



Carleton Place Senior Hockey League

League By-Laws v1.4

1.0 CPSHL Executive

The league executive is comprised of the following voting positions:

- a. President
- b. Secretary-Treasurer
- c. Five (5) team captains

Each of the voting positions above is equal and equivalent in every respect unless otherwise noted. The executive, at its discretion, may also appoint a non-voting position of disciplinary officer and past-president.

An ongoing best-practice is to ensure that the ending terms of the President and Secretary-Treasurer are staggered in order to provide continuity in the management of the CPSHL. When there are multiple candidates for open executive positions, the successful candidate will be established by a league voting process, to be organized by the current CPSHL President.

Executive roles and responsibilities are as follows:

President: 2 to 3 year term

- Overall accountability for league operations and planning. Works with the secretary-treasurer to run a fiscally balanced budget and to schedule league sign-up dates. Is responsible for team sponsorship and/or league advertising. Works with the town to establish league ice times and associated rates.
- Plans and/or delegates CPSHL-related social events. Ensures registration of all members to be covered by CARHA insurance. Recruits new team captains.
- Participates and is a voting member of any necessary disciplinary hearings to establish individual suspensions in accordance to the league's code of discipline.
- Maintains league trophies and arranges for any applicable prizes for CPSHL team or individual awards.

Secretary-Treasurer: 2 to 3 year term

- Accountable to receiving all league receipts and to pay outstanding invoices. Deposits all receipts into the league account and provides account status at the request of the president. Schedules league sign-up dates. Establishes, communicates, and tracks the league budget on an annual basis. Participates and is a voting member of any necessary disciplinary hearings to establish individual suspensions in accordance to the league's code of discipline.



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Team Captain: 2 year term

- Participates in the annual league draft and equalization drafts. Ensures that all team members have paid their fees by the league established due date. Records player attendance at each game on the game sheet.
- Informs team members of disciplinary actions and enforces individual suspensions.
- Participates and is a voting member of any necessary disciplinary hearings to establish individual suspensions in accordance to the league's code of discipline.
- Enters and verifies game statistics and player attendance into the CPSHL website.

Disciplinary Officer: 2 year term

- Monitors and informs the team captains of any upcoming suspensions in accordance to the league's code of discipline.
- Logs disciplinary action for later referral. Provides historical information to the CPSHL executive for the purpose of consistent disciplinary action. Participates and is a non-voting member of any necessary disciplinary hearings to establish individual suspensions in accordance to the league's code of discipline.

Past President: 2 to 3 year term

- Provides guidance and continuity to the league through consultation with the CPSHL executive. This is a non-voting position.

2.0 Player Registration

Process

- Players Sign-up online by the deadline published on www.cpschl.ca
- Players determined - See [Player Eligibility](#)
- Team Captains select teams via the approved draw method outlined in the league by-laws
- Players notified of their selection or rejection and registration funds refunded if necessary

Registration Period

- Registration period typically opens in Mid-August and closes by August 30th to allow for team selection of teams. League starts the first Thursday after Labour Day.

Player Eligibility

- As a minimum, players must be in their 35th year (i.e. turning 35) in the year in which they are registering.
- Returning players to the league shall have precedence in registration for the upcoming CPSHL season.
- In the event that a sufficient number of players cannot be tabled from returning players, new players in the league shall be selected in the following order:
 1. Previously registered CPSHL players who played one or more seasons in the CPSHL.
 2. Non-previously registered CPSHL members, in sequential manner from the waiting list



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3. Non-previously registered CPSHL members, in sequential order from the time of registration (Note: for this reason, any newly registered players should have order of registration marked on their application form).
- From time-to-time, it may be necessary for a captain to obtain the services of another goaltender for the purpose of icing a complete team during the regular season and/or playoffs. The captain shall, in the following order, obtain the services of:
 1. The CPSHL goalie of the team not playing on the night of the match
 2. Any other CPSHL goaltender playing on the night of the match
 3. Any other non-CPSHL goaltender who has been approved by the league executive (up to a maximum of 5 games, at which time they no longer become eligible to play under the stipulation of the CARHA insurance program).

The captain who is obtaining the services of a non-CPSHL goaltender shall inform the opposition captain at least 24 hours in advance of the game, whenever possible. This is especially important during playoff games. Any conflicts shall be resolved by the league president.

- To participate in the playoffs, a player must have played in 50% of the schedule regular season games. The executive retains the right to review this on an individual basis.

Fees

- The president, along with the secretary, will establish the annual player fees and will be communicated at the time of registration.
- **Payment Options** – two options; paying all fees upon registration or in two equal installments or online from www.cpslh.ca. One payment is due at the time of signing and the remaining payment due by October 1st of that year.
- **Inclusions** - Player fees will include registration with CARHA, including associated insurance. Refer to CARHA's website (www.carhahockey.ca) for further details. If a player is already registered as a CARHA insured player by another league, the associated refund for the CARHA registration portion of the CPSHL player fees will not be refunded.
- **Unpaid Fees** - Any player whose registration fees are not paid by the last payment date, will result in suspension from playing until such time as the fees are verifiably paid in full. **There will be NO exceptions.** The team captain shall communicate and enforce this rule at all times. If the player insists upon continuing play, the player's team shall forfeit all points gathered during the time in which the player participates, in any extent, in any CPSHL game.

Refunds

- A player who is under suspension and wishes to quit the league, is not eligible for any reimbursement until their suspension is served, at which time the following guidelines regarding reimbursement apply;
 - If a player wishes to quit the league and is not under suspension, they will receive a 75% refund if they notify the league president prior to his teams 3rd game.
 - If a player wishes to quit the league and is not under suspension after his teams 3rd league game, but prior to his teams 9th league game, they will be refunded 50% if they notify the league president during the timeframe stated.

No refunds will be available outside the above policy



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3.0 Team Selection

Composition

- The league will consist of five (5) teams.
- Each team will consist of 14 players and one goaltender.
- Each captain will identify two on-ice representatives (captain included) who will communicate to the referees for clarification. If possible, these two individuals will be identified to the referees with a "C" and an "A" on their jerseys. If this is not possible, the team captain should identify the two team representatives to the referees on a game-by-game basis. Only these two players will be able to communicate to the referees for clarification during the game.

Initial Team Drafting

- Upon successful yearly registration of the players, the league president shall call a meeting of the CPSHL executive for the purpose of the draft. If a member of the executive cannot attend, they shall designate a suitable representative to be agreed upon by the executive.
- The draft will consist of the following steps:
 1. Each CPSHL registered player shall be categorized as "A", "B", "C" or "Unknown" and either forward, defence, or goaltender by the executive. While is in not an exact science, a best effort is all that is expected.
 2. Each captain shall draw a random number (one through five) from a hat. This is their drafting order.
 3. The drafting order by the team captains shall begin from one through five, with the first round consisting of the captains drafting goaltenders only.
 4. The second round shall begin from drafting order five to one, with the captains eligible to draft all remaining players.
 5. Subsequent rounds shall alternate one to five, five to one, etc. until all players are drafted.
 6. After all players have been drafted, each team shall be reviewed to ensure sufficient number of defence and forward players (i.e. We don't want to have a team with an insufficient number of defenceman)
 7. At this time, the drafted teams shall be numbered one through five.
 8. A coin flip performed by each of the captains shall be tallied as a group to determine whether each captain retains their team or if the teams go into a hat for random drawing.
 9. If the coin flip indicates that a random drawing of teams is to take place, each captain shall draw a random number (one through five) from a hat. This is their team for the season.
 10. Each team shall be assigned a sponsors team name and associated jerseys.
 11. After the previous step has been completed, each captain has the option to negotiate up to "two" trades with other captains as they see fit. Any trades **MUST BE APPROVED BY THE REMAINING EXECUTIVE** before they become effective.



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Equalization Draft

- An equalization draft, if required, will be conducted after two rounds of regular season round robin play are complete. The purpose of the equalization draft is to ensure competitive and fair team selection.
- The league president shall call a meeting of the CPSHL executive for the purpose of the equalization draft.
- The equalization draft shall be held in an informal method, with each team captain given the opportunity to make a case for their team along with their opinion of the strength of the other teams in the CPSHL.
- Any player trades negotiated will need to be approved, in majority, by a vote of the CPSHL executive voting members.

New Players Joining After the Equalization Draft

- Any new player joining the league after the equalization draft will be placed on a team thru consensus of the league executive.

4.0 Game Playing Time – Regular Season Games

- CPSHL games will be comprised of 2 periods.
- 1st period: At the start of each game when the Zamboni leaves the ice, 28 minutes will be put on the clock. The clock will then run. At the 25 minute mark, the referee will blow the whistle at which time the players should immediately get ready to start the game. There will be no stopping the clock at this point and the clock will continue to run until the end of the period.
- 2nd period: At the start of the second period, 20 minutes will be put on the clock. Play will commence when the referee drops the puck at center ice.
- Playing time is straight time with the following exception: When a team is behind the opposition by 2 goals or less, the last 3:00 minutes of the 2nd period will be stop time.
- If a minor penalty is incurred during the last 3:00 minutes of a game during stop time, then the penalty will be 2:00 minutes stop time in duration. Please note, for this to apply the penalty must occur with 3:00 minutes or less remaining in the period, otherwise all minor penalties will be 3:00 minutes running time in duration.

Example: If a penalty is incurred with 3:01 remaining in the period, then the penalty time will be 3:00 minutes in duration. If a penalty is incurred with 2:59 remaining in the period, then the penalty time will be 2:00 minutes in duration.



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5.0 Playoff Format

- Playoffs will consist of 2 preliminary round robins, totaling 8 games per team.
- A double knock-out format will be used to determine the A finalists and the B finalists. The fifth placed team will not be eligible to play for the A Championship.
- In the event of ties after the round robin, positions will be determined as follows:
 1. Record between the two teams who are tied (in the two games that they played each other in the round robin, the team who had the most points in these two games finishes ahead of the team they are tied with)
 2. Total goals FOR during the round robin play
 3. Total goals AGAINST during the round robin play
- In the double knock-out and championship games, in the event of a tie in regulation time, the winner will be determined by first, a 5 minute stop-time overtime, 4 on 4 sudden death victory. Penalties shall be carried over into overtime from regulation time.
- Any new penalties in overtime shall be two minutes. If a winner after the five minute overtime, the winner will be determined by shootout. Each team will select 3 shooters. The team that has scored the most goals after the first three shooters wins. If the teams are still tied after the shootout, then it will be a head to head shootout, with the team who scores (and the other team doesn't on the same shootout try), being declared the winner. Before a player on a team can shoot a second time, all players on the team must have had one shootout opportunity. Any players in the penalty box (but not suspended) at the end of the 5 minute overtime can participate in the shootout in any order.

6.0 Game and Player Statistics

- It is the responsibility of the team captain(s) to enter and verify game and player statistics into the CPSHL website in a timely manner.
- Games, penalty minutes, and statistics are to be entered into the CPSHL website in an identical fashion to what appears on the game sheet. There are NO exceptions unless otherwise agreed to by the league president in writing to the team captain cc'ing the rest of the CPSHL executive (i.e. No creative licensing in entering statistics)