

Statisticians & Managers Training

LLFHL

Lower Lakes Female Hockey League

September 29, 2013

www.llfhl.ca



Purpose

- Review League Operating Procedures with the designated Team contacts and give helpful instruction on how to have an uncomplicated LLFHL season
- Provide Information on the League's computerized tracking system (currently Ivrnet)
- Q & A

FIRST THING YOU NEED TO DO!!!

**READ THE RULES &
REGULATIONS THOROUGHLY.
EVERYTHING YOU NEED TO
KNOW IS IN THERE.**

OWHA and the LLFHL

- What's the difference between the two?
 - Which group is in charge of what?
 - Who do I call when I have a problem?

OWHA

- The Governing Body for female hockey in Ontario
- Tracks ALL games played by All female hockey teams (exhibition, regular season, tournament, playoff and provincial playdowns) using **FORM A**
- Administers Provincial Play**DOWN**S and Provincial Championships
- For problems entering Exhibition, Tournament and Provincial Playdown games (or any problem with Form A) – contact your OWHA Regional Director

LLFHL

- The league in which all teams represented at this meeting play
- Ran by the LLFHL Board under the authority of the OWHA
- Tracks all LLFHL LEAGUE games (regular season and playoffs) using **Ivrnet (formerly ITSportsnet)**
- Administers LLFHL Play**OFF**S and LLFHL Championship Weekend
- For problems entering Regular Season and Playoff games contact **convenor@llfhl.ca** - the LLFHL **cannot** correct problems with Form A



People you need to know

1. League Convenor/Administrator
2. Discipline Chair
3. LLFHL Secretary & League Liaisons

League Convenor – Sonya Schram

convenor@llfhl.ca

- Maintain schedules
- Monitor standings
- Monitor adherence to League rules
- Source of decision making for all Division Convenors
- Organize and monitor playoffs

Discipline Chair- currently vacant

discipline@lfhl.ca

- Administers League's Supplementary Discipline Policy
- Maintain record of individual and team penalty minutes during league games
- Receive game protests and chair hearings
- Advise Executive on matters related to league discipline
- Chair hearings on league discipline matters

LLFHL Secretary & League Liaisons

Michelle Smith – secretary@llfhl.ca

- Any issues with the league should be brought to your League Liaison and they will forward it to the Secretary
- Secretary will only respond to League Liaison, make sure you know who they are

League Communication

- Communication via e-mail
 - Contact info on website – www.lfhl.ca
- Scheduling and game statistics entered through specialized data base (currently IvrNet – formerly ITSportsnet)
- IvrNet web site:
 - League Executives have administrative access
 - Teams, Division Convenors, League Liaisons, Team Statisticians have role-specific access
 - General public have viewing access

Categorization

- Teams must play in the same category as their OWHA registration as of Sept. 25, 2013
- As per LLFHL Rule -- *Sections 5 and 18*
 - **Teams that are recategorized up, by the OWHA, during the season forfeit their eligibility for playoffs and regular season awards unless they successfully appeal to the LLFHL Executive**
- No opportunity to play in higher category
- Teams that choose to play in a lower category, after the September 25 deadline; only do so for Provincials, they remain in same category for League play

Team Registration - Changes

➤ **What**

- Roster additions, or changes to registration must be reported immediately

➤ **How**

- Complete OWHA change of participant form and have **Association Registrar** submit changes through IvrNet to OWHA
- Wait for OWHA approval
- Once OWHA approves change, the roster will automatically update in Ivrnet

➤ **When**

- **BEFORE** personnel are involved in a game

Player Eligibility (Section 2)

- All players must be properly registered on their team's OWHA team registration form as per OWHA rules, or for U.S. teams, a USA Hockey form.
- To be eligible for playoffs all players must have played a minimum of five (5) LLFHL league games with their OWHA/USA Hockey registered team prior to January 20, 2014
- Requests for exemption must be sent to the Head Convenor at convenor@llfhl.ca and will be evaluated on a case by case basis, if received prior to January 20, 2014 – be as detailed as possible
- No requests for exemption will be considered if received after this date

OWHA Sanction Permit (Section 4)

Do I Require an OWHA Sanction Permit?

- If your team will be playing any team from outside the Province of Ontario, regardless of where the game is played, or if your team is playing any non-registered OWHA team, you must secure approval from the OWHA before confirming the game
- The form is available once you sign into Ivrrnet – go to “Compete” > “Schedule Games” > “Sanction Permit” to complete.

Game Rescheduling Rules (Section 11)

- Please read Section 11 carefully as there are many criteria that must be met when rescheduling any games
- Emergency reschedules must be dealt with by phone – email after game is rescheduled to confirm
- Remember to contact Head Convenor with new dates & times

Game Sheets (1) (Section 14)

- Home team provides game sheet and fills in opponents, date, time, location, LLFHL game number, duration, curfew (regular season) and division
- Use LLFHL labels from Ivrnet for roster
 - Home made labels are not allowed
- Change sweater numbers if they are different
- Suspension games served must be noted correctly on sheet (e.g. 1 of 3)
- Mark Pick Ups (PU) on sheet – write in name
- The game sheet is to be completed and held by the home team until the season is over to be scanned & emailed on request by the Head Convenor
 - Scan and email: admin@llfhl.ca

Game Length (1) (Section 13)

- Pee wee AA; Bantam AA, A; Midget AA, A, BB; Intermediate and Senior games – 12/15/15 minutes
- All other games – 10/10/12 minutes
- STOP TIME
- No time outs in regular season games
- Specific procedures in place to deal with games that are subject to a curfew or premature termination (see next slide)

Game Length (2) (Section 17)

➤ Curfewed games

- Mark on game sheet before game
- Rostered Officials from both teams must sign off during regular season only (failure of home team to ensure this may result in forfeit of game if protested)
- Officials are notified
- Must end when specified per arena clock – this is the timekeeper's responsibility

➤ Premature termination

- Due to Injury/Facility problems
- Complete if in 3rd period; otherwise replay the entire game
- Costs of replay are to be shared

League Game Pick-Up Procedures (Section 7)

- If missing players, teams can pick-up to fill roster
- How Many
 - **maximum of 3** with total number of players on game sheet **not to exceed** total number registered on team
- **Who**
 - from younger age, same Category or lower; lower Category same age;
 - must be registered in League or Association House League; may be picked up any number of times
- **When**
 - missing players due to injury, sickness or absense
 - **not suspended players**
- **How**
 - mark PU on game sheet. Note: If player is NOT from your Association you must secure consent from the OWHA before the player can play. Consent form can be found at www.owha.on.ca/forms_policies.asp. Keep form with you at game and send copy to convenor@llfhl.ca.

Officiating Procedures (Section 10)

➤ How Many?

- In Bantam AA, Bantam A, Midget AA, Midget A, Midget BB, Intermediate A, a three-official system is mandatory
- Three officials must be supplied where specified
 - Failure to do so will result in a fine...however, if only two officials show up for a game requiring three officials, the game can be played if both teams and both officials agree but, if any party does not agree, the game will be rescheduled
 - All other divisions use a two official system unless deemed otherwise by the Executive
 - One official CANNOT officiate a game mandated to have two or three officials.

Notification of Results (Section 15)

- The game sheet is to be completed by the home team and kept until the end of the season, to be scanned and emailed on demand by the Head Convenor or the Discipline Chair
- Home team enters all scoring and penalties for BOTH teams into Ivrnet database, again, within 72 hours of beginning of game during the regular season and 24 hours during the playoffs
- Specifics will be dealt with during the Ivrnet portion of the training

Suspensions (Section 8)

- In the event of any suspendable offences, the **Discipline Policy** must be followed in its entirety (reading this is a good idea)
- Suspensions are governed by the OWHA
 - All suspension explanations and durations listed in OWHA Handbook Appendix E11-16
- Team must notify OWHA Regional Director of all suspensions received in league and all OTHER games
 - Email: stats@owha.on.ca

LLFHL Supplementary Discipline Policy

- Division-Specific Thresholds have been established for both Teams and Individual Players.
- Thresholds involve both excessive accumulation of Penalty minutes and excessive accumulation of Misconduct Penalties
- These Thresholds and the Supplementary Discipline Policy empower the LLFHL Discipline Chair to warn and suspend a Team's Head Coach if it exceeds the threshold and an Individual Player if she exceeds the thresholds.
- Reference the Discipline Policy and Procedures manual on the LLFHL website for specifics.

Serving Suspensions

- Team must file game sheets for all suspensions served, including those from tournament games, with OWHA
 - Email: stats@owha.on.ca
 - Exhibition games cannot be used
- Games served must be listed correctly on game sheet (e.g. 1 of 3)
- Failure to file game sheets for suspensions served, may result in player being classified as illegal; game forfeiture and Head Coach suspension

Game Protests (Section 9)

- Members can only protest a game regarding an interpretation or violation of a LLFHL rule – e.g. not adhering to the agreed curfew, or if there is an improperly registered, unregistered, ineligible, or suspended player participating
- The LLFHL cannot hear protest in regards to officiating, that must go to the OWHA
- If you have a protest, please follow the timelines and fill out the paper work properly



Game Protest Form

Refer to LLFHL Rules & Regulations, Section 9 – Protests & Appeals

Protesting Team		Category	
Opposing Team			
Game Date		Game Location	

- The protest is in respect to an interpretation or violation of an LLFHL rule.
- The protest is in respect to an improperly registered, unregistered, ineligible or suspended player.

Description of issue under protest: *(attach additional pages as required)*

- I verbally informed the referees that I would be protesting the game before they left the ice.
- The referees documented the intent to protest on the game sheet
- I notified (by email) the LLFHL Discipline Chair, within 24 hours of the scheduled start of the game, of our intent to protest.
- I filled out and emailed a copy of this protest form to the Discipline Chair and Opposing Team Staff within 48 hours of the scheduled start of the game.
- For violations involving ineligible players or team staff, I have also notified the OWHA Regional Director of this protest within 48 hours of the scheduled start of the game.
- I will send a hard copy of this protest, along with all supporting documents and a cheque for \$200, to the LLFHL, Attn: Discipline Chairperson, 5155 Spectrum Way, Unit #3, Mississauga ON, L4W 5A1
- I have copied my League Liaison on all protest correspondence

Name of team official submitting protest:

Attachments submitted in support of protest:



Awards (Section 18)

- Regular Season Champion Awards will be available to the winner of each geographical grouping for all divisions and categories at Championship Weekend (e.g.) Peewee B – Central East, Peewee B – West

Note: if a team is recategorized up, by the OWHA, at any point during the season they forfeit right to receive regular season awards

Playoffs (Section 19)

- Only eligible teams allowed to participate
- Maximum of 8 teams per grouping qualify for playoffs
- Maximum of 3 rounds to get to group finalist (3,4,5 group divisions) or group semi-finalists (1 or 2 group divisions) for Championship Weekend