

CONSTITUTION
of the
GUELPH HOCKEY
REFEREES
ASSOCIATION

Contents

ARTICLE I	2
NAME	2
ARTICLE II	2
PURPOSE	2
PRINCIPLES	2
AIMS AND OBJECTIVES	2
ARTICLE III	3
MEMBERSHIP	3
ARTICLE IV	4
OFFICERS	4
ARTICLE V	10
COMMITTEES	10
ARTICLE VI	13
MEETINGS	13
ARTICLE VII	13
FINANCIAL MANAGEMENT AND REPORTING	13
ARTICLE VIII	15
REFEREEING ASSIGNMENTS	15
ARTICLE IX	16
RULES OF HOCKEY	16
ARTICLE X	16
AFFILIATIONS	16
ARTICLE XI	16
ADOPTION OF THE CONSTITUTION	16
BYLAWS	18
NOMINATIONS	18
VOTING	18
MEETINGS	18
DUES	19
ANNUAL FUNCTION	19
FINES AND SUSPENSIONS	19
DIGITAL TECHNOLOGY	21

PRIVACY POLICY STATEMENT	23
PRIVACY POLICY	23
HEALTH & SAFETY POLICY	25
ASSIGNMENTS POLICY	26
OBLIGATIONS OF NEW OFFICIALS	29
OBLIGATIONS OF AN OFFICIAL	31
DISCIPLINE	34

GUELPH HOCKEY REFEREES ASSOCIATION
Constitution
2023-2024

As revised and amended
April, 2023

ARTICLE I

NAME

The name of this organization shall be "THE GUELPH HOCKEY REFEREES ASSOCIATION".

ARTICLE II

PURPOSE

To bring together referees in close association to provide, promote and supervise a complete program of refereeing hockey excellence to the hockey community of Guelph and surrounding area.

PRINCIPLES

2.02 The Guelph Hockey Referees Association (G.H.R.A.) is governed by the Officers elected, and appointed committees.

2.03 The Officers are responsible to the membership for conducting and managing the business of the Guelph Hockey Referees Association.

2.04 The GHRA Officers are accountable to communicate and take the necessary steps to work with our contracted leagues to protect the health and safety of our members.

AIMS AND OBJECTIVES

2.05 To foster and encourage the objectives of better refereeing of hockey.

2.06 Promote fellowship and co-operation between fellow referees and hockey minded people.

2.07 Provide an opportunity for those who are interested in refereeing to learn the rules of the game and to interchange information and techniques.

2.08 Referee hockey games approved by the Guelph Hockey Referees Association.

2.09 To be always courteous, both on and off the ice.

2.10 Continue to encourage and foster our association with Minor hockey.

ARTICLE III

MEMBERSHIP

3.01 The membership in the Association shall be under three separate categories:

- 1.0 Active Members
- 2.0 Associate Members
- 3.0 Honorary Life Members

New on-ice officials are considered as active members and are entitled to all privileges enjoyed by active members. All new on-ice officials shall serve a probationary period of one hockey season. Off-ice officials (timekeepers, scorekeepers, goal judges) shall be considered active members.

Associate Members will be accepted upon written application to the Associate Membership Committee and will not be assigned games unless special permission is granted by the O.M.H.A., and shall be subject to Article 5.07 of the Constitution.

Membership in categories 1.0 and 2.0 will be approved at the beginning of each year by the Executive Committee.

Life members see Life Membership Award Criteria. (Refer to General Bylaws for criteria. Membership in category 3.0 is approved by the Executive Committee and the membership. Honorary Life members will be subject to item 22(b) of the By-Laws.

3.02 All members, except for off-ice officials, in good standing, shall have equal rights and privileges to vote and to participate in general meetings.

3.03 One member of the Guelph Hockey Referees Association Executive shall attend, if requested, to a Board meeting of any association we are under contract to officiate.

3.04 Active members shall be assigned games by the Assigning Secretary and shall be subject to item 22(a) of the By-Laws.

3.05 The conditions of membership are adherence to the Constitution and By-Laws of the Association and participation and support of the mandate of the Association.

3.06 Members must abide by any screening process and confidentiality agreements that shall be implemented and approved by the Association.

ARTICLE IV

OFFICERS

4.01 There shall be two types of officers, elected and non-elected, which together from here on will be known as the Executive Committee. All Officers of the GHRA will have equal voting rights.

4.02 No single Officer, whether elected or appointed that make up the Executive Committee shall make any decision on behalf of the Executive Committee that could impact the membership or the association before the issue is brought forward to the general membership for discussion and approval.

Elected officers of the Association

4.03 The President, Vice-President, Treasurer, Recording Secretary, and Executive Steward shall be the Elected Officers for the Executive Committee.

- These officers shall be elected during the annual meeting at the end of their term.
- The elected Executive shall take over the administration and form the Executive Committee for of the Association 30 days after the Annual General Meeting (AGM).
- These officers will hold the position for their term and/or until their successors are elected.

Non-Elected officers of the Association

4.04 The Referee Assignor, Timekeeping Assignor, Rules and Department Chair, Constitution Committee Chair, and Operational Committee Chair shall be the Appointed Officers for the Executive Committee. They shall be voting members at the Executive Committee meetings.

- These Officers shall be appointed by the newly elected officers elected Officers. The elected Officers will solicit names of members wishing to be considered for these positions and will appoint these positions no later than the second Executive meeting of their term.
- These Officers will hold their position for their term and/or until their successors are appointed.

4.05 The Past President from the year previous shall sit on the Executive Committee as a voting member for the duration of four (4) consecutive meetings of the newly formed Executive to assist in transition. The Past President is eligible to hold any other position on the Executive if Elected at the AGM or Appointed by the new Executive.

4.06 Should any elected or appointed officer become vacant between elections, the Executive Committee shall appoint a successor for the unexpired term. A person being appointed to an elected position is subject to approval of the membership. Should the appointed successor "fail" to win the approval of the general membership at a regular

meeting, the membership will be asked to suggest names of candidates for the vacant position and an election shall be held. The candidate successful in obtaining the largest majority by ballot shall assume the duties of the vacant office immediately.

4.07 The President – Elected

Responsibilities:

- The President shall represent the Association in all matters.
- Will develop a yearly GHRA Operational Business Plan for the Executive by July 1
- Chair the Executive Committee (EC), the General meetings, and be an ex officio to all committees be it standing or created in the season.
- Be responsible to send and receive the GHRA contracts, and the amount of advance required, for all the leagues that our Association officiates prior to September 1st of the current year.
- Present to the membership the future annual referee and timekeeper fee structure to the Association for acceptance at the AGM. The President will then communicate in writing the new fee structure to the GMHA, GGHA and the Women’s league for implementation for the upcoming season after the AGM to ensure the fee structure is implemented for the next hockey season.
- Ensure that all business conducted by the association is done in accordance with the Constitution and Bylaws of the GHRA.
- Be empowered to make decisions on behalf of the association, including discipline, when the Constitution and Bylaws of the GHRA have been violated, until a formal investigation can be completed
- Vote only when the votes are evenly divided

Term

- Hold the office for two (2) years, may be re-elected at the Annual General Meeting at the end of their term.
- Shall not hold the position for more than three (3) consecutive terms.
- Hold office as past President to assist in transition for the next succeeding President.

Eligibility

- Must have served on the Executive in any position within the last four years of election.
- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.08 The Vice President – Elected

Responsibilities:

- Chair the Recruitment Committee (RC)
- Transition of all new applicants to the point where they are fully eligible to participate.
- Track all members years of service.

- Any specific programs that may be generated during the year by the Executive
- The administration of the Association.
- Serve in any special capacities as requested by the President
- Take on the President's role if the President is not able to fulfill the President's commitments.

Term

- Hold the office for one (1) year, may be re-elected at the next Annual General Meeting at the end of their term
- Shall not hold the office for more than three (3) consecutive terms.

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.09 The Recording Secretary – Elected

Responsibilities:

- Produce the minutes for all General and Executive meetings
- Monitor General Meeting attendance
- Collect all Association Member's Declarations, Information Sheets and Agreements for new and existing members

Term

- Hold the office for one (1) year, may be re-elected at the next Annual General Meeting at the end of their term
- Shall not hold the office for more than three (3) consecutive terms.

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.11 The Treasurer – Elected

Responsibilities

- The management and reporting of the financial affairs of the Association involving:
- Keep of accurate record of accounts and transactions, payments of accounts and receiving receipts.
- Receive all payments due to the Guelph Hockey Referees Association
- Invoice all Leagues the GHRA provides services to.
- Certify to the correctness of all accounts to be paid
- Accept the annual dues and/or assessments on or before September 15 of the current year.
- Keep correct accounts.
- Prepare financial statements and have a monthly statement for each general meeting.
- Be allowed to pay all accounts up to \$100.00, with the exception of referee's fees.
- Ensure all members, both on-ice and off-ice are paid the correct amount
- Pay members insurance and administration for the association

- Ensure that any fines owed to GHRA are deducted.
- Calculate the advance amount to be paid by each league that GHRA officiates so that it can be included with the annual contract.
- Prepare and present an annual budget at the first general meeting of the season to be approved by the membership.
- Be part of the Finance review committee (FRC) for annual review but will not sit as chair of this committee.

Term

- Hold the office for two year (2) and may be re-elected at the next Annual General Meeting
- Shall not hold the position for more than three (3) consecutive terms

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.12 The Executive Steward – Elected

Responsibilities

- Participate in all Executive Meetings
- Chair the Health and Safety Committee (HSC)
- Participate in any committee or sub project as directed by the President

Term

- Hold the office for one year and may be re-elected at the next Annual General Meeting at the end of their term
- Shall not hold the position for more than two (2) consecutive terms. for a maximum of two (2) terms.

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.13 The Rules and Department Committee Chair – Appointed

Responsibilities

- Manage the GHRA Mentorship program
- Participate in Executive decisions
- Chair the Rules and Department Committee
- Report Committee activity to the Executive
- Report any fines to officials for late or missed games to the Treasurer

Term

- Hold the office for one year and may be re-appointed by the new Executive

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.14 The Operational Committee Chair – Appointed

Responsibilities

- Participate in Executive decisions
- Form the Operational Committee
- Chair the Operational Committee
- Report Committee activity to the Executive
- Manage all facility bookings and event activity
- Manage any Life Member Nominations
- Liaise with GHRA Life Members
- Manage any donations, fund raising, special events relating to the GHRA

Term

- Hold the office for one (1) year and may be re-appointed by the new Executive

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be a Life Member of the GHRA
- Must be nineteen (19) years of age.

4.15 The Referee Assignor – Appointed

Responsibilities

- Participate in all Executive Decisions
- Assign all games to qualified on-ice and off-ice officials as per OMHA guidelines
- Assign for league games, league playoffs and OMHA Play-downs based on an official's qualification list provided by the Rules and Department Committee.
- Be the principal contact between the schedulers of each league and the GHRA. Issues/topics potentially impacting the membership, including timekeepers, which are financial related or the use of personal digital technology must be brought forward to the general membership for discussion/input before the Executive Committee makes a decision of the issue/topic.
- Keep records of games officiated by members of the Association.
- Calculate the monies owed to each official monthly and forward that list to the Treasurer.
- Calculate the monies owed to the GHRA from all Leagues that the GHRA provide officiating services Preliminary and provide to the Treasurer
- Ensure that suspended officials are not assigned any games and do not work any games for other officials during the period of suspension.
- Provide a list of late/missed assignments to Rules and Department for discipline.
- Participate on the Rules and Department Committee
- Provide an end of season report to the Treasurer a list of the monies each league owes on their final invoice for annual Reconciling

- Annually collect referee rates from a minimum of 3 surrounding associations, within a 25 kilometer radius, for comparison and Executive review. The analysis and proposed recommendations will be presented by the GHRA Executive Committee for membership review. The rate of remuneration shall be set by the GHRA Executive prior to the commencement of each OMHA/OWHA sanctioned season.

Term

- Hold the office for three (3) years and may be re-appointed by the new Executive up to a max of two (2) consecutive terms.

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.16 The Timekeeper Assignor – Appointed

Responsibilities

- Participate in all Executive Decisions
- Assign all games to qualified off-ice (timekeepers) officials
- Keep records of games worked by timekeepers of the Association.
- Calculate the monies owed to each timekeeper monthly and forward that list to the Treasurer.
- Responsible for the start of year training for timekeepers
- Acts as back-up for Referee Assignor

Term

- Hold the office for three (3) years and may be re-appointed by the new Executive up to a max of two (2) consecutive terms.

Eligibility

- Must be in good standing as a member of the GHRA.
- Must be nineteen (19) years of age.

4.17 Any Executive member who misses two (2) consecutive monthly meetings without cause, will be dismissed from the Executive and be replaced by Due Process. Refer to section 4.06

4.18 Any Executive member that does not adhere to the Constitution Articles and Bylaws of the GHRA shall be suspended from active duty on the Executive until an investigation and review can be completed. Discipline can be up to and including dismissal from the Executive and the GHRA.

ARTICLE V

COMMITTEES

5.01 The President shall appoint, with the approval of the Executive, with exception of the Financial Review Committee, all standing committees and any other committee as deemed necessary for the orderly functioning of the Association. The term of any committee appointment shall be from the date of the Annual Meeting in the year appointed to the date of the following Annual Meeting. The standing committees are:

Rules and Department Committee - Standing
Financial Review Committee - Standing
Operations Committee – Standing
Recruiting Committee - Standing
Constitution Committee – Ad hoc
Honorary Life Member Committee – Ad hoc

5.02 Rules and Department Committee (RDC) – Standing

The committee includes a minimum of two (2) members in good standing one of whom will be the Executive appointed chair. All interested members must apply to be considered on this committee and should be some of the more experienced officials in the organization.

The duties of this committee will be as follows:

- Be formed no later than three (3) months after the Annual General Meeting (AGM)
- Maintain records on all officials as pertains to disciplinary actions.
- Provide rule interpretations or any information pertinent to the refereeing upon request from any member of the GHRA.
- Report to the Executive prior to the Annual Meeting each year, the names of applicant referees who have successfully completed their one (1) year probationary period. The probation period could be extended beyond the one (1) year period in discussion with the Executive.
- Provide a detailed analysis of the competencies of the membership to the Assignor by no later than August 15 of the current year.
- Be the core of the Mentorship program
- Manage the development of members wanting to advance their level within the OMHA. This would involve discussing the official's goals and working with the Assignor to provide the opportunities.
- Perform internal supervisions, provide feedback and communicate this information to the Executive and OMHA (with reference to advancing officials)

5.03 Financial Review Committee (FRC) – Standing

The Financial Review Committee (FRC) will include two (2) members in good standing along with the GHRA Treasurer. The two (2) additional members will be selected from those present at the AGM.

The duties of this committee will be as follows:

- The current year’s Treasurer will provide information to the Committee in order for them to perform the financial review no later than three (3) months after the Annual General Meeting (AGM).
- To Review the accuracy of prepared financial statements, expenditures, and income from all sources for the current fiscal year. The Financial Review can be in two (2) segments within the Fiscal year:
- From August 1st to December 31st. Due to the Executive before January 31.
- From January 1st to July 31st. Due to the Executive before August 31.
- The FRC will provide a full report of the entire fiscal year, in writing, to the Executive for review as soon as possible but no later than August 31 of the year the AGM was held.
- The FRC findings will be reported by the Treasurer to the General Membership at its first regular meeting in September of the new Season.

5.04 Operations Committee (OC) – Standing

The committee includes a minimum of two (2) members in good standing.

The duties of this committee will be as follows:

- Be formed no later than three (3) months after the Annual General Meeting (AGM)
- Looking after donations to members or family members of members who are hospitalized, ill, etc.
- Arranging the General Meeting, Executive, and Annual General meeting locations and contracts
- Planning any extra curricular social and or fundraising events the GHRA may have through the year

5.05 Recruitment Committee (RC) – Standing

The committee includes a minimum of two (2) members in good standing

The duties of this committee will be as follows:

- Be formed no later than one (1) month after the Annual General Meeting (AGM)
- Plan the recruitment program of new officials including;
- Advertising
- Interviewing
- On ice evaluations
- Provide new official competency ratings to the Assignor
- Ensure the onboarding of new officials are completed including;
 - Certification

- Completion of all necessary forms and documentation
- Introduction to Assigning software

5.06 Constitution Committee (CC)

The committee includes any two (2) members in good standing, one of whom will be selected by the Chairman of the CC committee.

The duties of this committee will be as follows:

- Be formed in January prior to the Annual General Meeting (AGM)
- It shall arrange to study the Constitution and By-laws and be prepared to suggest additions, deletions, and changes at the Annual Meeting of the Guelph Hockey Referees Association.
- The Chair of this committee will also act as the GHRA Privacy Policy Officer.

5.07 Honorary Life Membership Committee (HLMC)

The committee includes any three (3) members in good standing with one of these being an Honorary Life Member. These members will be appointed by the GHRA Executive. It is not mandatory that such members be appointed every year.

The duties of this committee will be as follows:

- To meet and discuss the selection of the proposed names to the category of the Honorary Life Membership.
- When considering the selected members, the committee must take into account the following:
- Any member who has been actively associated with the GHRA for twenty (20) years or more.
- The extent to which this person has contributed his/her time and effort in accordance with the “Aims and Objectives” of the Constitution
- The number of persons to submit in any given year will add up to a total of twelve (12) living Life Members
- To prepare a report for the Executive Committee for presentation to the membership.

5.08 Health and Safety Committee (HSC)

The committee includes a minimum of three (3) members in good standing, and these members will be appointed by the GHRA Executive. The Executive Steward will be the chairperson of the committee.

5.09 The President shall be an ex-officio member of all committees.

ARTICLE VI

MEETINGS: Executive Committee Meetings (EC), General Meetings (GM), Annual General Meetings (AGM)

6.01 The Executive Committee (EC) meetings shall be held monthly throughout the year, including the off-season. Meetings of the Executive Committee shall be called by the President.

6.02 There shall be at least one (1) General meeting (GM) per month from September to March.

6.03 The Annual General Meeting shall be for the purpose of finalizing the business of the current year; to update the Constitution and Bylaws and to have elections for Officers whose term has expired.

6.04 Any Executive Member who misses two (2) consecutive monthly meetings without just cause, will be dismissed as an Executive Member, and replaced by due process as outlined in Article 4.06.

6.05 All members shall be present at a scheduled General meeting. A fine of \$10 will be assessed unless notification of absenteeism (apology) is given in writing and in advance to the Recording Secretary. This is in accordance with By-Law 11c.

6.06 All members shall be present at the year end Annual General Meeting (AGM). A fine of \$40 will be assessed unless notification of absenteeism (apology) is given in writing to the Recording Secretary prior to the meeting. This is in accordance with By-Law 11c.

6.07 Bylaws: All proposed changes to any bylaw shall be put forward and seconded at a General Meeting (GM) as a notice of motion with all members notified. The motion will then be voted on at the next GM provided two thirds of those members present accept the motion. A proposed motion to any specific bylaw may only be submitted once per season (not including the AGM)

ARTICLE VII

FINANCIAL MANAGEMENT AND REPORTING

7.01 The Treasurer shall be allowed to pay all invoices up to the sum of \$100.00 with the exception of referee game fees, which shall be unlimited.

7.02 Accounts over the sum of \$100.00 must be authorized by the Executive.

7.03 All accounts must be paid by cheque which must have two (2) authorized signatures. The President, Vice-President, Assignor and Treasurer shall be designated as having authorized signatures.

7.04 The fiscal year of the GHRA shall be August 1 to July 31 of the next year. The account books for each year shall be verified as accurate by the Financial Review Committee before the first general meeting held in September. Each Committee Member shall receive an honorarium of \$50.00.

7.05 The Referee Assignor is to receive an honorarium of \$1.00 per assignment per season. The Timekeeper Assignor is to receive an honorarium of \$1.00 per assignment per season.

7.06 The Treasurer shall deduct \$1.00 per game, per on-ice and off-ice official, for all GHRA assigned games. This fee shall be used to pay for the GHRA General Liability and Directors and Officers Liability Insurance. Any amount collected above the cost of the insurance shall be used for the operation and expenses of the Association.

7.07 All Returning active members must re-apply to the GHRA each year. A returning member must submit to the **Association Secretary, by July 1st** of the current year, their "Intent to Officiate Form, Police Check Information, Current Address, Email address (where available) and Phone Number Information" to officiate in the Association. Returning members must submit their membership fee by September 15 of the current year. Failure to re-apply by July 1st with all required paperwork will mean that the official can apply to become a member but that official will have to apply through the new official process. **Failure to submit their dues by the required date will result in the member having an 'inactive' status and as such will not be assigned any games until the dues have been submitted.** New Members, once accepted to the GHRA must submit their Annual Dues along with their "Contact Information and Police Check for the current season. Failure to submit their dues will result in the member having an 'inactive' status and as such will not be assigned any games until the dues have been submitted

7.08 Members will receive their pay cheque only at the conclusion of a General or Annual Meeting.

(A) If a member wishes to have his/her pay held for a period he/she must inform the Treasurer in writing of their wishes and it will be confirmed with the Assignor.

(B) Any Cheque not picked up and cashed within (10) ten days of being issued will be charged a \$15.00 Administration fee by the GHRA and or any bank charges that may be applicable due to the cancellation of the cheque.

7.09 The Treasurer upon approval of the Executive, may deduct any monies owed to the Association by an official from his/her cheque.

7.10 Should the Association have to take the annual association fees from an official pay that a \$15.00 administration fee be charged to that official.

7.11 The Treasurer upon approval of the GHRA Executive, will deduct the annual individual Horizon System licensing fee from each Timekeeper for purposes of timekeeper assignments. The fee will be established annually by the GHRA Executive. The deduction will come off the first cheque of the season for the timekeepers.

ARTICLE VIII

REFEREEING ASSIGNMENTS

8.01 Membership is a privilege. All officials must make themselves available a minimum of one day per weekend or at least working 3 out of 4 weekends per month. It is imperative all officials take responsibility to keep their availability up-to-date on the scheduling web-site. Failure to comply with this policy will result in an official's membership being reviewed by the Executive. If an official cannot referee for an extended period-of-time, three weeks or more, for circumstances beyond his/her control then the referee must have a written letter given to the President or the Executive with the reason why the referee cannot referee for that period-of-time.

All assignments that have been agreed to must be taken. (By agreed to, shall mean that the Assigning Secretary has appointed a referee through the assigning software. The replacement responsibility is with the referee who received the assignment. All changes must be reported to, and approved by, the Assignor and/or Rules and Department prior to the assigned game. (See Assignments Policy in Policy and Procedures section for exceptions and procedures)

8.01(b) If an Official is suspended for whatever reason while as a Coach, Player or Referee, etc., you are required to notify the President and Assignor immediately of the length of your suspension. You're Not Allowed to officiate in any situation until your suspension has been fully completed. You're also responsible for finding a replacement for any assignment during your period of Suspension.

8.02 Any game missed or late shall make a referee liable for a fine at the discretion of the Rules and Department Committee. It shall be the Duty of the other officials working the game to report to the Assigning Secretary tardiness or absenteeism of the other official. Further, it shall be the duty of the Assigning Secretary to report the former to the Rules and Department Committee. Failure to do this could mean disciplinary action on either party.

8.03 All Guelph Hockey Referee Association referees who referee in leagues not assigned by the Association shall not be permitted to wear the Associations crest and will not be covered by the liability insurance policy for such games. Failure to comply with this regulation shall result in an immediate suspension of all games until such matter is reviewed by the Rules and Department Committee.

8.04 All Guelph Hockey Referees Association members shall wear the proper crest on the ice for all games they are assigned or be subject to disciplinary action at the discretion of the Rules and Department Committee. Note: For all Guelph Minor Hockey Association House league and adult games, officials must wear the crest of the Guelph Hockey Referee's Association. For all Minor Hockey representative and select games, officials must wear the Ontario Minor Hockey Association crest and the appropriate year bar.

8.05 All new officials shall receive a crest of the Guelph Hockey Referees Association at the beginning of the season. A member that loses their GHRA crest will be responsible to have it replaced at their own expense.

8.06 All officials assigned any Minor Hockey Representative, Select and Women's All-Star games, will be subject to a proper dress code for all games including tournaments.
Note: No ball caps are to be worn into the rinks for the above-mentioned games.

8.07 Refereeing services provided by the Guelph Hockey Referees Association, a formal vote will be held by the membership to accept the responsibility of officiating in the league. If the membership accepts the responsibility by a majority vote, it will become the responsibility of all qualified membership, and each member will be assigned to officiate this hockey as deemed necessary by the Assigning Secretary and in conformance with the official's availability sheet.

ARTICLE IX

RULES OF HOCKEY

9.01 The rules of Hockey Canada, and all branches there under shall be the official rules of the Guelph Hockey Referees Association.

ARTICLE X

AFFILIATIONS

10.01 The association is an affiliate of the Ontario Minor Hockey Association which is in turn a member of the Ontario Hockey Federation which is a member of Hockey Canada.

ARTICLE XI

ADOPTION OF THE CONSTITUTION

11.01 This Constitution and Policy Manual shall not come into effect until approved by the membership of the Guelph Hockey Referees Association.

11.02 Any member in good standing or appointed committee within the Guelph Hockey Referees Association may submit additions, deletions or changes to the Constitution Committee in writing at least thirty (30) days prior to the Annual General Meeting. All members shall receive these submissions at least seven (7) days prior to the General Meeting.

GUELPH HOCKEY REFEREES ASSOCIATION

Bylaws

**As revised and amended on
April, 2023**

BYLAWS

NOMINATIONS

1. Any member in good standing, 19 years of age or older, may be a candidate for the Executive Committee including a signed proxy to be given to the Nominating Chairperson prior to the Annual General Meeting. Members nominated for the position of President must have served on the Executive Committee for a minimum of 1 year.
2. Members shall have the right of making further nominations following the Nominating Committee's report.

VOTING

3. Unless the Executive is elected by acclamation, an election shall be conducted by a vote of the members in attendance at the meeting. The vote shall be conducted by secret ballot.
4. The successful candidate shall take office 30 days after the Hockey Referees Annual meeting.

MEETINGS

5. Special General meetings of the Guelph Hockey Referees Association may be called by the President or by the Assigning Secretary through the President.
6. That 1/3 of the membership shall constitute a quorum.
7. Regulations to be adhered to at meetings:
 - (a) All profanity is prohibited at all meetings.
 - (b) The General Principles of Roberts Rules of Order shall be used as a guideline for the conduct of association business at all meetings, including:
 - i) All discussion must be directed through the Meeting Chair
 - ii) Comments may only be made after recognition by the Chair Person.
8. The time and place of the Executive Meetings shall be named by the President and notice shall be given to the Recording Secretary not less than three (3) days before the date of the meeting.
9. The transaction of the Executive Committees or of any committee appointed by the President shall be valid notwithstanding disqualification of any member thereof through any defect or irregularity in his election or appointment.
10. Three (3) members of the Executive shall constitute a quorum at an Executive meeting and a monthly General Meeting.

11. General meeting attendance will be categorized as members present at the meeting. Any Official who does not notify the Recording Secretary of their absence in advance of any General Meeting will be deducted \$10.00 from their next payment as per Article 6.05

12. Meetings of any committee shall be held at the discretion of the Chair of said committee. All committees report to the Executive.

DUES

13. The annual dues shall be paid by in accordance with Article 7.07 (Monies) of the Constitution. All membership dues are to be paid on or before September 15 of the current year. The dues structure will be as follows:

- Active members - \$40.00 per annum.
- Honorary Life Members and the Guelph Referee Advisory Council Members, no assessment of annual dues.
- Timekeepers will have their individual Horizon licensing fee deducted from their first pay cheque of the season.

14. A fee of \$1.00 per on-ice official will be deducted from each assignment to share the cost of the GHRA General, and Directors and Officers Liability Insurance.

A fee of \$1.00 per off-ice official will be deducted with 50% used to share the cost of the GHRA General, and Directors and Officers Liability Insurance and 50% used to support New Official Bursary that will be used to assist first time officials, that were previously timekeepers with GHRA, with costs for the year. The amount of assistance will be determined by the Executive, depending on the number of new officials, and will not exceed \$100 per new official.

ANNUAL FUNCTION

16. An annual function shall be held by the Guelph Hockey Referees Association on the recommendation of the Operational Committee, subject to the approval of the membership.

FINES AND SUSPENSIONS

17. All fines assessed to members of the G.H.R.A., are payable within thirty (30) days of the date of notification. Failure to pay a fine will result in a suspension from the Association. Members may indicate to the Treasurer to have their fines deducted from their monthly cheques.

18. Any fine and/or suspension assessed by the G.H.R.A., may be appealed by submitting a written request of appeal to the President within forty-eight (48) hours after notification. The President or designate may select a chairperson to organize an appeal committee and this group will include at least one Executive or Rules and Department member and shall have a minimum of three members, including the chairperson. The individuals involved in the original discipline decision must not be considered as a member of the appeal committee. This committee must contact the appealing

member, after the President receives the letter, and a hearing will be conducted within seven (7) days.

19. When an official is late* for an assignment, that late official will be fined the amount of twenty dollars (\$20). It is the responsibility of the present official, to notify the proper authorities. For the second late assignment in the same season the official will be fined twenty dollars (\$20) and/or may be suspended for one (1) week at the discretion of the Rules and Department Chair. An official can appeal the suspension for the second late game in accordance with Bylaw Section No.18. If the suspension for the second late game is upheld, the official will be suspended one (1) week of availability for active duty. It will be the responsibility of the official to find a qualified replacement for the games while under suspension. If a replacement is not found this action will be considered a missed game offence and subject to discipline accordingly. If the official opts not to appeal the suspension for the second late game, they must notify the Rules and Department Chair. A third offence of being late for an assignment may result in dismissal from the Association. The final decision of this action will be the responsibility of the Executive.

* A "Late" defined is not being present at the arena 10 minutes before the scheduled game time.

20. When an official misses* an assignment, that official will be fined a maximum amount equal to double (2X) the game fee. In the case of multiple games missed on an assignment date the official will be fined a maximum amount equal to double (2X) the game fee of the first game missed, and a fine equal to the game fee for each additional game. The official may also be suspended for a minimum of two (2) weeks for the first occurrence, as determined by Rules and Department and approved by the Executive. It will be the responsibility of the official to find a qualified replacement for the games while under suspension. If a replacement is not found this action will be considered a second offence and subject to discipline accordingly. A second missed game offence in the same season, will result in the official being immediately suspended indefinitely, until dealt with by Rules and Department and the Executive. Upon investigation, the Rules and Department Committee may recommend the official be dismissed from the Association. The final decision of this action will be the responsibility of the Executive. A third missed assignment in the same year will result in immediate dismissal from the Association
An official can appeal the missed game suspension in accordance with Bylaw Section No.18. If the missed game suspension is upheld, the official will be suspended for a minimum period of two (2) weeks of availability for active duty.

* A "Miss" is defined as not being on the ice at the start of the second period.

21. An Official suspended for whatever reason while as a Coach, Player, or Referee, etc., are **Not Allowed to officiate** in any capacity until the suspension has been fully completed. Also refer to section 8.01(b) of the GHRA Constitution.

22. Any member that has confirmed their availability for a tournament and then withdraws their availability less than seven (7) days before the start of the tournament will be fined twenty dollars (\$20).

23. Invoices issued by the Treasurer/Assignor of the GHRA to leagues or individuals for games officiated by the GHRA, will be subject to Late Payment charges. All such invoices must be paid in full within ten (10) days of the invoice date. Late payments will be subject to a 5% late payment

charge. All invoices will show both the billed amount and the billed amount with late charges added.

DIGITAL TECHNOLOGY

25. In the event GHRA members personal digital devices may be used in OMHA, OWHA, GMHA, GGHA, Guelph Women's League or any other league the GHRA officiates games, it is the responsibility of the GHRA to ensure signed consent/permission is obtained for any member of the GHRA under the age of 18 On Ice Officials or Timekeepers. This consent must be received prior to the member being assigned to any game where a personal digital device may be required to be used to access, collect or verify game related data.

GUELPH HOCKEY REFEREES ASSOCIATION POLICIES & PROCEDURES

As revised and amended on
April 2023

PRIVACY POLICY STATEMENT - Guelph Hockey Referee Association (GHRA)

The Guelph Hockey Referee Association (GHRA) is committed to respecting and protecting the privacy of our individual members and their families, as well, our Hockey Partners and their respective Associations. The Personal Information collected in the course of administering our official's hockey program will be used and disclosed for the sole purpose of administering the Rules, Regulations and Bylaws set forth by the GHRA, and the Ontario Minor Hockey Association (OMHA) and /or for registering officials and the information may be used to provide them with the information necessary for participation.

The GHRA is committed to comply with the Personal Information Protection and Electronics Document Act (PIPEDA), which came into effect January 1, 2004. The GHRA Privacy Policy follows the 10 Canadian Standards Association Principles identified in the federal PIPEDA.

PRIVACY POLICY - GHRA

THE PRIVACY ACT: 10 PRINCIPLES

The federal Personal Information Protection & Electronics Documents Act (PIPEDA) now puts a formal, regulatory face on the issue of Privacy. The GHRA recognizes and endorses the PIPEDA legislation, which went into effect January 1, 2004. The legislation treats personal information as belonging to the individual and gives the individual control over how their personal information is handled.

There are ten principles governing the collection, use and disclosure of personal information in Canada. The ten principles are as follows:

Principle 1: Accountability

An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance.

Principle 2: Identify Purposes

The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

Principle 3: Consent

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except when inappropriate.

Principle 4: Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

Principle 5: Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

Principle 6: Accuracy

Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is being used.

Principle 7: Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

Principle 8: Openness

An organization shall make readily available to individuals, specific information about its policies and practices relating to the management of personal information.

Principle 9: Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10: Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.

Exceptions to Principles of the Act:

The Federal Act contains several exceptions. For example, consent is not required when investigating a breach of an agreement or contravention of a federal or provincial law.

HEALTH & SAFETY POLICY - Guelph Hockey Referee Association (GHRA)

The GHRA will develop a policy through the Health and Safety Committee (HSC) and build the foundation of the policy around the following;

The Health and Safety Policy will follow the guidelines provided by the Provincial Health Officer/Physician. The guidelines may be contrary to those provided by the OHF, OMHA, OWHA or local league associations.

The health and safety of our hockey referees is of the utmost importance to our association. As such, we have implemented a number of measures to ensure the well-being of all those involved in our organization.

First and foremost, all of our referees are required to complete a comprehensive training program before they are allowed to officiate any games. This training covers a variety of topics, including rules of the game, proper equipment and clothing, and how to handle emergency situations.

In addition, we have established guidelines for the maintenance and upkeep of all equipment used by our referees. This includes ensuring that all protective gear, such as helmets and pads, are in good repair and meet industry standards.

We also recognize the importance of proper nutrition and hydration for the health and safety of our referees. We encourage our referees to eat a well-balanced diet and stay hydrated, during games.

Furthermore, we have implemented a concussion protocol to ensure the proper handling of any head injuries sustained by our referees. This protocol includes guidelines for removal from play and return-to-activity, as well as resources for support and education from Hockey Canada and the Ontario Hockey Federation.

We also understand the importance of mental health and have resources in place to support our referees, including access to mental health professionals and confidential support lines available on the OHF website.

In addition to these measures, we also have policies in place to address any incidents or accidents that may occur during games. This includes incident reporting procedures and protocols for responding to emergencies.

Our referees should follow the same guidelines for safety as players and other individuals involved in the game.

It is important for our association to stay up-to-date with the latest guidelines from public health officials and to follow the protocols put in place by the hockey league or organizations we are working with.

Overall, the health and safety of our referees is a top priority for our organization. We are committed to providing the necessary resources and support to ensure that our referees can focus on officiating the game to the best of their abilities, while also feeling confident in their own safety and well-being.

ASSIGNMENTS POLICY

- All referees and timekeepers should indicate and update their availability regularly through the assigning software program.
- All referees must be available to officiate at least one day per weekend and a minimum of three (3) out of four (4) weekends per month.

- If a referee cannot meet the two items above, then they may have their membership reviewed and possibly revoked by the Executive for failing to meet Official Membership Agreement requirements.
- If an official cannot referee for an extended period-of-time, three weeks or more, for circumstances beyond his/her control then the referee must have a written letter to the President and the Assignor with the reasons why.
- All assignments that have been assigned to an official by the Assignor are their responsibility. Assignments are scheduled based on your availability submitted in the assigning software program.
- If an assignment cannot be met the following procedure must be followed:
 - If an official (on ice or off ice) cannot complete an assignment, the responsibility to find a qualified replacement is with the referee or timekeeper who received the assignment.
 - All changes must be reported to the appropriate Assignor prior to the assigned game, by all officials involved with the change.
 - If the replacement is suitable, the appropriate Assignor will change the responsibility of that game to the replacement official through the assigning software program.
- It is an official's (on ice and off ice) responsibility to review their schedule regularly using the assigning software.
- If an official has been disciplined twice in one season for being late for games or for one occurrence of missing games, it may affect their assignment of year -end playoff games and special tournaments.
- If an official has been suspended as a result of discipline received in accordance with the Constitution they shall not be eligible for year - end playoff or special tournament assignments.

OMHA TOURNAMENT POLICY

- No official is to referee more than 6 games in a day for divisions Tyke to Bantam.
- On ice officials are permitted to work a maximum of 3 games in a row but must adhere to a rest period of 1 hour for each game worked before the next set of assigned games.
- An official can officiate 2 games in a row, rest for 1 hour and then officiate a single game providing they rest for 2 hours after the single game.
- No official is to referee more than 3 games in a day for Midget. There must be at least 1 game rest in between games. As per regulation 18.2-OMHA Manual of Operations

For All Hockey Games Officiated by the GHRA

- All officials will make sure who their partner or partners are before the start of the hockey game.
- It is important for all officials to have access to a membership contact list.
- Arrive a minimum of 30 minutes prior to the scheduled game time.
- If an official will be later than 30 minutes, they must contact their partner(s).

- The crew leaving the ice should remain dressed and ready to go until the next crew has arrived.

Missing a Partner in a Two official system

- No games can be officiated with one official. This only applies to OMHA and OWHA assignments
- 15 minutes prior to game time if any member of the crew is not present start calling the following list until you get an answer:
 - Call your partner
 - The Assignor
- Call your partner, then the Assignor (to confirm your partner) Rules and Department President Vice-President.
- Inform the convener and/or Coaches that you are short an official and they cannot go on the ice until notified by you.
- Don't leave the arena until the league official has said that they will be cancelling the game.
- If the game is cancelled inform the President and the Rules and Department chairperson.
- If the game is cancelled the official(s) remaining will be paid for the game.

Missing a Partner(s) in a Three Official System

- No games can be officiated with one official. This only applies to OMHA and OWHA assignments
- 15 minutes prior to game time if any member of the crew is not present start calling the following list until you get an answer:
 - Call your partner(s)
 - The Assignor
- If both officials present are certified level 2 then they must default to a two-official system and begin the game.
- If the partner shows up after the game is started and is a Certified Level 3, they can join the game as the Referee.
- If both officials present are Certified Level 3 or if one of the two officials present is a Certified Level 3 then they can decide between a a two-referee system or a one-referee/one linesmen system.
- The most senior official present team will make the decision as to what option to take.
- If the decision is to go with a two-referee system and the missing partner arrives after the game has started, complete the game with two referees. The late arriving official will become a linesman and will need to cover both lines
- If the decision is to go with a one-referee/one linesman system and your partner shows up they should go on the ice as soon as possible as the other linesman.

Missing a Partner(s) in a Four Official System

- No games can be officiated with one official. This only applies to OMHA and OWHA assignments
- 15 minutes prior to game time if any member of the crew is not present start calling the following list until you get an answer:

- Call your partner(s)
- The Assignor
- If two of the four official team are present and one is Certified level 3 then default to a two-official system.
- If a partner(s) arrives they may join the game as a linesman and will need to cover both lines for the game.
- If three of the four official team is present then default to a three-official system with the most senior official as Referee
- If the fourth partner shows up late and is a certified level 3 they may join the game as a Referee.
- If the fourth partner shows up late and is not a certified level 3 they may join the game at the end of period as a linesman and the Certified level 3 linesman may move to the Referee position.

OBLIGATIONS OF NEW OFFICIALS

The following is a breakdown of what is expected of new officials, and minimum requirements that must be agreed upon prior to membership into The Guelph Hockey Referees Association.

AGE

Individuals should be minimum of fourteen (14) years of age at the beginning of the hockey season. At age fourteen, you will be eligible to participate in house league hockey assignments only, and you must attend a H.C.O.P. Certification Clinic. At the age of sixteen, you are eligible to participate in Rep Hockey Assignments, however, you must attend an annual H.C.O.P. Clinic. These clinics are held annually in the fall. The cost of the certification clinic is the responsibility of the new official.

GAMES

The Guelph Minor Hockey Association and Guelph Girls Hockey Association schedule games throughout the week, and on weekends. It is important that you are available to participate in refereeing on weekends.

MEETINGS

General Meetings are held monthly from October to March. The first meeting of the year is held in September and our Annual General Meeting (AGM) is held in April. Attendance is mandatory for all General Meetings and the AGM. If unable to attend a meeting, the official must contact the Recording Secretary in writing in advance of the meeting. Failing to do so will result in a fine as outlined by our constitution.

PROBATION

All new officials will be on a probationary period of one year. Rules and Department will meet to discuss your progress and your status as a probationary member. It may be decided that you will be required to complete another period of probation.

EQUIPMENT

Each new official is responsible for providing their own C.S.A. approved (black) hockey helmet complete with CSA approved half visor, a black and white vertically striped referee's shirt, black pants, and Acme thunder finger whistle. Optional equipment that is strongly recommended, but not mandatory includes, shin guards, protective girdle, and elbow pads.

ON ICE TRYOUTS

Each September GHRA reviews the number of new officials being considered for the upcoming season. The GHRA may conduct on ice evaluations to determine the status of a possible member's abilities. The on-ice sessions are also used to review and introduce new officials to positioning, signals, and conditioning.

OBLIGATIONS OF AN OFFICIAL

ROLE OF AN OFFICIAL

- The game of hockey was created first and foremost for the players.
- A set of rules has been developed and it is the responsibility of the referee to see that the game is played within these rules.
- Coaches spend many hours teaching young players how to skate, stick handle, shoot, pass, etc., and generally improve their playing ability. Unless the official in charge interprets the rules as written, some coaches are content to allow their players to resort to illegal tactics rather than show their true hockey playing ability.
- The official is the person in charge of the game and must ensure it is conducted within the confines of the written rules. These rules will provide adequate control to keep the game in the proper perspective, thus making it more enjoyable for the participants and the spectators. The basic Role of the official can be broken down into two simple words - "safe" and "fair". By viewing and officiating the game with these two words in mind, an official should be able to call a game that is acceptable to all the participants.

APPEARANCE

Your appearance while on the ice will have a bearing on your acceptability as an official by the players, coaches, and fans. People do judge books by their covers; therefore, projecting the proper image through neatness will have a very positive effect and will enhance the other favourable characteristics you may possess pertinent to officiating.

Make sure to:

- Wear clean, neatly pressed black pants, and a clean referee's jersey on which the proper branch crest is attached or sewn.
- Use only plain white laces in your skates.
- Jewellery is not permitted to be worn on the ice.

House League Assignments:

- Dress neatly to go to your assignment. (Sweat pants are not acceptable)

Rep Assignments:

- Business casual dress pants are required for these assignments. (Baseball caps, and jeans are not permitted.)

PHYSICAL FITNESS

Hockey is a game that is played at high speeds for sixty minutes. Besides the goaltenders, the officials are the only participants on the ice who do not get a rest every two minutes or so. This, coupled with the fact they are expected to always make the proper decision in each situation, means that the official must be in top condition at all times. An official who has become physically tired will lose their concentration on the game, consequently judgment will be affected and one's work as an official will deteriorate. To stay sharp throughout the game, officials must be in good physical condition.

KNOWLEDGE OF THE PLAYING RULES

It is imperative that all officials (referees and linesman), possess a thorough knowledge of the Hockey Canada playing rules and their proper interpretations. They are also required to know any special rules, which apply to leagues in which they are officiating. The rule book should be referred to on a continuing basis. Should a rule interpretation be required, contact your local G.H.R.A. Rules and Department Chairperson, or the President. These people should be able to provide you with the proper interpretation. If these people are unable to provide you with a ruling, they will follow up by referring the matter to the appropriate governing body for interpretation.

PERSONAL CONDUCT AND HABITS

Always ensure you arrive at the arena a minimum of 30 minutes prior to the scheduled game time. In certain leagues, you may be asked to arrive up to an hour early. Do not take the attitude that the game cannot start without you. Be punctual and insist on this virtue from everybody associated with the game. You must report to the league office or the proper OMHA Representative, and the Rules and Department Chairperson by the earliest and quickest means possible any unusual occurrence, including all match penalties, which may require further disciplinary action. If you make the original report orally, confirm it in writing immediately using the proper forms and be sure to make a copy for your records. This is important, as the action may result in possible legal action. Note: Throughout this manual the terminology referee and linesman will be used. This applies to the three-person system of officiating. When the two-person system of officiating is used, the duties and instructions given under the referee and linesman in the manual apply to both officials.

THE REFEREE IS IN CHARGE OF THE GAME

As a referee, you are in charge of the game and it is your responsibility to see that it is conducted in accordance with the rules. Ensure that all other officials in the game, including the linesman, interpret the rules properly and discharge their duties fully and impartially. If you observe any irregularities in procedures or techniques being used by linesmen or other officials, it should be brought to their attention and corrected.

From time to time throughout the season, new referees and linesman may be assigned work. It is your duty to advise and encourage them so that they will develop into more efficient and confident officials. Be prepared to report on their work when instructed.

The OFFICIALS RESPONSIBILITIES

Before the start of the game discuss the various responsibilities of each official, while in the dressing room, such as:

- Covering of quick break outs.
- Stopping play when the puck is outside the playing area.
- Handling fighting situations.
- High-sticking the puck.
- Deliberate directing of puck with hands, etc.
- Player losing their helmet or throat protector

This will enable the officiating staff to perform as a team.

BE FIRST ON THE ICE

The officials should be first to come on the ice at the start of the game and each subsequent period. They should all appear together led onto the ice by the referee. Assign each linesman the task of checking a net. At the start of the game, the linesman should check that all the players are wearing required protective equipment properly, as well as the number of players dressed for each team and compare this with the number recorded on the Official Game Report. Review the entire game sheet to ensure the players are listed properly, team officials and signatures are properly affixed, and that the captain and alternate captains are noted and identified as required by the rules.

LOOK DIGNIFIED

At all times, when in the presence of spectators, maintain an alert, active and dignified appearance and see that the linesmen do likewise. Do not lean on the boards or stand with your hands in your pockets. Avoid fraternizing with the players or rink side spectators. It is not necessary and the public as well as players and coaches frequently misinterpret it.

Refrain from using insulting, abusive or vulgar language or gesture to spectators, regardless of the provocation offered by them. It is much better not to have "rabbit ears" but, if the language or other conduct of a spectator is such that it is likely to provoke an assault by a player, have the rink management remove the spectator from the facility.

Refrain from any type of physical contact with the spectators at all times. Your league, branch and / or police will handle all disciplinary situations where a spectator becomes physically involved with you.

DON'T TAKE VERBAL ABUSE

Whether your role on the ice is as a referee or a linesman, this does not mean you are "fair game" for either the players or team officials. Be careful not to develop "rabbit ears", however, do not hesitate to call the referee's attention to any

intentional abuse or misconduct by any of the participants. Avoid becoming involved in arguments - they often end up in an outburst of abusive or insulting language, which you report to the referee. Above all, avoid “wisecracking” back to players and do not under any circumstances make any threats to anyone, other than to indicate that the rules be enforced.

DISCIPLINE

All discipline within the GHRA is the responsibility of the Rules and Department Committee and in the case of dismissal, the Executive.

Here are some discipline examples for your benefit:

- Late for an assignment (Bylaw 27/29)
- Missed assignment. (Bylaw 28/29)
- Wearing GHRA crest in leagues not assigned by the Assignor. (Article VIII 8.04)
- Missing annual or general meetings. (Article VI 6.03/6.04)
- Not paying your annual dues or fines within the allotted time (Article VII 7.07)
- Swearing on the ice at hockey players or bench personnel.
- While refereeing, you get caught up with the fans, and make obscene gestures towards them.
- Ignoring a Supervisor’s on ice report or comments.
- Bringing alcohol in to the Referee’s room.
- Anytime a written letter has been submitted to the GHRA and the facts after a hearing have been proven to be true, the official or officials can be disciplined.

This is your association please act accordingly. Be proud to be a member. For all disciplinary action you are entitled to an appeal. Refer to Appeals section of manual for appeal process.

DISCIPLINE HEARINGS

The Rules and Department Chairperson will notify all concerned members of disciplinary concerns that may arise. If required, the Rules and Department Chairperson will form a disciplinary committee. The committee will consist of (3) neutral members to conduct a hearing.

- These hearings will be called as necessary to hear presentations from all GHRA members involved in problem situations.
- Attendance at these meetings is by invitation only, with the exception of the GHRA President who is ex-officio for all committees of the GHRA.
- The hearings will hear presentations from involved GHRA members. Presentations can be in person or in writing. All pertinent documentation must be considered before the Committee can render any decision.
- These meetings must be convened within one (1) week of any occurrence requiring such a meeting. Any decisions from these meetings must be forwarded to the President of the GHRA in writing within 24 hours of the

decision, and to the involved GHRA member(s) within 24 hours. The involved GHRA member(s) will then have a further 48 hours to appeal the decision.

- Documentation and minutes of meetings must be kept, and the official's personnel files updated.
- Rules and Department Chairperson to notify the Assignor and Treasurer of any suspension and/or fine if necessary.
- APPEALS

Once a GHRA official receives written notification of disciplinary action, he/she has the option of appealing this decision. The following process is the guideline for appealing a disciplinary decision (not including dismissal):

- The disciplined official must notify the President within 48 hours (in writing), specifically what the appeal pertains to.
- The President may select a chairperson to organize an appeal committee and this group will include at least one executive member and shall have a minimum of three members, including the chairperson. The individuals involved in the original discipline decision must not be considered as a member of the appeal committee.
- This committee must contact the appealing member, after the President receives the letter, and a hearing will be conducted within 5 days.
- The committee should consider written submissions from all those involved and/or witnesses.
- The member disciplined must be invited to the appeal hearing as well as any members involved. However, if the disciplined member or members choose not to attend, the hearing will be held as scheduled.
- Minutes will be recorded at the meeting and afterwards submitted to the GHRA file.
- The disciplined member will be contacted within 24 hours of the decision from the hearing and also notified in writing. Copies of the result must also be provided to the President, the Rules and Department Chair. These three individuals are to be contacted within the 24 hours also.
- NOTE The entire appeal process should not exceed 8 days, but the discipline remains in effect during this time. In the matter of suspensions, the official may request that the discipline be waived until the hearing is held, if 8 days have expired without result.

*Confidentiality is of the utmost importance and is to be respected in all matters of discipline and the possible appeal! *

Rules and Department Meetings

There will be monthly meetings throughout the season. All committee members will attend these meetings.

1. The first will be for allocation of GHRA members to supervise. This meeting will also evaluate the GHRA members for competition level assignments.
2. In early January, a meeting will be held to go over the entire GHRA member list to evaluate members for playoffs and out of town assignments.
3. After the conclusion of the season, and prior to the Annual General Meeting, a meeting will be held to evaluate the performance of all the GHRA members. This

meeting will recommend new members for full membership, or continued probation. This meeting will also recommend any disciplinary action as deemed necessary due to poor performance of any GHRA members. This meeting will also select the recipient of the Jack McKinnon Trophy for the Most Improved Official. Additional meetings may be called as deemed necessary by the Chairperson.