

## **LONDON REFEREES' GROUP**

### **BYLAWS**

#### **1. CHANGES TO BYLAWS**

- 1.1. Amendments, additions, or deletions to the Bylaws of the London Referees' Group shall be passed by a majority vote of the members present in person or by proxy at a general meeting.

#### **2. MEETINGS**

- 2.1 The Executive will determine and schedule the meeting dates for the upcoming season and will be made available to the membership.
- 2.2 Rules discussion and instructional sessions will be held at all general meetings.
- 2.3 Executive meetings will held as required, or as requested by two members of the Executive, but not less than monthly during the season.
- 2.4 Members who will be unable to attend a general meeting must confirm their non-attendance with the Secretary (or if unable to contact the Secretary, with another member of the Executive) in advance of the meeting,
- 2.5 Members missing general meetings without the prior consent of the Secretary or other member of the Executive, will be subject to discipline in accordance with the Bylaws. Members must attend at least 75% of the general meetings or they will be suspended until such time as their case is reviewed by the Executive.
- 2.6 Any changes to the Constitution must be submitted as a written notice of motion, and shall be voted on at the next general meeting subsequent to the submission of the written notice of motion at which a sufficient membership attendance occurs to permit the constitutional issue to be addressed.
- 2.7 A constitution review committee of not more than five people, headed by the Vice President, will be set up not later than the end of January to review submissions for changes to the Constitution. Any member, life member or beneficial member may volunteer for the committee. If more than 4 people volunteer for the committee, the Vice-President shall select those to be on the committee with the objective of making the committee representative of the interests, experience and concerns of LRG as a whole.

#### **3. REGISTRATION / CROSSOVERS**

- 3.1 The onus is on the member to establish that the member is properly registered with one or more of the OMHA, Alliance or OWHA.
- 3.2 If any member has, after November 14<sup>th</sup> of the current season, skated any Alliance or OMHA or OWHA

games assigned through LRG without, at the time of the game, being properly registered with that OHF member partner, that member shall be fined \$150.00. In addition to the fine, the member is immediately suspended from all LRG activities until such time as the member

- i. establishes proper registration with that member partner, and
- ii. is authorized by the executive to be re-instated as an active member of LRG.

#### **4. ASSIGNMENTS**

- 4.1 The Executive shall fix and advise the members of the process by which assignments are to be processed, including issues such as non-availability, game selection, assignment declining and acceptance, turn backs, cancellations, schedule availability, etc.
- 4.2 Once an assignment has been accepted by a member, the assignment remains the responsibility of the member until any alteration is confirmed by the Assignor.
- 4.3 Members unable to fulfill assignments must notify the Assignor by telephone (or such other method as is approved by the Assignor) not less than 24 hours prior to the scheduled start time of the assigned game. Failure to do so may result in discipline.
- 4.4 In all cases where it is not possible to contact the Assignor to cancel an assignment, another member of the Executive shall be contacted.
- 4.5 In the absence of the Assignor, the President, another of the Executive or a person appointed by the Executive will make the assignments.
- 4.6 Members may not be assigned to games higher than their classification except at the discretion of the Referee-in-Chief.
- 4.7 Habitual refusal of assignments (including cherry picking assignments) or turn backs shall be reviewed by the Executive and may result in a suspension for conduct harmful to the interests of LRG.
- 4.8 The Assignor shall promptly notify members of assignment cancellations received from leagues.
- 4.9 Members are not to accept games on their own accord without first obtaining permission from an Executive member. In cases of there being no other officials at the rink for a game, members may accept the game and immediately thereafter notify LRG Executive of the party accommodated.
- 4.10 Except as permitted by the executive, members are not to cancel assignments in order to accept other assignments not governed by LRG. A fine or suspension may be imposed for doing so.
- 4.11 Members must not give or exchange assignments with another member without the approval of the Assignor or in his absence, another member of the Executive. Unapproved changes, including changes in the member's role during a game, will be reviewed by the Executive with potential suspensions to both parties.

#### **5. DUES AND FEES**

- 5.1 An annual membership fee to be fixed by the Executive is payable before any assignments are given to an applicant member.
- 5.2 Life members and persons designated beneficial to the association are not required to pay a membership fee.
- 5.3 A dues and fees structure sufficient to conduct the business of LRG for the current season will be determined by the Executive and presented to the membership for the approval of the membership at the annual budget meeting (ie. not later than at the first general meeting in February). Pending the budget presentation and approval, the Executive shall levy dues and fees in a reasonable amount and in a reasonable manner to keep the business of LRG ongoing.

## **6 AFFILIATED OFFICIALS**

- 6.1 LRG is entitled to assign games to and perform other services for affiliated officials who are not members of LRG.
- 6.2 For all games assigned to an affiliated official by LRG, that affiliated official is
  - a) obligated to conduct himself in all respects in the same manner as an LRG member;
  - b) subject to the dues / fee structure set by the LRG executive; and
  - c) subject to the authority of the LRG.
- 6.3 An affiliated official shall only be assigned men's league hockey by LRG without the prior approval of at least one of the president and the RIC and at least one of the representatives. All such approved assignments shall be reported in summary form to the membership at the next general membership meeting.

## **7 PAYMENT FOR GAMES**

- 7.1 Payment for non-cash games officiated shall be by cheque personally picked up by the member at general membership meetings. Otherwise, the member must contact the Treasurer to pick up their cheque at the Treasurer's convenience.
- 7.2 The executive shall fix and advise the membership of the payment schedule, which schedule shall represent a fair balance of the needs of LRG and the needs of the members.
- 7.3 It is the member's duty to verify the accuracy of the payment made to him or her. Discrepancies between the member's payment expectation and the amount actually received must be brought to the attention of a Representative within two weeks of the date of the general meeting at which the cheques, including that member's cheque in issue, were first distributed.
- 7.4 The Executive is entitled to deduct from the member's cheque all amounts owed to LRG by that member provided a summary explanation of the deduction(s) is included with the member's cheque. Disputes regarding deductions are to be addressed in the same manner as discrepancies in the amount of payment.

## **8 CLASSIFICATIONS**

- 8.1 All members will be classified for assignment purposes by the Executive.
- 8.2 The classification system shall be designed by the Referee-in-Chief and shall be explained to the membership at the meeting at which the members are notified of their classification.
- 8.3 Written copies of the classification groupings and grouping descriptions are to be made available on request, through the Representatives, to the members.
- 8.4 Classifications are to be determined by the end of December and will remain in effect unless reviewed by the Executive.
- 8.5 Referees wishing to appeal their classification must contact their representative in writing, who will bring the matter before the Executive as promptly as is reasonable. Appeal of classifications must be answered in writing by the Referee-in-Chief within fourteen (14) days of the appeal being brought before the executive.

## **9 ATTITUDE**

- 9.1 Referees shall be prepared physically and mentally to carry out their assignments in a dignified and honourable manner on and off the ice.
- 9.2 No member shall conduct himself at any time in a manner which jeopardizes the interests of LRG.
- 9.3 Members shall keep abreast of the Hockey Canada rules, as well as those of the leagues with which LRG contracts.
- 9.4 Any member who presents himself at an assignment location having consumed any impairing substance shall be subject to an immediate suspension at the discretion of the Executive.

## **10 DRESS CODE**

- 10.1 All referees will conform to on ice dress regulations as outlined in the Hockey Canada and OHF member partner rule books, manuals and other directives.
- 10.2 All members shall be neat and presentable going to and from assignments. Specific dress codes for specific leagues or types of hockey (eg. playoffs) may be designated by the Executive.
- 10.3 In appropriate circumstances, any member of the Executive may waive the dress code requirements for going to and from specific assignments.

## **11 LEAGUES OFFICIATED BY LRG**

- 11.1 LRG will offer the services of members to any league contracted with LRG for rules sessions with coaches and other interested parties.
- 11.2 All leagues will be requested to advise the Referee-in-Chief of action the league has taken with respect to

match, gross misconduct, or game misconduct penalties incurred for infractions against any member. The Executive will review the matter and where it is deemed necessary, the league President will be advised that the case should be reconsidered. In the event that the league refuses, the Executive shall respond appropriately.

11.3 The Executive, at the request of a league, may make suggestions regarding suspensions.

11.4 All leagues will be requested to honour suspensions handed out by other leagues handled by LRG.

## **12 GAME SHEETS**

12.1 No game shall commence without a game sheet properly completed to that point of the game.

12.2 At the completion of the game, the game sheet must be properly and legibly completed in accordance with CHA, Alliance Hockey, OMHA, OWHA, league and LRG directives, as applicable.

12.3 All on-ice officials have equal responsibility for the proper completion of the game sheet.

12.4 All match penalties must be reported by telephone immediately following the game to the Referee-in-Chief. A written report must follow to the Referee-in-Chief and the appropriate league representatives.

## **13 HONORARIA**

13.1 The President, Secretary, Treasurer, Referee-in-Chief, Assignor of Officials and Representatives will be paid honoraria for each year. The honoraria will be set by the Executive and voted on by the members.

13.2 The Executive, with the approval of the membership, is entitled to revise all honoraria for any good reason after the amounts have been set.

13.3 The Executive may propose, as part of the honoraria, that members who occupy an executive office will not be charged membership dues or other fees for the season while in office.

13.4 If the budget permits, one or more charitable donations may be made by LRG as the membership deems appropriate.

## **14 GAME FEES**

14.1 The Executive shall be empowered to negotiate game fees with all leagues.

14.2 The Executive will notify all Leagues or teams (as is appropriate) using LRG for tournament officiating, of the game fee structure for tournaments as early in the season as possible to allow them adequate time to incorporate the game fee structure into their tournament finances.

## **15 LAST MINUTE ASSIGNMENTS**

- 15.1 In the event that a member receives a last minute assignment (i.e. within 30 minutes before a game start time) the member will be credited with double the original fee for the game.

## **16 MILEAGE FEES**

- 16.1 Members traveling together to games for which there is a mileage entitlement should split the mileage as per the following policy:

- 16.1.1 Two ref system: Driver  $\frac{2}{3}$ , second official  $\frac{1}{3}$
- 16.1.2 Three ref system: Driver  $\frac{1}{2}$ , two other officials  $\frac{1}{4}$  each.
- 16.1.3 All drive: split equally.

## **17 PROTESTED GAMES**

- 17.1 Members who are called to complete a game that is assigned, in part or whole, as a result of a successful protest shall receive the full fee including mileage, if applicable, for the game. The member(s) that were originally assigned the game may be fined and/or suspended as determined by the Executive for conduct detrimental to LRG.

- 17.2 Before any further games are assigned to the offending member(s), either

- 17.2.1 The Treasurer must receive payment of all fines imposed on that member as a result of the protested game, or

- 17.3.2 The Treasurer must certify to the Executive that the member is, at that time, owed sufficient money on his or her next cheque that LRG can deduct the full amount owing from that cheque

and, in either case, The Treasurer must advise the Assignor that additional games can be assigned.

## **18 BANQUET**

- 18.1 The cost of attending the banquet will be deducted from the member's pay during the dues collection process. The cost of the banquet for those not planning to attend will be refunded at the end of the season, upon request. The latest this request can be made is two (2) meetings prior to the banquet date.

## **19 AWARD OF MERIT / DALE WAGER MEMORIAL AWARD**

- 19.1 The Executive is authorized to designate one member per year as the recipient of LRG's Award of Merit. The Award is to be presented at LRG's banquet, or if that is inconvenient, at such other time and place as is deemed proper.

- 19.2 The Executive is authorized to designate one junior member per year as the recipient of the Dale Wager Memorial Award. The Award is to be presented at LRG's banquet, or if that is inconvenient, at such other time and place as is deemed proper.

## **20 DISCIPLINE**

LRG's discipline structure is as follows:

(a) **LATENESS TO THE RINK:** (NOTE: Arrival time at the referees' room is not less than 30 minutes prior to the scheduled start time for all games).

First offence - \$5.00 fine

Second offence - \$10.00 fine

Third or subsequent offence - suspension for a minimum of seven (7) days with a review by the Executive

(b) **LATE ON THE ICE** (NOTE: Unless excepted by the Executive, members are to precede the teams onto the ice at all times):

First offence - \$5.00 fine, in addition to part (a) sanction, if applicable

Second offence - \$10.00 fine, in addition to part (a) sanction, if applicable

Third or subsequent offence - suspension for a minimum of seven (7) days, in addition to part (a) sanction if applicable, with a review by the Executive

(c) **MISSED ASSIGNMENTS**

First offence – 2 times game fee for missed assignment plus a suspension for 7 days

Second offence – 2 times game fee for missed assignment plus a suspension for the remainder of the season, subject to review by the Executive.

(d) **LATE CALL** (NOTE: The latest call time to the Assignor if your partner(s) has (have) not yet arrived at the referees' room is 25 minutes prior to any game).

Each offence - \$5.00 fine.

(e) **CHANGING OF ASSIGNMENTS**

Any member who change assignments without proper approval shall be suspended as follows:

First Offence - 7 Days

Second Offence - Remainder of Season

(f) **(UNAUTHORIZED) MISSED OR LATE TO GENERAL MEETINGS**

For each general meeting missed the member will be fined \$5 for the first meeting missed, \$10 for the second meeting missed and \$20 for each meeting missed thereafter.

Consecutive unauthorized missed general meetings – Suspension pending review by the Executive, in addition to any fine as noted

(g) **DRESS CODE VIOLATION**

First offence - \$5.00 fine

Second offence - \$10.00 fine

Third or subsequent offence - suspension for a minimum of seven (7) days with a review by the Executive

(h) **REFUSAL TO COVER**

In any case in which a member refuses to cover for another member who is en route to an assignment, the circumstances shall be reviewed by the Executive as possible conduct detrimental to LRG

**(i) GAME SHEET VIOLATION**

Failure to properly complete a game sheet - Each offence - \$5.00

**(j) SMOKING IN THE REFEREES' ROOM**

Smoking is prohibited in the referees' dressing room. Each offence - \$5.00

**(k) FINE MONEY**

In the event that a member is required to cover for another member arriving late to the rink or late on the ice, the covering member will receive the fine monies levied. All other fine monies will be allocated to the general operating budget.

**(l) MULTIPLE SUSPENSIONS**

Members incurring more than one suspension during a season may be suspended for up to the remainder of the season, if warranted.

**(m) PARDON OPTION**

Each member has one non-transferable, non-cumulative pardon right each membership year (ie. from 01 June through 31 May of the following year). The member has the option of tendering his or her pardon right in exchange for a waiver of the fine for any one offence in this section *other than those listed under (a) through (e)*.

## **21 SUSPENSION PROCESS**

21.1 The member shall be advised as soon as possible by a Representative of any suspension. The member must be advised in writing of any suspensions of more than seven (7) days. The notification must state the reason for the suspension and the duration of the suspension.

21.2 The Executive has fourteen (14) days on which to act with respect to a written report of an incident involving a member. The member must be advised immediately of incident(s) reported.

21.3 A member suspended for more than seven (7) days may appeal such a suspension to the Review Board. The appeal must be made in writing to a member of the Executive within forty-eight (48) hours of notification of the suspension. A member appealing a suspension must have a hearing within seven (7) days of written notification of the appeal. The Review Board must give the member forty-eight (48) hours notice of the time, date, and location of the hearing. The date, location and time of the hearing must be agreeable to all parties. The time frame for the hearing may be adjusted as circumstances require to accommodate the reasonable interests of the parties.

21.4 The Review Board consists of the President (or if the President imposed the suspension, the Vice-President), two members appointed by him and two members appointed by the member. The member may represent himself or have another member of LRG represent him. The review Board is authorized to uphold, modify or overturn the decision from which the appeal is being taken. The decision of the Review Board shall be final. If the suspension time is reduced, the Review Board will determine any reimbursement to that member.

21.5 The Executive shall report all suspensions to the members in summary form. The President will report the results and length of all suspensions to the members. There will be no discussion to follow.



## **22 RESOLUTIONS**

- 22.1 LRG may pass Resolutions at general meetings by a majority vote of the members present in person or by proxy.

## **23 CURRENCY DATE**

This version of the Bylaws is current through March 21, 2017.