suspended Bench Staff may apply to their District Chair for permission to serve their suspension with the other team. Refer to HEO Policy 6.14 Serving of Suspensions.

- Players and team officials serving "game specific suspensions" from the previous season may, with permission, participate in team tryouts including preseason exhibition games. The suspension would begin at 12:01 am of the day of the first meaningful game of the team the player/team official is registered with.



- Players and team officials receiving suspensions in preseason, tryout, or exhibition games, may have the suspension deferred to begin at twelve midnight of the day of the first meaningful game for the team the offender is registered. For the second or subsequent offence, a formal hearing must be held by the respective HEO Minor Hockey Discipline official before any further deferrals are permitted.



- A player playing as an Affiliated Player serves their suspension with their registered team.
- During an out of branch tournament an AP (Affiliated Player) player is deemed to be a full member of that team during that tournament in order for him to serve suspensions with that team.
- **Minimum Suspensions**
 - The minimum suspensions listed in the HEO Code of Discipline for Minor Hockey will be applied and if the District Chairperson or the District's Discipline and Appeals Committee finds that the offence warrants a more stringent suspension, they can change the suspension to suit. Suspensions can be increased but not decreased without the approval of the HEO Minor Council Discipline and Appeals Committee.
 - The suspensions are described with charts for ease of use.
 - Any 5-minute penalties received will incur an automatic game misconduct and will be subject to suspension as per the HEO Code of Discipline for Minor Hockey. To determine the suspension for an offence, refer to the appropriate chart.

The following offences are set by the HEO Minor Hockey Discipline and Appeals Committee:

Refer to the 6.49.1 Code of Discipline for Minor Hockey found in the governance section of the HEO website [By-laws & Policies | Hockey Eastern Ontario](#)
- Any Incident or Behavior Detrimental to Hockey
 - Any person found guilty of any incident or behavior detrimental to hockey can be suspended from all hockey activities.
- **Physical Abuse of Officials (Rule 11.5 c)**
 - The offender shall be automatically suspended from all Hockey activities under the jurisdiction of Hockey Canada and HEO until a decision has been rendered by the HEO Minor Council Discipline and Appeals Committee.



- All 11.5 (c) that are called, will be investigated by the HEO Minor Hockey Referee-In-Chief or their designate, and report the results to the Chairperson of the HEO Minor Council D & A Committee.

- **Refusing to Start Play**
 - The team officials and / or players of a team that refuses to continue play in any game will be charged under rule 10.8 (b) and will be suspended indefinitely until they appear before the HEO Minor Council D&A Committee. They may be suspended for up to one year or more.

- **Reporting Suspensions**
 - All game sheets (including league, exhibition and tournament games) are to be signed by a Hockey Canada registered team official and such signature shall certify that all players and team officials agree to abide by Hockey Canada and HEO Constitutions, Bylaws, Policies and Playing Rules.

- **Referee's Role**
 - a. Verifies and corrects the game sheets, then signs and distributes the copies as follows. Two to the home team (team copy 1 and league or tournament copy 3), one to the visiting team, (team copy 2), and retains the referee's copy (copy 4) for himself until May 12 in each season.
 - b. Ensures that the incident is fully written up on the web-based HEO Official Game Incident Report within 24 hours of the infraction. All penalties listed under the Code of Discipline are to be written up. Provide a copy of the game sheet (fax or email) to the HEO office within 24 hours for any Physical Abuse of Officials violation (Currently Rule 11.5 (c)).

- **Coach's Role**
 - a. The head coach is responsible for ensuring without further notice from anyone that the player(s) and/or team official(s) serve the minimum suspension outlined in the code of discipline. The head coach shall advise the District Chairperson or their designate and league official within 24 hours of any offences under the code of Discipline suspensions. The head coach shall advise the District Chairperson or their designate and league official as each suspension is served prior to the player's next game.



- b. The head coach shall retain their copy of the game sheet for future reference if required during the current season (the season ends May 31). They shall forward a copy of any game sheet that contains any HEO Code of Discipline for Minor Hockey penalties that their team has incurred to their District designate as directed either electronically (by email, fax or scanned Adobe Acrobat) or hard copy. The Home team Head Coach forwards to the League a copy in the manner that the league has prescribed.
 - c. Any Head Coach or team official who permits a player/team official to participate in a game while under suspension shall be suspended for a minimum of three (3) meaningful games which may be increased at the District's discretion. Subsequent offences will result in the offending coach being suspended from all hockey activities pending a hearing with the HEO Minor Council D&A Committee.
 - d. A coach that plays an illegal player is suspended pending the results of a hearing before the HEO Minor Council D&A Committee.
 - e. The Head Coach is responsible for all administrative tasks and actions for the team members
- League Official's Role
 - a. Retain their copy of the game sheet during the hockey year for reference Provide a copy to the District designate should one be required. Report and discuss any concerns they have about serving suspensions to the appropriate District chair and/or the HEO Minor Council D&A Chairperson.
- District's Role
 - a. The District Chair ensures the administration of suspensions as outlined by the Code of Discipline and the District. They shall forward game sheets for any hearing being held by the HEO Minor Council D&A to the HEO office upon request. They shall provide a monthly report of suspensions to each Association.
- Player's Role
 - a. Serves their suspension as prescribed by the HEO Code of Discipline for Minor Hockey.
 - b. Does not participate in any games while under suspension.



- Discipline and Appeals
 - Appeals involving Risk and Safety are to be sent to the Director of Risk & Safety, HEO
 - Appeals of a suspension arising from the HEO Code of Discipline for minor hockey that are higher than the Hockey Canada minimum suspension shall be made in writing within 72 hours of the infraction. Appeals of this nature must be forwarded to the HEO Office and the Chairperson, HEO Minor Council Discipline and Appeals Committee along with the appropriate appeal fee. The appeal fee will be set each year by HEO to reflect the actual historical costs of appeals. All appeals based on the Code of Discipline must also be communicated to the appellant's Association President and District Chairperson within the 72-hour time limit.
 - Other than as specified above, appeals to discipline decisions made by Districts, may be appealed to the HEO Minor Council Discipline & Appeals Committee in writing within 72 hours of official notification of the District's decision with the appropriate appeal fee of \$225.00.
 - All Leagues within HEO must act on appeals and protests made as prescribed by League rules in a timely manner during the regular season and playoffs. If such appeals or protests occur immediately preceding or during any playoff situation, the League must act in a reasonably timely manner by investigating and deciding before the next playoff game to ensure fairness.
 - When the decision of the HEO Minor Council Discipline and Appeals Committee is in favour of the appellant, one half of the appeal fee will be returned. In the event that the appeal is denied, the appeal fee will be retained by HEO.
 - Discipline and appeal hearings will be scheduled within a practicably reasonable timeframe by the HEO office staff in consultation with the HEO Minor Council Discipline & Appeals Committee Chairperson.
 - Hearings will be set by the HEO Minor Council Discipline and Appeals Official(s) responsible within a reasonable time.
 - After holding an appeal hearing for an appellant, the HEO Minor Council Discipline and Appeals Committee may, at their discretion, suspend an offender even though there were improprieties with the recording of such infractions.



- **Accumulating Infractions**

- Accumulating Infractions involve a player who receives a collective accumulation throughout the playing season of three (3) or more of the infractions denoted in HEO Minor Council Code of Discipline and the HEO Minor Hockey Infractions Chart.

- As the season progresses, a player may accumulate one or more of the noted infractions which as a result may incur supplemental suspensions later in the season or playoffs. In order to mitigate against the impact of such accumulated infractions, the player should assess early-on, whether an infraction(s) should be appealed to nullify its compounding effect that might result in a longer suspension later in the season.

- a. Infractions received that carry a minimum suspension as outlined in Hockey Canada regulations and HEO Code of Discipline for Minor Hockey are not appealable. Offenders are required to serve their suspensions in full.
- b. However, offenders incurring one or multiple Accumulating Infractions as denoted in the HEO Code of Discipline for Minor Hockey and HEO Code of Discipline for Minor Hockey Infractions Chart during the playing season may submit written application to the HEO Office, accompanied with a non- refundable review fee of \$100.00 within 72 hours of incurring the infraction. Appellant's must describe in their written submission (include supporting documentation if available), the reasons why the infraction should not be recorded as accumulating.
- c. No in-person or conference call D&A hearing will take place. The HEO Minor Council Discipline & Appeals Committee will review the appellant's submission and render its written decision as to whether mitigating circumstances or acceptable justification exists to warrant that the infraction is not counted as an Accumulating Infraction.
- d. Written submission for HEO's review of an Accumulating Infraction must also be copied to the appellant's Association President and District Chairperson. The District Chairperson will notify their District Referee in Chief.
- e. The Accumulating Infraction review fee is non-refundable regardless of the D&A Committee's decision.



- **HEO Minor Council Discipline & Appeals Committee**

Composition, Format and Guidelines for the Discipline and Appeals Committee

D&A Chairperson: votes only in the case of a tie vote.

Comprised of two to five committee members with one vote each. Rules Official: no vote. The D&A Chairperson has the discretion to convene the D&A Committee that may be drawn from the HEO District Chairperson(s) and other members.

In instances that involve discipline and appeal matters, there are invariably several “sides” or perspectives to an issue. Each “side” is permitted to have someone present who can offer direct evidence or relevant information regarding the matter. Permission to attend a D&A hearing is solely at the discretion of the D&A Chairperson. Examples of persons who may be present at D&A hearings are:

- The appellant(s) or respondent(s);
- Team officials involved;
- Game officials involved;
- District Chairperson(s) as representatives of their District(s);
- League and/or Association representatives;
- Witnesses with direct knowledge of the matter/incident;
- If appealing a prior discipline hearing decision or ruling rendered by a lower administrative body (i.e. Association, District or League), the appropriate discipline committee Chairperson; and
- One parent or guardian (where a minor is involved).

What Constitutes an Appeal?

- a) Relevant new evidence not used in the original hearing can be presented which may have an effect on the decision;
- b) An appeal may be filed on the grounds of irregularities in the proceedings of the lower administrative body’s original hearing that may have caused an unjust decision;
- c) An appeal may be filed on the grounds that the decision of the original hearing was too severe or lenient; and
- d) An appeal may be filed claiming there is evidence to establish that the lower administrative body’s decision of the original hearing was reached in an unjust manner.



Note: Adequate grounds for an appeal of the lower administrative body's decision may NOT warrant or justify an appeal to the HEO Minor Council Discipline and Appeals Committee. In such instances, the D&A Chairperson or in consultation with the D&A Committee will assess if an appeal to HEO Minor Council Discipline and Appeals Committee is substantiated.

What Constitutes a Disciplinary Action?

Discipline and appeal hearings may be held as required in accordance with the HEO Code of Discipline for Minor Hockey and as warranted and directed by the D&A Committee or HEO.

When Should Hearings Be Held?

1. As soon as practicably possible after the incident has occurred, or the appeal is formally lodged to HEO along with all directly relevant supporting documentation and evidence, including payment of the appeal fee;
2. After 48 hours' notice to all parties concerned except where:
 - a) All parties agree to waive the 48-hour period; or
 - b) The HEO Minor Council Discipline & Appeals Chairperson decides that a decision must be rendered within a shorter time.

Recommended HEO Minor Council Discipline & Appeals Committee Hearings

The HEO Minor Council Discipline & Appeals Committee schedules hearings at least twice monthly on predetermined dates and at the discretion of the D&A Chairperson or their designate (without limiting the rights of the Chairperson to convene an emergency D&A hearing when deemed necessary).

D&A Committee Members

- a) D&A Chairperson - The D&A Chairperson is in control of the hearing. Their duties include; ensuring the hearing runs smoothly, that proper procedures are followed, and guides the HEO Minor Council Discipline & Appeals Committee to a decision which is consistent with the facts, in accordance with established guidelines, policies and rules, and previous experiences in similar situations and precedent, when applicable. The HEO Minor Council Discipline & Appeals Committee Chairperson may only vote in the event of a tie vote amongst the HEO Minor Council Discipline & Appeals Committee members in attendance.
- b) D&A Chairperson or the Minor Council in their sole discretion shall be responsible for determining whether legitimate grounds for an appeal or hearing exists.



- c) D&A Committee Member Conduct - Committee Members should always conduct themselves in a fair and impartial manner. They are permitted to ask probative and clarifying questions of witnesses but must be careful not to make prejudicial or inflammatory remarks.

Committee Members should discuss in a professional manner any admissible submissions, evidence and information presented during the hearing. All questions, comments, remarks and rebuttals shall be addressed to the D&A Chairperson. Discussions shall be based only on the admissible information presented when the appellant or respondent are present.

Committee Members are not to commence deliberations until after all attendees have left the hearing room.

Conflict of Interest

It is imperative that D&A Committee Members ensure that they are clear of any conflict of interest in the matter that is before them or the situation being investigated.

Should it be determined prior to or during the D&A hearing that a committee member has or may have a conflict that was not previously known, the affected committee member should declare such conflict and immediately vacate the hearing room. At the sole discretion of the D&A Chairperson, the D&A hearing may resume as scheduled.

Hearing Procedure

Civility and proper conduct amongst all parties in attendance during the D&A hearing will be strictly enforced. Anyone not abiding by these principles will be asked by the D&A Chairperson to immediately vacate the hearing, and any fees paid may be forfeited in their entirety, with sanctions imposed upon the offending party as may be determined by the D&A Committee.

1. All parties having directly relevant testimony related to the matter, event or situation should be present during the giving of testimony. In certain instances when warranted and at the sole discretion of the D&A Chairperson, the D&A Committee may hear and receive testimony in isolation separate from the other parties.
2. HEO Minor Council Discipline & Appeals Committee will NOT permit a designate spokesperson to represent a respondent or appellant at HEO Minor Hockey D&A hearings and appeals.
3. No one shall be admitted or present during a D&A hearing without the permission of the D&A Chairperson. It is also not necessary to bring individuals for moral support who are not witnesses to the matter.



4. Written and or signed statements from persons who are not able to be present may be accepted at the discretion of the D&A Chairperson.
5. Each person scheduled to give a statement will be allowed to do so without interruption. Without repeating previously made statements, a SHORT rebuttal will be granted each person after all witnesses have made their initial statements.
6. Only the D&A Committee may ask clarifying or supplementary questions. Normally these questions will be asked at the end of a person's statement. All questions and replies **MUST** be addressed through the HEO Minor Council Discipline & Appeals Committee Chairperson. No comments, questions, or other discussions across the table to the opposing parties will be permitted. Upon the conclusion of all supplementary statements and questions, all participants will be excused from the hearing and the HEO Minor Council Discipline & Appeals Committee will convene in private to discuss the matter and render its decision(s).
7. The respondent and appellant or their designate(s), and the appropriate District Chairperson(s) may receive oral notification of the HEO Minor Council Discipline & Appeals Committee decision, normally within 24 hours, by calling the HEO designated employee at a time specified by the D&A Chairperson. This will be followed by written notification transmitted by email, or mail. The preferred method to receive written communication will be provided by the respondent or appellant. The notification will also include information regarding further appeal.
8. The timeframe to appeal a HEO Minor Council Discipline & Appeals Committee decision will begin immediately upon the respondent's or appellant's (as the case may be), verbal receipt of HEO Minor Council Discipline & Appeals Committee decision. If only by email, then the date and time of transmission of the HEO notice.

Decisions Arising from Appeal Hearings

The HEO Minor Council Discipline & Appeals Committee has the authority to:

- Uphold or set aside the decision of the lower administrative body.
- Decrease, increase or alter the previously imposed sanction(s); and
- Impose additional sanctions.

Outline of D&A Hearings

1. D&A Chairperson calls the hearing to order.
2. Introductions of D&A Committee.
3. Introductions of parties in attendance and their designated role(s).
4. Presentation by the respondent or appellant (as applicable).



5. Statement by District, Association or League representative (as applicable).
6. D&A Committee members may ask clarifying or supplementary questions.
7. Respondent or appellant may rebut, provide supplementary relevant information not previously provided and may make a summary statement. The District, Association or League representative may rebut, provide supplementary relevant information not previously made and may provide a summary statement.
8. D&A Committee members may ask clarifying or supplementary questions.
9. Appellant or respondent, witnesses, parent or guardian, District, Association and League representative(s) are excused from the hearing.
10. The D&A Committee will convene in-camera to deliberate and render its decision.