



Richmond Cosom Floor Hockey Association

League Handbook

A guide for parents, players and coaches on RCFHA Regulations, Ethics and Governance

Updated draft: Sept. 2025

For League Rules – See Rulebook

([link](#))



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Policies and Procedures

The Richmond Cosom Floor Hockey Association is a non-profit volunteer organization whose sole purpose is to provide the infrastructure necessary for participants from age 5 and up (or grades Kindergarten-12 and adults) to play the game of Cosom Floor Hockey. The Association is dedicated to fostering and mentoring good sportsmanship for all participants.

RCFHA Philosophy:

- Equal playing time for all team members
- Play the puck, not the opponent
- When the game ends, the competition ends

RCFHA Code of Conduct:

At the start of each season, every parent, coach, assistant coach and team manager will be given a League Code of Conduct form which must be read, understood, signed and returned to your coach or team manager before your child will be allowed to play or you as a volunteer may work with the league.

- No player, parent OR coach shall display any unsportsmanlike behaviour towards ANY other player, parent or coach.
- No player, parent or coach shall display any unsportsmanlike behaviour towards any referee, scorekeeper or timekeeper.
- All players, parents and coaches will maintain the RCFHA Philosophy before, during and after all games.
- All players, parents and coaches are invited to register valid complaints by letter or email addressed to the RCFHA Executive via the Referee-In-Chief, the President or the Vice President.

Any player, parent or coach who violates the RCFHA Code of Ethics will face disciplinary action at the discretion of the current RCFHA Executive. Disciplinary action may take the form of warning letter, suspension or outright expulsion from the league activities.

RCFHA Constitution and Bylaws

All principles defining the purpose and philosophy of the RCFHA and bylaws for governance of the Association can be found in the RCFHA Constitution and the RCFHA Bylaws.

See Document "Bylaws"



Executive:

The RCFHA Executive consists of the following positions:

- President
- Vice President
- Referee-In-Chief
- Treasurer/Registrar
- Secretary
- Equipment Manager
- Gym Coordinator
- Division Coordinators
- Director of Coaching and Player Development
- Head of the Disciplinary Committee
- Director of Event Management
- Director of Content Marketing
- Webmaster
- Director of Grants
- Director of Player Evaluations
- Director of Technological Operations
- Assistant Equipment Manager
- Past President (limited to 1 year term post-transition) May opt out of term

Executive shall be elected at the Annual General Meeting. Incumbents shall be assumed to be re-elected if their position is uncontested, and they have indicated willingness to remain in office.

There shall be no remuneration paid to any executive member for services rendered, except for any member of the executive who referees games, and the Referee-In-Chief who may be compensated for games refereed by him/her at the rate standard for a Senior Referee. Direct and substantiated expenses for the acquisition of materials approved by the RCFHA Executive shall be compensated without mark-up.

Executive on Duty (EOD):

An Executive member who is designated as the Executive on Duty shall conduct the following duties:

- Represent the shared views of the Executive as a whole.
- Discuss and address any questions, comments, or concerns that Team Officials, parents, and/or players have.
- Act as a witness at the request of the Referee's during Unsportsmanlike type/Rough play situations.
- Act as a witness for Referee's during potential Major penalty situations.
- Support on-floor Referee's with their decisions and help to act as backup.
- Escort ejected members out of the building.
- Must report any incidents and complaints to the Referee-In-Chief.

They aren't allowed to interfere with Referee's decisions other than the above.



Committees:

Rules Committee:

The purpose of this committee is to discuss and make recommendations to the Association regarding the changing, addition or deletion of any rules pertaining to the rulebook. It is mandatory that a general meeting is called of all Executive members in order to have any recommendation approved. This meeting requires a quorum of standing Executive members in order to implement change or delete any rules. The majority vote decides.

Evaluations Committee:

Plans player Evaluations including, recruiting volunteers and assigning jobs, and creating player scoring system.

Digital Marketing Committee:

Provides ideas for Social Media Campaigns, and video/photograph divisions and events.

Event Operations Committee:

Plans non-game related events including the Salmon Festival, Block Party, Photo Day, Tournament, Executive Dinner, and other events as they arise. Delegates sponsorship opportunities, secures prizes and gifts.

Disciplinary Committee:

The RCFHA Disciplinary Committee maintains the integrity of the game by upholding the values and principles of sportsmanship within the league. The committee is responsible for reviewing and addressing disciplinary matters that arise during RCFHA sanctioned events, with the aim of promoting a safe and fair playing environment.

Composition:

- Committee Membership:
 - The Disciplinary Committee shall consist of three members, and two alternates, nominated by the RCFHA Executive.
 - If a member is in any way involved with the incident, they shall be removed temporarily from the committee, and the next alternate will take their place.
 - The Referee-in-Chief may be part of the Committee, if not conflict of interest exists and as the rules expert.
 - Committee members should have a comprehensive understanding of the RCFHA rules and regulations, as well as a commitment to fairness and impartiality.
- Chair of Committee:
 - The RCFHA Executive shall nominate a Chair among the committee members who will schedule and coordinate disciplinary proceedings.



Authority:

- The RCFHA Executive is responsible for overseeing the implementation of disciplinary decisions made by the Disciplinary Committee.
- The Disciplinary Committee has the authority to review all incidents resulting in Incident Report Forms, violations of RCFHA Codes of Conducts and any other violations they deem necessary. Incidents to be reviewed should be sourced from Referees, Coaches, Executives and Members.
- The committee is empowered to administer supplemental discipline, including but not limited to verbal and written warnings, suspensions, expulsions, penalties assessed the following game, or other appropriate measures.
- During the regular season, players receiving a total of 10 Roughing, Unsportsmanlike penalties, or any penalties deemed by the on-floor Referees as dangerous/rough/unsportsmanlike type penalties will be suspended for 1 game, pending review by the Disciplinary Committee.

Guidelines:

- The Disciplinary Committee will refer to these rough guidelines below for disciplinary actions (including but not limited to) based on the severity and repetition of offenses.
 - 1st offense: A Verbal Warning or a Letter with an official warning from the Association.
 - 2nd offense: 1 – 3 game suspension.
 - 3rd offense: Suspension for the rest of the season.

Procedures to be completed alongside Disciplinary Committee Check-List:

1. Review:

- A review will be conducted if (1) an Incident Report form is completed, (2) any of the RCFHA Codes of Conducts are violated, or (3) any other violations occur.

2. Notification to Involved Parties:

- The committee will notify via email all relevant parties involved that an investigation is underway **within 72 hours** of the incident.

3. Information Gathering:

- The Disciplinary Committee will conduct a review to determine the severity of the incident. The Committee will gather the following information:
 - Incident Reports (if applicable)
 - Codes of Conduct (if applicable)
 - EOD Statements
 - Video Footage
 - Relevant RCFHA rules
 - Written Record of Scoresheet Statistics at the time
 - Written Record of Accumulation of Dangerous-Play Penalty Statistics at the time
- If deemed necessary, the committee will gather any additional information.
- **Once all the information is collected, the committee will convene and deliberate.**



4. Disciplinary Interviews:

- The Chair will schedule separate interviews with the various parties involved and the committee, where they will have the opportunity to present their version of events and answer questions from the committee.
- The Chair must create a written record of the events that transpired during the interview.

5. Committee Deliberation:

- Following the interviews, the Chair will schedule a committee meeting to discuss all aspects of the incident compiled and make a unanimous decision.
- Chair will report a summary of the investigative process that occurred, and its results to the President and Vice President.

6. Decision Notification:

- The Chair will communicate their decision to the relevant parties receiving disciplinary action (such as players, parents, team officials, etc.) via email with an official letter attached at least 24 hours before the next RCFHA-sanctioned event.
 - If a decision is not reached prior to the next RCFHA-sanctioned event, all parties **will not be allowed** to participate in any RCFHA-sanctioned events until a supplemental discipline notification has been provided to the relevant parties.
- The official letter shall include violations of RCFHA rules, and the disciplinary actions imposed. The notification will also include information on the right to appeal.

7. Appeal Process (Regular Season):

- If the affected parties wish to appeal the committee's decision, they must submit an emailed letter to the President and Vice President within 48 hours of the disciplinary decision notification being sent. The letter should outline the grounds for the appeal and any additional evidence or arguments.
- Chair schedules a meeting with President, Vice President and alternates members of the Disciplinary Committee to give an in-depth update of the proceedings.
- The President, Vice President, and the two alternates of the Disciplinary Committee will schedule a meeting with the affected parties.
 - The meeting will consist of the affected parties describing their reason for appeal, any new evidence to support their claim, and answer any questions that the Executives may have.
- The President, Vice President, and the two alternates of the Disciplinary Committee will come to a unanimous decision on the appeal.
- The President will communicate the appeal decision via email within 24 hours of the meeting with an official letter attached.
 - The decision of the appeal is final and binding.
 - The President must communicate with the Chair on all appeal-related events that transpire.
- **There are no appeals during the tournament.**

8. Record Keeping:

- The committee and the RCFHA Executive will maintain comprehensive records of the incident report forms, investigations, interviews, decisions etc. These internal records will be kept for reference.



Sanctions:

- Ejections:
 - Players will be ejected for receiving either of the following:
 - Receiving a total of 3 Unsportsmanlike type and/or Dangerous Play type penalties
 - Receiving a total of 5 minor penalties
 - Players/Team Officials will be ejected from the game for receiving a major penalty.
 - Any Team Official or spectator directing physical or verbal abuse (breaking the RCFHA Code of Conduct) at Referee's, Coaches, or players may be subject to supplemental discipline.
 - Any subsequent (or flagrant, initial) abuse will warrant an ejection from the building
 - Executive on Duty and/or Referees shall escort the Team Official/parent out
 - If there is resistance to leaving the building, further supplementary action may be enforced by the Disciplinary Committee
- Suspensions:
 - The committee has the authority to suspend players, coaches, or teams from participating in RCFHA-sanctioned events for a specified duration.
 - Any Player and/or Coach charged with two (2) major penalties during the season will be suspended for the remainder of the season, pending review from the Disciplinary Committee. The RCFHA Executive will review the future participation of the Player or Coach in the association.
 - Bench Major Penalties committed will not be included in the above count towards a team suspension. Instead, disciplinary action will be issued to the member who committed the penalty.
 - Any Player and/or Coach who has been charged with supplemental disciplinary during the season, and is charged with another instance of supplemental discipline, they will be suspended for the remainder of the season, pending review from the Disciplinary Committee. The RCFHA Executive will review the future participation of the Player or Coach in the association.

Statement Issuance:

- The RCFHA Executive will not release any internal documents relating to an investigation, and instead, a statement will be issued by the Executive upon request.

Annual General Meeting:

It is mandatory that an Annual General Meeting (AGM) be held in a timely manner upon completion of the current fiscal year. The President shall ensure a minimum of two weeks written notice of the meeting date, time and location of the AGM be provided to the standing RCFHA Executive and a general verbal announcement to be given at the Tournament Awards Ceremony. Division Coordinators are responsible to ensure that all registered coaches within their leagues are advised of the meeting.



It is mandatory that a quorum of one-half of the standing Executive Members plus one be in attendance, or that sufficient written proxy be held by the President to constitute the quorum.

Agenda of the AGM must comprise at a minimum:

- Attendance (all participants must sign in)
- Annual Financial Statement
- Waiver or Call for Auditor
- Annual Reports
 1. Registrar's
 2. Gym Coordinator's
 3. Equipment Manager's
 4. Uniforms
 5. Referee-In-Chief's
 6. Accident Report

Nomination and Election of the Executive

Registration:

It is the players' responsibility to register for the current season of Cosom Hockey through the website <http://www.rcfha.org/>. The RCFHA shall make reasonable effort to honor individual requests and organize teams as best suited for the league.

RCFHA considers a player registered when he/she has submitted all of the following to the division coordinator and or Registrar:

- Emailed Registration
- League Fees

Until all of the above requirements are met, the player is not eligible to participate in team practices or league games.

RCFHA requests that coaches not accept fees or forms but will direct the player(s) to the division coordinator or the website (<http://www.rcfha.org/>).

Registrations will not be accepted after the 1st week of games in the New Year.

Refunds:

Refunds will only be given for medical or relocation reasons. Parents/Guardians must contact the appropriate Division Coordinator. Refunds will be given only up to the first week of games (around the 2nd week of October) and are subject to a \$15 processing fee. There will be no refunds issued after the first week of games. Decision of RCFHA Executive is final.



Insurance:

RCFHA carries Medical/Dental Insurance, secondary party coverage for all registered participants, coaches and referees. Parents, relatives, or otherwise unregistered participants are not covered nor shall any liability for death or injury which results from their participation be accepted by the RCFHA. Coaches shall be supplied with a waiver of responsibility, which must be signed by all parents or non-registered players before they may participate in practices, demonstrations or games. Coaches must provide a list of official coaches and assistants to their Division Coordinator before they may actively participate in practices, demonstrations or games.

Injury Reports:

Should any injury occur during a team practice, league game, or league sanctioned event, RCFHA requires an Injury Report to be completed. The Team Official will be responsible for the completion of the form if his/her player sustains an injury that occurs during practice. A Referee will be responsible for the completion of the form if a team official, referee, spectator or player sustains an injury during a game. The form must be submitted to the Referee-in-Chief within 48 hours of the incident and will be reviewed by the Referee-in-Chief and the President. If Medical or Dental attention is required, the appropriate forms are required to be filled and can be found on the website under the Coaches and Referee's Corner. The RCFHA shall require a letter from an attending physician clearly stating the player is able to resume playing an active sport before that player returns to practice, league, or tournament play.

Incident Reports:

- Both Referees shall submit within 24 hours an Incident Report form to the Referee-in-Chief and thereby to the President under circumstances of the following incidents:
 - Any major penalty
 - Injuries requiring medical attention (an Injury Report form is to accompany the Incident Report form)
 - Entering floor during play (Coach, Assistant Coach, Manager, etc.)
 - Incidents outside game time
 - Incidents during practice time
 - Coach or Spectator is assigned a penalty
 - Other
- If any of the incidents above occur (with the exception of "Cases of teams forfeiting" or "Incidents during practice time"), all referees officiating the game at hand must fill out the Referee's Report section on the Incident Report form.
- The Coach must fill out the Incident Report form if an incident occurs during practice time or if the coach witnesses an incident outside game time.
- The Executive on Duty must fill out the Incident Report Form.
- Any member (coach/ player/ team official) that is indicated in incident report is suspended from



further participation of sanctioned events until further notice.

- Incident Report forms will not be distributed. The Executive will retain the Incident Reports for recording keeping purposes.
 - If requested, a statement will be issued on behalf of the Association.
 - The statement will be written by the Disciplinary Committee and released by the President on behalf of the Disciplinary Committee.
- **Forfeit Reports:**
- The Lead Referee shall submit within 12 hours an Forfeit Report form to the Referee-in-Chief and thereby to the President when one and/or more team(s) forfeit a game.

Concussion Protocol:

- Coaches must have prior knowledge of medical history, including any previous concussions
- Athletes with suspected concussions should not be left alone and should not drive
- The responsibility is on coaches, referees, and any Executive members present, to ensure the player gets off safely
- If an athlete is unconscious for longer than a minute, does not wake up, or complains of neck pain after regaining consciousness, do NOT move the athlete. Call an ambulance.
- 4 - Step Concussion Protocol
 1. If the following occurs, the player must be substituted off immediately:
 - Receives direct/indirect trauma to the head/head – area
 - Loses consciousness/not responsive
 - Lying motionless on the ground/slow to get up
 - Grabbing/clutching of head
 - Dazed, blank, or vacant look
 - Confused/not aware of play or events
 2. If any of the following are observed after a direct/indirect blow to the head, the player must not return to the game. **If you are in doubt, sit the player out.**

Loss of consciousness	Headache
Seizures/convulsions	Dizziness
Balance problems	Confusion
Nausea/vomiting	Feeling slowed down
Drowsiness	"Pressure in the head"
Any sudden changes in behaviour	Blurred vision
Fatigue/low energy	Sensitivity to light
"Don't feel right"	Amnesia
Difficulty remembering	Feeling like "in a fog"
	Sensitivity to noise
	Difficulty concentrating



3. After monitoring for signs/symptoms, a simple memory test should be performed.
 - At what venue are we at today? Which period is it now? Did you team win the last game? What date is it today? What time is it now (within 1 hr)?
4. "Return to Play" Protocol
 - Doctor's note is required
 - Attend a practice with 1 legal guardian in attendance prior to playing first game
 - During first game back, 1 legal guardian needs to be in attendance

Divisions:

RCFHA has established the following playing divisions:

- Mini Mites (...)(added 2025/26)
- Mites (4-7 years old, Pre-K – Grade 2)
- Jr. Squirts (8-9 years old, Grade 3-4)
- Sr. Squirts (10-11, Grade 5-6)
- Pee Wee (12-14, Grade 7-9)
- Bantam (15-18, Grade 10-12 and 1st Year Grad)
- Adult (19+)

A player may not participate in a division outside of his/her own group without written RCFHA consent. RCFHA reserves the right to change the above divisions, depending on registrations. The RCFHA Executive reserves the right to call players up or down for the sake of balancing teams.

If the above divisions are changed such that a wider span of ages than normal is included in a division then the priorities for the assignment of players to teams shall be as follows: The first priority shall be to attempt to achieve parity in the distribution of players' ages across all teams in a division. The consideration of individual players' requests to play on the same team as other named players or of coaches' requests to have particular players play on their teams shall be considered as a lower priority only after the achievement of such age parity has been attempted.

Coaches and Adult Division Captains:

Head Coaches and Adult Division Captains are volunteers that must be above the age of 19. All Coaches above the age of 18 must complete Criminal Record Check prior to the start of the season. All Coaches must also complete the Coaches Code of Conduct. The Executive have the authority to remove coaches if they have breached the Coaches Code of Conduct. They must be able to effectively and efficiently communicate with Executives, parents, and players in a professional manner, as they are also representatives of the league.

Coaches are responsible for the following throughout the season and tournament:



- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Coordinate with parents and players to ensure attendance at league events
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coach
- Coach the team at all practices and games
- Are responsible to bring all league provided equipment to practices and games, as well as ensure its return at the end of the season
- Establish rules for the team and oversee the supervision of the players
- Submit a mid-season report which contains an evaluation of players performance.

Players:

Players cannot switch teams after the league play has started without written approval from the RCFHA Executive. Once a player participates in either one league or exhibition game, he/she must remain on that team unless the RCFHA Executive has approved a transfer. No female player may participate in practices, league games or the tournament if she is pregnant. Players may be used as affiliate players for league play but may not substitute onto other teams for tournament play.

Affiliate Players:

An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division within the Association starting from the Junior Squirts Division and above. This rule may only apply to regular season games.

- Teams can only apply for permission to draw one Affiliate Player to bring its playing roster for the game in question to a roster maximum of 14 players.
- For a team to be eligible to use the Affiliate Player rule, they must be at least 6 or more points below the team they are playing, in the point standings.
- A player of a team of a lower division may play as an Affiliate Player for the same team in a higher division at any time to a maximum of three (3) regular season games.
 - Affiliate Players may play only one (1) game in a higher division in any given weekend.
 - Affiliate Players who participate in more than three (3) games with the same team will be deemed to be an ineligible player.
- A team of a higher division may not use an affiliated player prior to receiving consent of the team with which the affiliated player is registered to play, as well as consent of the division coordinator.
 - The league will manage this process by establishing a pool of registered Affiliate Players for teams in higher Divisions to draw from that have already received the consent of the team coaches from the lower Divisions.



- Coaches may request for players who are not in the pool of registered Affiliate Players, but must receive consent from the team, both division coordinators, and the player's parents.
 - Affiliate players will be assigned by the division coordinators on a first come first served basis should two teams request the same player on the same weekend.
 - Registered Affiliate players will be categorized by the positions of forward, guard, or goalie.
- Affiliate player requests must be completed and communicated to the Referee-in-Chief by the coaches and confirmed by division coordinators by Friday at 11:59pm for Saturday games or Saturday at 11:59pm for Sunday games.
- Any violation of the above rules shall be reported to the RCFHA Executive Directors.

RCFHA Parity Overview:

THE LEAGUE RESERVES THE RIGHT TO DENY INDIVIDUAL PLAYER TEAM/COACH PLACEMENT REQUESTS TO ENSURE TEAM PARITY

It is the responsibility of the Division Coordinators and the League Executive to take an unbiased approach to assembling teams in each division. The goal should be to provide every division with a reasonably balanced and competitive environment in order to reduce lop-sided scores and the need to force teams to "hold back". When assembling teams each season they must follow these guidelines in order of importance:

1. **Age Parity:** Coordinators will make every effort to balance their divisions by age. As much as possible, each team will have an even mix of players from each of the school grades within the division.
2. **Gender Parity:** Within divisions that are co-ed, coordinators will make every effort to balance their divisions by gender. So as fairly as possible an even mix of girls and boys on each team in the division.
3. **Player Evaluations:**
 - a. In person player evaluations will take place at Burnett Gym for all players and divisions (with the exception of Mites/Mini-Mites) before the start of team formation. Players will take part in a 15 minute scrimmage for the evaluation. Players' individual scores are confidential and will only be given to the division coordinators to be used during the team balancing process. **Any player that does not attend the gym evaluation will not have their individual placement requests considered, and will be randomly placed on a team within the division based on age parity distribution.**
 - b. Coordinators may also at their own discretion employ an additional evaluation system to make the process of balancing and team formation more equitable. Any such system must first be approved by the executive and must respect the privacy of the players in that division.



4. Player Requests / Placement:

- a. Coordinators may accept individual player requests such as to play for a certain team/coach, play with friends, carpool, or to play with a team that practices on specific night, etc., provided that any such requests do not conflict with the preceding parity guidelines.
- b. Requests to move up to a higher division must be approved by the league executive. The league reserves the right to deny requests for reasons including parity between teams.

5. Team Formation & Acceptance:

- a. Before final team formation and acceptance can take place, the basic groundwork and communication by division coordinators with their coaches regarding protected players, player requests and evaluations for the upcoming season must be complete.
- b. After the coordinators have built draft teams for their divisions, coordinators and coaches will meet together to officially accept their teams for the upcoming season. This meeting is also an opportunity for coaches to make adjustments to their roster by exchanging players with another team should both coaches and the coordinator all agree an exchange will not negatively impact team parity. During the adjustment process coaches and coordinators are responsible for knowing and complying with the league parity guidelines and the building of fair teams. Only equally skilled players of the same age are eligible to move between teams and the coordinator has the final approval. Each coach can make a maximum of three player exchanges during the team formation meetings.
- c. If for some reason a coach cannot attend the team formation meeting or new conflicts require a player change teams, the coordinator can arrange a player exchange with the coaches involved through conference calls, texting or e-mail communications.
- d. Upon the division coordinator's discretion, a team can generally remain intact from its' previous season however the coordinator must evaluate and balance it accordingly using all parity guidelines, **no exceptions**.

COACHES MUST NOT DISTRIBUTE/CONTACT TEAMS OR PLAYERS UNTIL THE COORDINATOR GIVES THE FINAL APPROVAL TO DO SO

6. In the event a coordinator is having difficulty with team placement due to special requests, parental complaints, etc. they may at any time ask for the executive to intervene. In these situations any 2 of the 3 presidential level (President, Vice-President & Past President) executive members can make a ruling. If the role of past president is vacant or if there is a player/parent conflict of interest, any other executive member can be substituted as long as they do not have children playing on a team in the division.



7. Executive Oversight:

- a. While it is ultimately the responsibility of the division Coordinators to ensure the above guidelines are followed, the League Executive will also review each division's team placement.
- b. The league executive may at **any time up to the Christmas Break**, review and amend team placements to ensure that the above parity guidelines have been respected or to address any unforeseen imbalance issues.

These guidelines are subject to change.



Playing Area & League Game Policies

Playing Area:

- Any gym floor with a center line.
- The school supplies hockey nets.
- Referees to clearly mark face-off spots
- Goal crease – Restraining line is marked by white tape: one and one half (1 ½) feet on each side of the goal posts (on the bottom of the goal line) and three and one half (3 ½) feet forward from the goal line.
- Teams must use the provided bench area as assigned by the League according to the posted Schedule.
- No equipment can be kept on top of the nets.
- See Appendix C for examples of proper gym setup.

Protest:

A written protest may be made by a Coach or Assistant Coach who attended the game, within twenty-four (24) hours, to the President of RCFHA, care of the Secretary with a copy to the chairperson of the Rules Committee. The protest should contain the following information:

- Date, time, and place of game
- Teams involved in the game
- Names of Referees and Scorekeepers
- The rule under which the protest is made
- The decision that was made and all essential facts involved in the matter being protested.

The RCFHA Executive will:

- Determine the validity of the protest
- Determine action to be taken
- Advise Coach(es), appropriate Division Coordinator, and President of the RCFHA in writing of their decision.

A protest must be dealt with prior to the next scheduled game of any team involved in the protest. The RCFHA Executive has the authority to award or delegate goals, or at its option, have games replayed as a result of a protest. Decisions shall be based on the Referee's call and the protest presented by the Coach.

Forfeit Games:

Forfeit games are determined by the Lead Official and will be assessed to teams for the following reasons:

- Use of illegal or altered equipment



- Team receives two Major penalties in one game
- Team is not ready to play or does not take face-off positions on the floor ten (10) minutes after Referee has indicated game start time.
- Coach, Assistant Coach, or someone designated by them states to the Lead Official that their team will not continue to play the game at hand.
- If a team during a game refuse to take face-off position on the floor when so directed by the Lead Official. A refusal shall occur either verbally or by lack of action to comply.
- Use of an illegal player. Illegal players are any player who does not comply with underwritten notice from the RCFHA Executive (i.e. suspension, discipline, or medical), is underage/overage for the division (without prior permission from the RCFHA Executive), or has failed to complete the registration requirements.
- Team receives a subsequent Fair-play Rule after a 1st time warning against

Executive to review forfeit if they suspect foul play. Consequence: 5 min Bench Major and/or following game Forfeit

Should a forfeit occur as per above, the Lead Official shall note on the score sheet **and** on the Incident Report:

- Who made the statement in reference to discontinuance or refusal to play.
- That persons' status on the team (i.e. Coach, Assistant Coach, Team Captain, Assistant Captain, Player or other designate).
- Reason for forfeiture
- Time of forfeiture

All statistics pertaining to goals scored up to the time of the forfeiture will stand as recorded on the score sheet. All statistics pertaining to penalties handed out will stand as recorded on the score sheet.

- If the game failed to take place because of the forfeiture, the score will be recorded as 1 – 0, for the non – forfeiting team.
- If a team that is winning must forfeit during the game, the score will be recorded as a 1 – 0 win for the non – forfeiting team.
- A forfeit game will not be counted as a shutout for tie-breaker rules.

Rescheduling Games:

Games will be rescheduled if:

- Scheduled facility is not available
- The Referee-In-Chief deems the facility unsuitable



Standings:

- League standings will be kept for all divisions with points awarded as follows:
 - Win – 2 points
 - Tie – 1 point
 - OT Loss – 1 point
 - Regulation Loss – 0 points
- Teams tied with identical points at the end of the season will not play a tie breaker game. The following Tie Break rule below will be used to determine league standings in the case of a tie.
- Goal differential of six shall be the maximum score recorded.

Tie Break Rule:

During the tournament the team that breaks the tie will be the team with the:

1. Least Number of Fair-play Rule Violations during Regular Season and Tournament
2. Least number of forfeits.
3. Most points in the least number of games played
4. Better record percentage (most wins) [OT Loss and Ties are worth the same]
5. Better head – to – head record in the tournament
6. Least number of goals against
7. Most number of goals for
8. Better head – to – head record in the regular season
9. Better record in the regular season
10. Least number of penalty minutes in regular season and tournament.
11. Most number of shutouts in both tournament and regular season.
12. Coin toss

Note: Regular season will follow the same tie break rules with the following exceptions:

- Tie Break #5 will be worded as: Better head – to – head record in the season
- Tie Break #8 will be omitted
- Tie Break #9 will be omitted

Fair-play Rule :

- This rule shall be in effect during the regular season and tournament.
- Any team that reaches a 5-goal differential against an opponent (i.e. 5-0, 6-1, 7-2, etc.) will be given a warning by the Referee to make an effort to control their team. They must make an effort by placing stronger players on defense or in net, make a series of passes before shooting, making backhand shots only, etc.



- If the spread reaches a 7-goal differential (i.e. 7-0, 8-1, 9-2, etc.), the team will lose their centre position for the remainder of the game, and a centre can only return if the team pulls their goalie. No player will be assessed a penalty, and no player shall serve time in the penalty box. Only the position is removed from the game. All players on the team can continue to play on Defense, Forward and Goal.
- If the spread reaches a 9-goal differential or more, the team will be assessed a Bench Minor "Unsportsmanlike Conduct" penalty.
- Intentional own goals will not count towards the Fair-play Rule. If an intentional own goal is scored by any member of the team, then a bench minor "Unsportsmanlike Conduct" penalty shall be immediately assessed. Additionally, a bench double minor will also be assessed in the following game.
- The league executive will monitor all game scores and will determine if any further action is required.
 - After a 1st Fair-play Rule offense (team losing their centre), a warning will be sent out to the team
 - After any subsequent Fair-play Rule offenses, the game shall be played in its entirety, however, the offending team shall forfeit the game, and the score shall be written as 1-0 for the opposing team.

Equipment

These equipment regulations are written in the spirit of "fair play." If at any time the RCFHA feels that this spirit is being abused, the offending equipment will be deemed ineligible for play until the Executive has ruled on its eligibility.

League Equipment:

League equipment will be supplied by the RCFHA and must not be altered in any manner.

- The type of equipment is detailed in Appendix D.
- Coaches must return all league equipment at the end of the RCFHA season.
- League equipment that is broken or needs to be repaired must be turned into the Equipment Manager for replacement. Coaches must not repair the equipment themselves.
- All sticks must be free of any metal content either inside or outside the stick and must not be altered from its' original shape (with the exception of the blade).
- Recommended stick lengths for each division are as follows: (measure from the butt end of the shaft to the lower securing point of the blade shaft)
 - Mini Mites - Mites – 31" Junior Squirts – 35" Senior Squirts – 37" Pee Wee – 37" Bantam – 39"
- Jerseys will be provided for players.

Mandatory Player Equipment:



RCFHA requests all participants **MUST** wear to all practices and games:

- Laced and tied and/or fastened running shoes appropriate for gym use.
 - Shin pads: may be worn outside clothing; not supplied by RCFHA.
 - Knee pads: may be worn outside clothing (non-hard surfaced) not supplied by the RCFHA.
 - League provided jerseys with their assigned number in order to play the game.
 - Appropriate tops for practices (not required to wear jerseys)
- Appropriate bottoms (i.e. shorts, athletic pants, etc.)

Optional Player Equipment:

Optional, but highly recommended, personal equipment that is approved by the RCFHA includes:

- Safety eye goggles
 - Gloves
 - Mouth guard
 - Soft elbow pads (Phantom Sports brand only)
- Athletic support (i.e. cup/pelvic protector)

Mandatory Goalkeeper Equipment:

In addition to the mandatory player equipment above, additional equipment that is **MANDATORY** for Goal Keepers includes:

- League – provided goalkeeper jersey
 - Extra protection must not extend beyond natural body physique and must not give extra assistance for the goalkeeper.
- Helmet and Throat Protector: only those approved by RCFHA are acceptable
- Mitts/Gloves/Blocker/Trapper: only those approved by RCFHA are acceptable
 - If Goal Keepers choose to use a blocker and/or trapper, they are limited to only one blocker and/or one trapper.

Optional Goalkeeper Equipment:

In addition to the optional player equipment above, additional optional equipment that is approved by the RCFHA includes:

- Chest protector: must be worn under jersey
- Girdle



Teams & Players

Teams & Players

- Substitute players must be located in the designated team bench area during play of the game.
- All players must wear a clearly visible, numbered jersey, retained for the complete season.
- Teams play with a maximum of one centre, two forwards, two guards, and a goalkeeper.
 - Exception: (1) When a goalkeeper is removed and substituted, and (2) during Overtime.
 - Note: "Runner" will hereby represent any of the following: Centre, Guard, or Forward.
- **Centre:** Must use a striped stick and is the only player allowed to move full court.
 - Centre on the floor, at the time, may inquire about Referee's decisions between faceoffs, but may not delay the game.
- **Guards:** use standard sticks; cannot step over the center line into the offensive zone.
- **Forwards:** use standard sticks; cannot step over the centre line into the defensive zone.
- **Goalkeeper:** Must use a goal stick, is the only player allowed to remain in the goal crease and is the only player allowed to hold the puck.
 - The only player who is permitted to fall on, hold, pick up or gather puck into body and freeze it, provided he/she has some part of his/her body in the goal crease.
 - The Goalkeeper may leave goal crease to receive or intercept pass but loses all Goal Keeper privileges while out of the crease.
 - Goalkeeper may not cross the centre line (unless it is to substitute off the floor).
 - The Goalkeeper may be removed and substituted for (i.e. second Centre).
 - All goalkeeper equipment must be taken off and they must use a player's stick, if the goalkeeper would like to play as a "runner", to be eligible to participate in play across the centre line.
 - No other player has privileges of a Goalkeeper.

Minimum Player Rule:

- No team may start a game with less than four (4) "runners" on the floor, regardless of whether the team has a Goalkeeper or not.
 - Should Coaches agree to using 4 on 4 play, Overtime format is applicable.
- No team after the start of play will play with less than three (3) "runners" on the floor, regardless of whether the team has a Goalkeeper or not.
- If a subsequent player of any team shall be penalized while two players of the same team are serving penalties, the penalty time of the subsequent player shall not commence until the penalty



time of one of the two players already penalized has elapsed

- The subsequent penalized player must at once proceed to the penalty box.
 - This player (and his/her specific position) must be substituted for on the floor so as to remain with no less than three (3) "runners" on the floor (regardless of the goalkeeper), and must take the specific position of the 1st penalized player.
 - Once the first penalty has expired, the first penalized player must go directly to their bench, and the subsequent penalized player's penalty time can commence.
 - If teams receive coincidental penalties, but a team has three (3) players in the penalty box, the coincidental penalties shall start running once the 1st penalty has expired
 - See Appendix B for flow chart
- A team must forfeit the game in the event it cannot field enough players as a consequence of receiving penalties during the game



RCFHA Timing Rules

Regulation Time:

- A maximum of two (2) minutes for warm-up after the scheduled start time will be allowed.
- A Cosom Hockey game consists of regulation time:
 - Running three (3) fifteen (15) minute periods. **AND**
 - Two (2) minute rest break between periods.
- If the game remains tied after regulation time, sudden death Overtime will be played.
- Teams who have the minimum number of players required, must be ready to take the floor at game time within thirty (30) seconds and must provide a scorekeeper/timekeeper within one (1) minute of the indicated start time (see Delay of Game for more details). Teams not ready to play ten (10) minutes after indicated start time will forfeit the game and the unoffending team will be awarded two (2) points for a win.
- In the last two minutes of the 3rd period the clock will stop every time the whistle is blown, only if the score differential is within 2 goals.

Overtime (OT):

- All Cosom Hockey games will play an Overtime period of five (5) minutes, if the score is tied after regulation time.
- There will be a one (1) minute break between the 3rd period and OT.
- Teams will play 4 on 4 OT, using the following format:
 - 2 Forwards, 1 Centre, and 1 Defense
- The goalie will remain on the same side as in the 3rd period.
- Overtime will be conducted as a "Sudden Death" format, in which the first team to score will win the game.
- The winner (during OT) will receive two (2) points in the standings, while the team that lost in OT will receive one (1) point in the standings.
- If the game remains tied after 5 minutes, each team receives 1 point in the standings, and the game ends as a tie.
- During the tournament, Round Robin Overtime will consist of 4-on-4 for one 5-minute period.
- Non-Elimination Bracket Overtime will consist of 4-on-4 for as many 5-minute periods as necessary.
- Elimination Bracket Overtime will consist of 5-on-5 for one 5-minute period, and if necessary, Overtime will continue as 4-on-4 for as many 5-minute periods as necessary.
- Semi-Finals and Finals Overtime will consist of 5-on-5 for as many 15-minute periods as necessary.



Time-Outs:

- Each team shall be allowed one (1) 30 second time out during regulation time.
- Each team shall be allowed an additional 30 second time out during Overtime.
 - Time outs may not carry over (i.e. Teams will only be allowed one (1) time out during Overtime, regardless of whether the team has used their regulation time out or not).
- The Coach, Assistant Coach or designated Team Captain may call the time out, during a regular stoppage of play. The time out does not start until the indication from an Official. During the time out, no spectators are allowed on the floor except with the Referee's consent.
-

Game Flow

Cosom Floor Hockey (General Play):

- The game starts with the two (2) Centres facing off at the center circle. Forwards and Guards will be in their respective zones.
- When the puck goes out of bounds or the goalkeeper freezes the puck, a face-off takes place (see Faceoff Location for more details).
- After a goal is scored, the Referee's will report the goal to the Scorekeeper, and the play will be restarted at the center circle.
- When two (2) players are pursuing a loose puck, stick checking of the opponents stick is allowed, provided stick checking does not warrant a penalty, such as, but not limited to, "High Sticking" or "Slashing".
- Incidental minor body contact from the side is allowed provided players making such contact are moving in the same direction and are attempting to play the puck. Deliberate hip checking is not allowed and will be penalized under "Roughing".
- Players cannot hold the puck against the wall or move the puck along the wall, thereby blocking their opponent. The player who first reaches the puck at the wall should immediately play or pass the puck.
- Player substitution is allowed any time during the game but a Forward and a Guard already in play cannot change with each other. This may only take place at a stoppage of play. Sticks are not to be carried onto the floor when substitutions take place during play; rather they are "handed off" from player to player.
 - Players located in positions across the centre line from their team bench are permitted to place alternate sticks located in the first row of the bleachers for use if desired. The substitute player(s) and player(s) on the floor must ensure that the correct number of sticks are on the floor at all times. Extra sticks may not be carried onto the floor and must be returned to the original location they were placed at.
 - Applicable for Senior Squirt, PeeWee, Bantam and Adult divisions.



Goal Scoring:

- A goal shall be scored when the puck shall have been put between the goal posts by the stick of a player of the attacking side, from in front and below the crossbar, and entirely across the goal line, from one goal post to the other
- A goal shall be scored if the puck is put into the goal in any way by a player of the defending side
 - The attacking player who last touched the puck shall be credited with the goal.
- If an attacking player has the puck deflect into the net, off their foot or body, in any manner, the goal shall be allowed.
- A goal is allowed when a defender deliberately pushes the attacking player into the goal crease and a goal is scored. No penalty is assessed, unless such action constitutes a deliberate attempt to injure and therefore, requires a major penalty.
- A goal is disallowed when:
 - The Official has blown their whistle to stop play.
 - The puck has been directed, batted, or thrown into the net by an attacking player other than with a stick.
 - The puck has been kicked using a distinct kicking motion.
 - The puck has deflected directly into the net off an official.
 - A goalkeeper is pushed into the net together with the puck after making a save.
 - A penalty is committed by the attacking team, prior to or at the same time as a goal.
 - A stoppage in play is drawn, due to an Over Centre Offside.
 - The puck is inside the crease, and is struck into the net by an attacking player.
 - Exception: When a goalie has been removed, the goal will be allowed (Crease rules do not apply when the goaltender is removed).
 - The position of an attacking player has been established inside the crease.
 - Exception: When a goalie has been removed, the goal will be allowed.
 - Note: If an attacking player is in the goal crease at the moment the puck crosses the goal line (i.e. non – established position), and their position in no way affects the goaltender's ability to make a save or play his position properly, the goal will count.

Awarded Goals:

- A goal will be awarded to the attacking team when all of the following happen:
 - The opposing team has taken their goalkeeper off the floor
 - An offensive player has possession and control of the puck in the offensive zone
 - There is no defending player between them and the opposing goal
 - Prevented from scoring as a result of an infraction committed by the defending team.

Stoppage of Play:

The official will blow their whistle and stop the play of the game for the following reasons; however

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the clock **must not** stop unless otherwise noted:

- Penalty is called.
- Puck is shot out of play.
 - Puck is out of play when it touches anybody outside the playing area, any part of the bleachers (except the front portion in contact with the floor), basketball hoops, or ceiling.
- Disallowed goal.
- Goalkeeper “freezes” the puck by trapping it against their body or covering the puck using the trapper, blocker, or gloves.
 - Play shall continue if the puck is not fully covered by the goalie outside the crease
 - If the puck continues to be loose inside the crease, wait until the goalie either covers the puck or has control of the puck for 2 seconds (i.e. realizes where the puck and/or possesses it without covering it)
- Goalkeeper trying to play the puck after trying to move it for two (2) seconds, subject to the Referee’s discretion.
- Should a scramble take place in front of the net and the puck be out of sight of the Official.
- Refusing to Play the Puck/Puck Unplayable (see relevant section)
- Violations (see relevant section)
- Attacking player playing the puck while it is in the crease.
- Minimum player rule.
- Injuries or equipment problems (other than shoelaces) [play and clock will stop].
 - Team official may enter the floor to tend to injury/equipment problem

Faceoff Location

- All face-offs must be conducted on one of the seven (7) face-off spots located on the floor
- When a stoppage of play has been caused by any player of the attacking side in the attacking zone, the ensuing face-off shall be made at the nearest face-off spot at the centre line.
 - Exception: If an Over Centre Offside, Throwing Over Centre, or Crease Violation is committed, the ensuing face-off shall be made in the defensive zone of the violator.
- When a defending player causes a stoppage of play in their defending zone, the face-off shall occur at the end zone face-off spot nearest to where possession of the puck last occurred
- When a goalie causes a stoppage in play due to a save or freezing the puck, the faceoff will take place in the defensive zone, on the side where the puck was shot from.
- When players are penalized so as to result in penalties to one team, the ensuing face-off shall be conducted at one of the two face-off spots in the offending team’s end zone.
 - There are only two exceptions to this application:
 - When a penalty/Violation is assessed after the scoring of a goal – face-off at center;
 - When a penalty/Violation is assessed at the end (or start) of a period – face-off at center



- When an infringement has been committed by players of both sides in the play resulting in the stoppage, the ensuing face-off will be made at the nearest face-off spot in that area.
- When a goal is illegally scored by the attacking team by directing, batting, or kicking the puck into the goal, the resulting face-off shall take place in the defensive zone.
- When play is stopped for an injured player, the ensuing face-off shall be conducted at the face-off spot in the zone nearest the location of the puck when the play was stopped.
 - When the injured player's team has control of the puck in the attacking zone, the face-off shall be conducted at a faceoff point at the centre line.
- When a hand pass violation occurs, see Hand Pass rule.
- When the game is stopped for any reason not specifically covered in the official rules, or it is unclear as to which face – off location is the most appropriate, the puck must be faced-off at a face-off spot in the area nearest to where it was last played.

Faceoff Procedure

- Centres must take the opening face – off of each period, unless serving a penalty.
- Goal keepers may not take any face – offs.
- Players may not cross the centre line to take a faceoff (unless player is Centre position).
- Players must wait until the puck hits the floor to make a play on the faceoff.
 - Results in a face-off re – do
- All players are permitted to line up in any legal position, provided they are set at the puck drop.
- The puck shall be faced-off by the Official dropping the puck on the floor between the sticks of the players facing-off. Players facing-off will stand squarely facing their opponent's end of the floor, on – side, set and not moving.
- Stick placement of the blade must be on the floor and behind the indicated taped area.
- When the face-off takes place at centre, players must be outside the area marked by the circle.
- When the face – off takes place at any other location, players who are not facing – off must be at least three feet (3') away in every direction of the faceoff location.
- If a player taking the face – off is not at the designated face-off area once the five (5) second time limit has elapsed, the Official will drop the puck immediately.
- Players facing off may not bat the puck with their hand, use their foot, or anything other than their stick to win the face-off.
 - Any attempt by either player to win the face-off by using anything other than their stick shall result in a minor penalty for Delay of Game (no warning shall be given, unlike the above faceoff rules).



- Once the face-off is deemed complete hand passes shall be enforced as per the Hand Pass rule.

Refusing to Play the Puck/Puck Unplayable

- The purpose of this section is to enforce continuous action, and Referees should interpret and apply the rule to produce this result.
 - When the puck is "frozen" between opposing players, the Official shall tell the players to play it, and if the puck is "frozen" for three (3) seconds after this, then the play shall be stopped, and a faceoff shall occur at the nearest location.
 - Repeated freezing of the puck by players that have been previously warned for the same occurrence shall result in a Delay of Game penalty to one or both of the players involved.
 - When a hand pass has been initiated by one player to a teammate and the teammate elects not to play the puck to avoid the stoppage of play, and the opposing team also abstains from playing the puck (perhaps to allow time to expire on a penalty), the Official shall stop the play (after 3 seconds) and order the resulting face-off at the nearest faceoff location to where the play was stopped for this violation.
 - When the Official signals the delayed calling of a penalty to one team and a player of that team intentionally abstains from playing the puck in order to allow additional time to expire on the game or penalty time clocks, the Official shall stop the play immediately.

RCFHA Referees

- The Referee's will referee all league games. One is designated as the Lead Referee. All will be wearing referee jerseys. The Lead Referee will be indicated on the Referee-in-Chief's Referee Schedule.
- The Lead Referee will have supervision of the game, players and other participants. In case of a dispute during a game, his/her decision is final.
- A third Referee may be used during a game to help control and monitor the game but must be on the floor to make any decisions.

Attire and Equipment

- All Referees must have official jerseys, athletic pants/shorts, running shoes, approved whistles, and must adhere to player jewelry rules (exception: watch under sleeves of jersey).
- Referees shall be equipped with tape, tape measures, writing materials, and the appropriate materials needed to setup and start the games.



General Duties

- Referees should arrive at the gym at least twenty (20) minutes prior to scheduled game time.
- Prior to teams warming up, the Referees shall monitor the nets for any holes, maintain the taped lines/faceoff areas, make sure the playing area is maintained and is safe to play on, and indicate the official game start time.
- Prior to the start of the game, the Referees shall approach each bench and meet with the coaches and ensure the signatures of the Coaches are present on the scoresheet to verify each roster, see that the Timekeeper and Scorekeeper are in their respective places, ensure that the timing equipment is in order, and call teams onto the playing floor.
- Referees shall conduct faceoffs, determine goals/no goals, and enforce violations/penalties.
- Referees shall report to the Scorekeeper the player's jersey number for goal scorers and assists.
- At the whistle of a penalty called, Referees will immediately point to the player, and communicate the team colour, jersey number, and penalty. The Official will then proceed to directly in front of the scorekeeping box to report the penalty details.
- Any Referees may call time-out for injury, equipment repair, or to discuss with any on-the-floor Referees/Executive on Duty. They shall instruct the Timekeeper when to stop and start the time clock.
- The Lead Official of the game may add or take away time from the main clock at his/her discretion.
- The Referees shall remain on the floor at the conclusion of each period until all players have proceeded to their team bench. The officials are also responsible for monitoring and enforcing a sportsmanlike handshake at the conclusion of the game.
- All score sheets must be checked, reviewed and signed by all officials.

Pay Scale

- All referees have the option of volunteering their time instead of receiving pay
- Referees will be paid according to their experience and service level to the RCFHA
 - Refer to exec meeting minutes of current rates
 - Referees may start participating in referee training starting at age 12 or older.



Violations vs Penalties

- For details refer to RCFHA Rulebook ([link](#))

Violations

Violations are act of playing that DO NOT end in a penalty only a faceoff at the closet faceoff spot

Over Centre Offside:

Throwing Over Centre:

Wearing Jewelry

Crease:

Hand Pass Rule:

Penalties

Penalties:

- All details must be shown on the score sheet.
- No other player(s) allowed in the penalty box other than penalized player(s).
- Penalized player is allowed back on the floor and resumes playing when:
 - He/she has served the full minor penalty **or**
 - The opposing team scores a goal, which then causes termination of the penalty with the least amount of time on the clock.
- Only if coincidental penalties are called, the penalized players must serve the entire penalty regardless of a goal being scored.
 - *Coincidental penalties:* occur when an equal number of penalties are assessed to both teams during the same stoppage in play, i.e when the whistle was blown and/or when the puck was dropped.
 - If a coincidental penalty is called:
 - Players go directly to their bench after the expiration of their penalty and even strength continues during the duration of the penalties.
 - And an additional non-coincidental penalty, the penalties will be served concurrently.

Minor Penalties:

- Players assessed a minor penalty must serve one minute and thirty seconds (1:30).
- Players assessed a double minor penalty must serve three minutes (3:00).
- Goalkeeper charged with a minor penalty may remain in the game, but a teammate must serve a bench minor (see below for definition).



- Timing of the penalty will start once the puck is dropped to commence play.
- Bench Minor penalties: served by the Centre on the floor at the time of the infraction (or Coaches' discretion if the Centre is already serving a penalty), off the floor, or after the game.
 - Goal Keepers charged with a minor penalty
 - Too Many Players
 - Unsportsmanlike Conduct – if the act occurred off the floor, by any player not holding a stick on the floor, by any Team Official, or every time a goal is scored if the goal differential is 9 or more
 - Delay of Game – Not ready to take a faceoff /having no score/time keeper after 1 minute
 - Delay of Game – Intentional Entry
 - Delay of Game – Changing on the Bleachers
 - Delay of Game – Failing to have mandatory equipment
- Penalty taker must serve the penalty in the position that the penalty was committed in. (Exception: if the penalty was committed by the goaltender, see Bench Minor penalty section above).
- Coaches' discretion penalties: served by any player on the floor at the time of the infraction.
 - Any Bench Minor penalty during which the Centre is already serving a penalty
- Players will be ejected for **either** of the following:
 - Receiving a combination of 3 Unsportsmanlike type and/or Dangerous Play type penalties
 - Denoted by a U or DP next to any penalty taken in an unsportsmanlike manner or causing a dangerous play (to the Referee's discretion). **OR**
 - Receiving a total of 5 minor penalties
- Unsportsmanlike and Roughing Penalties (including minor, double minor or major) after the game is over shall be served in the following game the player participates in.
- Players who are ejected for an accumulation of penalties are removed for the remainder of the game and must return to the team bench before the Coach can fill the position on the floor.

Major Penalties:

- A five (5) minute major penalty must be served in its entirety regardless of how many goals are scored by the opposing team.
- Players assessed a major penalty will serve five (5) minutes and receive a Game Misconduct (automatic ejection). The player is not allowed back on the floor to resume playing and is removed for the remainder of the game.
 - Once the penalty has expired, the Coach can fill vacant position on the floor.
- A Goalkeeper assessed a major penalty must serve the penalty. The Coach may replace the Goalkeeper with another player on the floor at the time of the penalty.
- If the Coach receives a major penalty, he/she is ejected from the building for the remainder of the game. The team shall serve a Bench Major.



- If a Team receives a major penalty, the team shall serve a Bench Major.
- A Minor penalty may be upgraded to Major penalty if deemed necessary by the Referee's.
- After receiving a Major penalty, the player/team official may not stay on the bench but may sit in the bleachers as a spectator. At the Referee's/Executive on Duty's discretion, the player/coach may be ejected from the building for being too hostile.
- If a player receives three Unsportsmanlike/Roughing/Dangerous Play minor penalties in one play, the minor penalties are upgraded to a Major penalty. If one of the penalties is not called as an Unsportsmanlike/Roughing/Dangerous Play minor penalty, the referee has discretion as to whether an upgraded Major Penalty is called or not.
- If a Major Penalty occurs during the 1st or 2nd period, the penalty duration will be served, and the player will be removed from the game.
- If a Major Penalty occurs during the 3rd period, the penalty duration will be served, and the player will be removed from game, in addition to an automatic full-game suspension during the next game.

Accumulation of Unsportsmanlike/Dangerous Play Penalties

- Players receiving a total of 10 Roughing, Unsportsmanlike penalties, or any penalties deemed by the on-floor Referee's as dangerous/rough/unsportsmanlike type penalties will be suspended for 1 game, pending review by the Disciplinary Committee.
 - On-floor Referee's will communicate with the Referee-in-Chief in regard to any dangerous/rough/unsportsmanlike penalties that were not designated as Roughing or Unsportsmanlike Conduct on the score sheet. Including, but limited to Boarding, Charging, Cross-Checking, Elbowing, and Spearing. Notification of these types of penalties will be given out to the relevant Team Official, if not already communicated during the game.
 - Double minor penalties will be counted as 2 and major penalties will be counted as 3
 - If a player receives one to three roughing/unsportsmanlike/dangerous play penalties and a major penalty, they will be suspended for one game. If a player receives four to five roughing/unsportsmanlike/dangerous play penalties and a major penalty, they will be suspended two game suspension pending review by the Disciplinary Committee.
 - The Disciplinary Committee shall keep a record of players' accumulation and will send a warning (as possible) when a player receives 5 and 9 of these types of penalties.
- If players exceed 10 of these types of penalties, every subsequent 2nd accumulation (i.e. 12, 14, etc.) will result in a 1 game suspension, pending review, with a warning on every subsequent 1st accumulation.
- During the tournament, this count shall reset, and the same rules shall apply, with the exception of the initial accumulation being a total of 5, with a warning when a player receives 3 and 4 of these types of penalties.



Calling of Penalties:

- If teams receive coincidental penalties, but a team has three (3) players in the penalty box, the coincidental penalties shall start running once the 1st penalty has expired.
 - See Minimum Player Rule on page 21 for calling of multiple penalties.
- Should an infraction of the rules which would call for a minor, double minor, or major penalty be committed by a player of the side in control of the puck, the Official shall immediately blow his/her whistle and penalize the offending player.
- Should an infraction of the rules which would call for a minor, double minor, or major penalty be committed by a player of the team not in control of the puck, the Official shall raise his/her arm to signal the delayed calling of a penalty
 - When the team to be penalized gains control of the puck, the whistle will be blown to stop play and impose the penalty on the offending player.
 - If there is an injury on the play, it will be the Referee's discretion whether to allow a scoring chance on a delayed penalty to continue or not.
- If the penalty to be imposed is a minor penalty and a goal is scored on the play by the non-offending side, the minor penalty shall not be imposed but major penalties shall be imposed in the normal manner regardless of whether or not a goal is scored.
- If two or more minor penalties were to be imposed and a goal is scored on the play by the non-offending side, the Captain of the offending team shall designate to the Official which minor penalty(ies) will be assessed and which minor penalty will be washed out as a result of the scoring of the goal.
- When the penalty to be imposed is a Double Minor penalty, and a goal is scored, only the second half of the penalty minutes of the appropriate penalty will be assessed to the offending player (considered a Double Minor, but only serves 1:30)
- If a goal is scored by the non – offending side on a delayed penalty, the play and clock will be stopped by the Official to record the penalty details (regardless of scoring, the penalty will still be recorded).
- Use of video is permitted, subject to Referees discretion, if the Referee suspects a Major Penalty has been committed.
 - Exception: Goals, Minor Penalties and Double Minor penalties will not be subject to video review.



List of Penalties

Minor Penalties

- **Abuse of Equipment (AE):**
- **Blocking (BL):**
- **Boarding (BD):**
- **Charging (CH):**
- **Cross Checking (CC):**
- **Delay of Game (DG):**
- **Elbowing (EL):**
- **Goaltender Interference (GI):**
- **High Sticking (HS):**
- **Holding/Holding the Stick (HL):**
- **Hooking (HK):**
- **Interference (INT):**
- **Lifting the Stick (LS):**
- **Over Center Interference (OCI):**
- **Roughing (RO):**
- **Slashing (SL):**
- **Sliding (SD):**
- **Spearing (SP):**
- **Too Many Players (TP):**
- **Tripping (TR):**
- **Unsportsmanlike Conduct (UC):**

Double Minor Penalties

Gym Setup and Teardown (GY):

Unsportsmanlike Conduct

Upgraded Minor Penalty:

Major Penalties

- **Abuse (AB):** Coaches, or players.
- **Deliberate Attempt to Injure (AI):**
- **Fighting (FG):**
- **Illegal Team Official (IL):**



Supplemental Discipline

Ejections:

- Players will be ejected for receiving either of the following:
 - Receiving a total of 3 Unsportsmanlike type and/or Dangerous Play type penalties
 - Receiving a total of 5 minor penalties(supplemental discipline will not apply, unless deemed necessary by the Disciplinary Committee)
- Players/Team Officials will be ejected from the game for receiving a major penalty (will be subject to a review for supplemental discipline).
- Any Team Official or spectator directing physical or verbal abuse (breaking the RCFHA Code of Conduct) at Referee's, Coaches, or players are subject to 1 warning during a game
 - Any subsequent (or flagrant, initial) abuse will warrant an ejection from the building
 - Executive on Duty and/or Referees shall escort the Team Official/parent out
 - If there is resistance to leaving the building, further supplementary action may be enforced by the Disciplinary Committee

Disciplinary Committee:

- The Disciplinary Committee shall review all Official's Reports and any reports from the Executive on Duty to determine if any supplemental discipline may be necessary.
- The Committee shall keep a record of players' accumulation of Roughing/Unsportsmanlike penalties, will send a warning (as possible) when a player receives 5 and 9 of these types of penalties, and institute a 1 game suspension for receiving 10 (See Accumulation of Unsportsmanlike/Dangerous Play Penalties).
- The Committee must come to a decision and inform both the Team Official(s) and player(s) receiving supplemental discipline (or the Team Official alone, if the Team Official is receiving supplemental discipline) within 72 hours of the incident.
 - Tournament supplemental discipline must be dealt with as soon as possible and the Committee must come to a decision and inform the relevant parties before game time.
 - If a decision cannot be made prior to game time, the relevant party will be suspended for the next scheduled game.
- Team Officials/players may appeal the supplemental discipline by emailing a letter to the President and, if need be, scheduling a meeting to discuss the supplemental discipline with the President/Disciplinary Committee within 48 hours of the original decision.
 - In this process the President, Vice President, and the Disciplinary Committee will come to a decision on the appeal prior to the next scheduled game.
 - This decision will be final
 - No appeals may be permitted during the tournament



- Any player or Coach charged with two (2) major penalties during the season will be suspended for the remainder of the season, pending review. The RCFHA Executive will review both the suspension and the future participation of the player or Coach in the Richmond Cosom Floor Hockey Association. Players or Coaches will be advised in writing of the decision.
- The following are meant to be rough guidelines for the Disciplinary Committee to refer to (not limited to):
 - 1st offense: Letter with official warning from the Association
 - 2nd offense: 1 – 3 game suspension
 - 3rd offense: Suspension for the rest of the Tournament:

Tournament supplemental discipline must be dealt with as soon as possible. At least one of the President, Vice President, and Referee-in-Chief will preliminarily review the incident and decide whether further escalation is necessary. All five committee members can be a part of the tournament supplemental discipline procedure. As soon as possible, notifications of potential supplemental disciplinary action will be given, and interviews will be conducted, followed with additional information gathering. The committee must come to a decision and inform the relevant parties at least 1 hour before game time.



Tournament:

The following is subject to change depending upon venues availability.

All regular season rules apply with the following exceptions:

- There are no protests allowed for any tournament game.
- Teams without the minimum number of players required who are not ready to play within 2 minutes from the time the whistle is blown will be given a Delay of Game penalty.
- Each team will receive two (2) 30 second time outs for the entire game (may carry over time out into Overtime).
- Round Robin, Bracket, and Play-In Games will play OT according to Regular Season rules.
 - Goalies will remain on the same side as the 3rd period.
 - Additional 5 minute OT periods will be added until a goal is scored for Elimination games.
- The last Elimination Bracket games and Final games will consist of 15 minute Sudden Death Overtime (first to score) periods, if not decided after regulation time.
 - Teams will play 5 on 5 OT

Goalies will switch ends after every period

Awards

During the Closing Ceremony at the end of the Tournament, the following awards will be presented:

Awards

Will be presented to team members in each competitive division for:

- League Winner (Team Trophy only)
- Tournament Winner (Team Trophy and Individual Gold medals)
- Tournament Runner-Up (Individual Silver medals)
- Most Valuable Players (One on each team of the Finals)

Participation Awards

Will be presented to all team members in the following divisions:

- Mites
- Junior Squirts

Team Trophies

Will be presented in each division for:

- League Winner
- Tournament Winner

Most Sportsmanlike Team Plaque:



- A team in each division who exemplifies sportsmanlike conduct during the season will be awarded the Most Sportsmanlike Team Plaque.
 - Chosen with input from the RCFHA President, Vice President, Division Coordinators, and the Referee – in – Chief.

Most Sportsmanlike Player Plaque:

- A player in each division who exemplifies sportsmanlike conduct during the season will be awarded the Most Sportsmanlike Player Plaque.
 - Chosen with input from the RCFHA President, Vice President, Division Coordinators, and the Referee – in – Chief.

Most Valuable Player Plaque:

- A player in on each team who is judged to be an outstanding player during the season will be awarded the Most Valuable Player Plaque.
 - Chosen with input from the RCFHA President, Vice President, Division Coordinators, and the Referee – in – Chief.

Best Goalie Plaque:

- A goalie in on each team who is judged to be an outstanding goalie during the season will be awarded the Best Goalie Plaque.
 - Chosen with input from the RCFHA President, Vice President, Division Coordinators, and the Referee – in – Chief.

Marcel Doucet Award:

At the end of each season the RCFHA will accept applications for the Marcel Doucet Award and Scholarship. It is awarded to an applicant in his/her Grade 12 year or First Year Post-Secondary, who made significant contributions to the sport and the league, displayed a high level of sportsmanship and team spirit, all while maintaining the RCFHA philosophy. A decision will be made on the quantity of awards to be given out once all applications are received.

Scholarship:

An award of \$800 (subject to change) will be granted to the successful applicant, which can be used toward post-secondary expenses. The payment will not be made until the winner has provided the league with proof of enrolment in a post-secondary institution. The award is valid for redemption up to 2 calendar years from the administration date.

Application Process:

Interested applicants must submit their application form to the league through the specified



form found on the website no later than the date specified on the form and website. If you have any questions regarding this process, please contact officials@rcfha.org.

Application Requirements:

The application requirements are as follows:

- Applicants must be in Grade 12 or First Year Post Secondary at the time of their application
- Applicants must be planning to enroll full-time in a Post-Secondary program at a recognized institution within 2 years from graduation
- Applicants must submit and complete the form found on the website
- Must be a member or a volunteer of the league

Selection Process:

- Any Executive member who is related to an applicant or chooses to abstain from the process will not be involved in the selection/voting process in any way
- The remaining eligible Executives will vote on finalists, the number of awards and a winner
- A discussion of the finalists' applications will be conducted prior to selection of a winner
- The winner will be announced on the final day of the tournament



Appendices

Appendix A: Adult Floor Hockey Rules Exceptions

- All rules are to be followed under the RCFHA Rulebook, with the exception of the following:

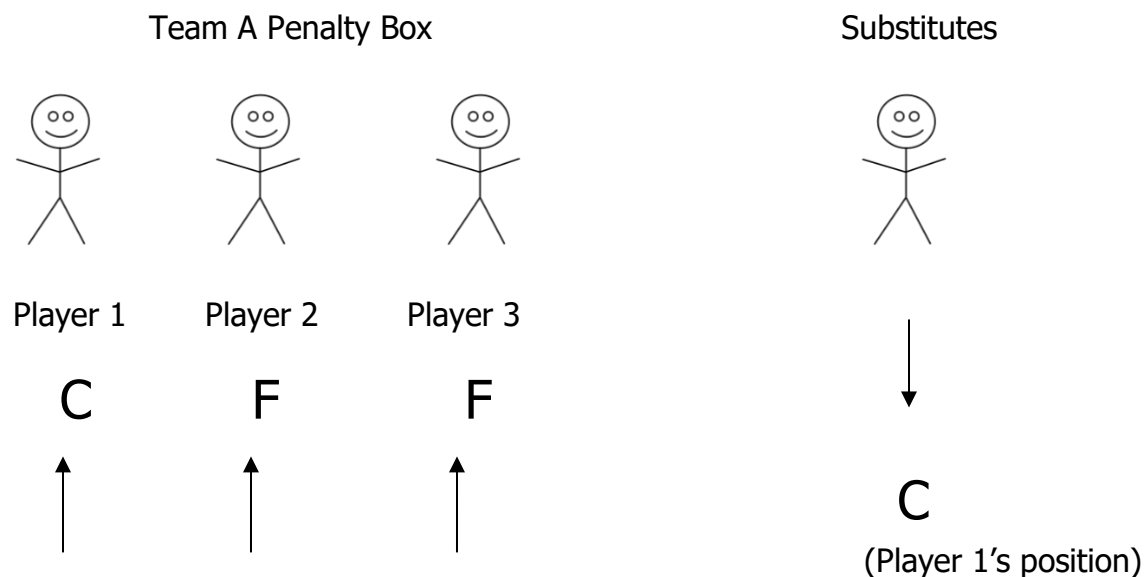
Rule	Adult Division
Fair-play rule	Fair-play Rule will not be enforced
Shin pads/knee pads	Not required for players
High Sticking	Crest of jersey (i.e. logo of jersey)
Hockey sticks	Any league supplied Cosom stick can be used
Goaltender Equipment	- Long sleeve not required to be worn - Personal equipment may be used (subject to League approval)
Sliding	Will not be enforced
Player Substitutions	A player can substitute another player on the floor with a stick as long as the change occurs within three feet of the team bench.
Mandatory Goalie Equipment	- Shin pads and knee pads required - Any goalie helmet can be worn (including non-CSA approved helmets) if a waiver signed
Delay of Game – Closing hand on puck	Will not be enforced unless concealing the puck has created a clear positional advantage. Subject to referees' discretion.
Abuse of Equipment	Tapping the stick will be enforced
Affiliate Player	There is no three (3) regular season game limit for a player of a team in Bantam to play as an Affiliate Player for the same team in the Adult Division
Penalty Clock Timing	All penalty clocks will stop every time the whistle is blown



Appendix B: Flow Chart for 3+ Penalties

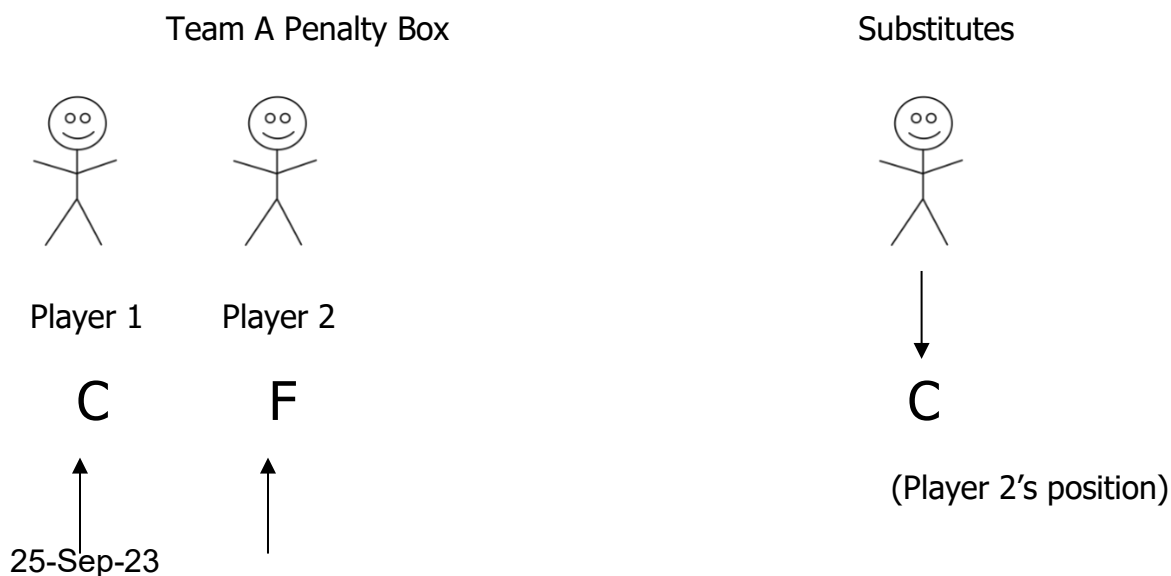
Regulation Time:

1. Player 3 receives a penalty.
2. Substitute from the bench goes on the floor with their own stick, **and** plays in Player 1's position
3. Player 1 goes directly to the bench when their penalty expires.



Overtime:

1. Player 2 receives a penalty.
2. Substitute from the bench goes on the floor with their own stick, **and** plays in Player 2's position
3. Player 2 goes directly to the bench when their penalty expires.





Appendix C: Example of Proper Gym Setup



Game Day Set-Up Check List

1. Open Storage Locker/Male Changeroom. Inside is the clock box, brief case, foam bleacher covers, wood door blockers, two referee boxes, one puck box, two adult sticks bags and a broom. If locker is not open, find janitor. They're usually in their office down the hall, to the left.
2. Open gym closet on Home side. Inside is two nets, Scorekeeper/Timekeeper table and chairs. Make sure to use the new nets. If closet is not open, find janitor.
3. Set up bleachers and put away basketball hoops. Bleachers come out using a remote which is usually in the Scorekeeper/Timekeeper desk. If you can't find it, find the janitor. There is a long hook in the equipment room behind the main door that can be used to pull



the hoops against the wall. If the main basketball backboards are down, use the key attached to the wall to put them away. There is one key and control at each end of the gym.

4. Put one bench in each corner and one long bench in between two bleachers. On Home and Away side benches, put garbage cans in between bench and wall. If in need of more benches, check the small gym.

5. Plug in two extension cords in hallway just outside Scorekeeper/Timekeeper area. Set up one extension cord in Scorekeeper/Timekeeper area, and the other along top row of Away side bleachers.

6. Set up Scorekeeper/Timekeeper area with table and two chairs. Ensure that iPad, clock control pad and referee wrist controllers are charging. Chargers are in referee box. Keep two adult stick bags in this area. When Adult games start put one stick bag in the small gym, and leave the other stick bag in this area.

7. Set up clock in far corner of Home side. Open clock case by turning clasps counter clockwise (they're very stiff). Set up two stands, hang clock, secure with bungee cord to hold both sides together. Power cord is draped over the bungy to prevent strain on the cord. Plug in and turn on switch behind clock. Put clock case and stand bag behind the clock in the corner.

8. Use white tape from referee box to set up two creases, six face-off points and extending both sides of the centre line.

9. Place tape in between the door and the frame to ensure when it is closed it does not lock, but it appears locked.

10. Set up foam pipes for under bleachers and wood blockers at doors. Green foam pipes go on the ends closest to the team bench.

11. Set up tripod and camera on top row of bleachers on Away side. Plug in camera to computer and plug in charger to extension cord.

12. Sweep floors with broom and water.

13. Confirm rosters with coaches and get them to sign scoresheet on SportNinja.

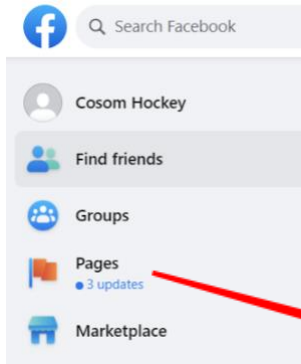
14. Take the lock and a chain and lock the change room. Periodically walk around the foyer and the changeroom area to look for unauthorized people in the building.



Camera and Laptop Set-Up:

Livestream Set-Up:

Login to Cosom Hockey Facebook page:



1. Click on **Pages** icon on the left:

2. Click on RCFHA logo



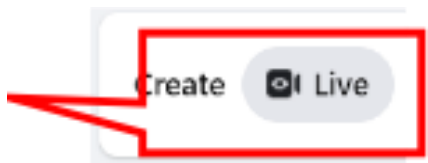
Pages you manage



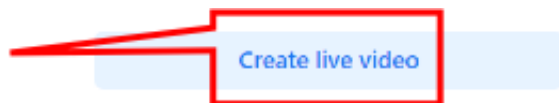
Richmond Cosom Floor Hockey Association (RCFHA)

Nonprofit organization · 298 likes · 337 follows

3. Scroll down and click on **Create Live**

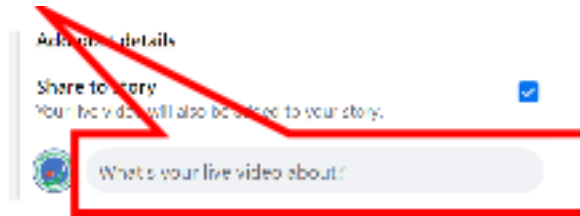


4. Click on **Create Live Video** (The video will turn on)





5. Scroll down and click on **"What's your live video about"**



6. Under **Title** type: **RCFHA LIVE** and **DATE**

Title (required)
RCFHA LIVE FEBRUARY 25,2022

7.

7. Under **Description** type the games played on the day

Description (Required)

8. Click on **Go Live** on the left side



Music/Volume Control:

An iPhone will be connected via Bluetooth to a speaker **BLOCK ROCKER PLUS**. Open **SPOTIFY** app on the iPhone to play music under folder named **HOCKEY**.

Due to copyrights, we can't livestream with background music. Therefore, between periods and between games when music is playing laptop's volume must be turned down.

Laptop volume control instructions:



1. Type: **ADJUST VOLUME** in the search window on the bottom left of the windows bar and click ENTER



2. Change device volume to 0%



3. After the music turned off/paused, change device volume to 100%

Game Day Tear Down Check List

Saturday

1. Ensure clock is turned off. Leave everything as is and set up ready for Sunday.
2. Clean up the Scorekeeper/Timekeeper area.
3. Usher everyone out of the building and check the building for any unauthorized people.
4. Ensure you are the last person in the building to leave.

Sunday

1. Move all benches moved against the walls.
2. Remove all tape on the floors.
3. Pucks must be collected and put into puck box. Usually found under bleachers, Away side window sill and small gym.
4. Put clock back into clock box.
5. Collapse tripod and put into box.
6. The bleacher remote goes inside Scorekeeper/Timekeeper desk.
7. Open gym closet on Home side. Inside goes: two nets, Scorekeeper/Timekeeper table and chairs. If closet is not open, find janitor. They're usually in their office down the hall, to the left.
8. Inside Referee bins goes: (1) Clock control pad, (2) referee wrist controllers, (3) chargers for iPad and clock, (4) two extension cords, and (5) power bar.
9. Check that Storage Locker/Male Changeroom is open. If locker is not open, find janitor. Inside goes: (1) Brief case containing laptop, webcam and iPad, (2) clock box (these must be locked), (3) foam bleacher covers, (4) wood door blockers, (5) two referee boxes, (6) one puck box, (7) two adult stick bags, and (8) a broom.



Appendix D: Equipment List

- Contact the Equipment Manager for any discrepancies, questions, or concerns.

Quantity	Item
12	Player Sticks (subject to number of players on the team)
2	Goalie Sticks
1	Goalie Jersey
15	Pucks
1	Stick and Goalie Bag
1	Black Tape (stick repair)
2	Helmets with throat protectors
1	Goalie Chest Protector
1	Goalie Blocker/Trapper Set
1	First Aid Kit
30	Ice Packs (subject to availability)
5	Pinnies for practice
10	Cones for practice

Appendix E: Forms/Information

Forms that are required to be filled out can be found on the website under Coach's, Parents and Referee's Corner.

- Criminal Record Check

<https://justice.gov.bc.ca/criminalrecordcheck>

- Coaches Code of Conduct



<http://rcfha.org/wp-content/uploads/2023/10/CoachesCodeofConduct.pdf>

- Captains Code of Conduct
- Parent and Player Code of Conduct

<http://rcfha.org/wp-content/uploads/2016/10/Code-of-Conduct.pdf>

- Incident Report Form

<http://rcfha.org/wp-content/uploads/2023/11/IncidentReportForm-20231130.pdf>

- Injury Report Form

<http://rcfha.org/wp-content/uploads/2023/11/InjuryReportForm-20231130.pdf>

School District Map

2023-2024 School Catchment Boundaries

