



REP TEAM OPERATIONS MANUAL

2022 – 2023



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MISSION STATEMENT OF THE ASSOCIATION

The objective of the Association shall be to provide a fun, healthy, competitive experience in organized hockey for all talent levels of young people in Newmarket. The preceding shall be subject to the rules of the OMHA in this regard:

- To provide for the development and growth of both personal and physical skills for all participants, and
- To maintain the highest degree of sportsmanship, and
- To provide volunteers with the support, and training necessary to prepare them to carry out their roles, and
- To provide fiscal responsibility to ensure the long term financial viability, stability and future for the Association, and
- To provide for the physical and emotional safety of all individuals within the Association, and
- To provide a structure that can respond to and provide the necessary leadership to the Association to achieve its goals and relate to its supports.



OMHA CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association ("OMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.



IMPORTANT DATES 2022 – 2023

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24-48 hours after last tryout: Commitment letters are to be completed and signed by player and parent. Submit commitment letters and team roster to nmha@nmha.ca, with players names (alphabetical order), and provide the names of team officials with their position on the team.

U10 and above teams must identify goalies. Teams that have selected NRP's, submit NRP Tryout Passport to the NMHA office and identify these players as NRP's on your player list.

NOTE: *Team roster must be OMHA approved prior to playing first league game and to participate in tournaments and in any exhibition games. Team officials must have all certification applicable to their position in place and be police screened (original PVSC letter submitted to office) to be approved.*

- | | |
|-------------|--|
| Sep 17 | Rep tryouts start, U8 MD, U9 MD up to U13 AA, A and BB and U18 AA, A and MD
7 days after tryouts players selected must have completed ePact forms and signed off by parents and teams to submit budget to VP of REP |
| Sep 26 | AA Scheduling Meeting – Virtual |
| Sep 30 | U14 – U18 can enter tournaments as of this date. Refer to NMHA tournament policy |
| Oct 3 | A Scheduling Meeting – Virtual – Start of season date will be announced |
| Oct 5 | BB/MD Scheduling Meeting – Virtual – Start of season date will be announced |
| Oct 21 – 23 | Newmarket/Aurora Home and Home (<i>Teams are not permitted to enter any tournaments this weekend, permission will not be granted, mandatory participation</i>) |
| Oct 29 | Start of Regular Season for U8MD and U9MD |
| Nov 15 | On ice volunteer list deadline |
| TBD | Picture Days |
| TBD | Team Fee Due |
| Dec 2 -4 | Kirk Kelly Memorial Tournament (mandatory participation for U10 & U11 AA, A) |
| Dec 15 | Mid-Season Team Financial Statement due, submit to VP of Rep |
| Jan 15 | Final date that OMHA will approve AP's (all requests must be submitted by the 13 th to give NMHA office enough time for processing) |



IMPORTANT DATES 2022– 2023

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Jan 16	U9 MD transitions to Full Ice
Jan 26 -29	Newmarket “Minor” Silver Stick Finals (mandatory participation for U10, U12, U14, U16 AA &A)
Feb 17	Midget (AA and A) All Star Game hosted by Markham
Mar 3	End of Regular League Season U10 – U18
Mar TBD	YSMHL Playoffs
Mar 10	End of Season for U8 MD
Mar 24	End of Season for U9 MD
Mar 24 – 26	OMHA Championships
Mar 31 – Apr 2	
Apr 7 - 9	
Mar 25-31	U9MD YSMHL End of Year Tournament
Apr TBD	Volunteer/Sponsorship Appreciation Night
Apr 15	Date iPads are to be returned
Apr 21 – 23	OHF Championships
Apr 29	NMHA AGM
Apr 30	Team Bank Accounts do not close, leave \$20 to cover bank fees Submit Final Team Financial Statement to VP of Rep



TEAM OFFICIAL QUALIFICATION REQUIREMENTS

2022-2023

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RIS) - Activity Leader or Speak Out!
- All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course
- All Team Officials must complete Rowan's Law Resource Review & Acknowledgement
- All qualifications must be registered in the Hockey Canada Registry (HCR)

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
U7 U8 U9	ALL	Coach 1- Intro to Coach ¹	Coach 1- Intro to Coach ¹	HTCP Level 1
U10 U11	Representative	Coach 2-Coach Level Certified ³ *	Coach 2-Coach Level Trained ² *	HTCP Level 1
U10 - U21	House League (HL) Local League (LL) Minor Development (MD) Select	Coach 2-Coach Level Trained ² *	Coach 2-Coach Level Trained ² *	HTCP Level 1
U12 U13 U14 U15 U16 U18 U21	Representative (Below A)	Development 1 Certified ⁵	Development 1 Trained ⁴	HTCP Level 1
U12 U13 U21	AAA/AA/A	Development 1 Certified ⁵	Development 1 Trained ⁴	HTCP Level 1
U14 U15 U16 U18	AA/A	Development 1 Certified ⁵	Development 1 Trained ⁴	HTCP Level 1
U14 U15 U16 U18	AAA	High Performance 1 Certified ⁶	Development 1 Trained ⁴	HTCP Level 1

COACHING QUALIFICATION LEGEND:

1. Coaches in divisions **U9** and Below **must** hold Coach 1-Intro to Coach - **No other qualifications are accepted**
2. Coach 2-Coach Level 'Trained' or higher: Coach 2-Coach Level 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Coach 2-Coach Level 'Certified' or higher: Coach 2-Coach Level 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
6. High Performance 1 'Certified' or higher: High Performance 2 'Certified'

ACTING IN THE ROLE OF HEAD COACH:

Should a team's Head Coach not be available, an Assistant Coach rostered to that team is eligible to act in the role of Head Coach for that game only. If the Head Coach resigns or is removed from the position and subsequently removed from the team's Roster, the Association is responsible to Roster a new individual as Head Coach holding the qualifications appropriate to the role.

HOUSE LEAGUE (HL):

- Assistant Coaches at House League require Respect in Sport (RIS)-Activity Leader or Speak Out! and Gender Identity and Expression Course Only. However, they would require the appropriate qualification listed in chart above for participation with teams from outside their House League (i.e. exhibition and/or tournament play)
- In addition, if the Head Coach were not available to start a House League game, an appropriately NCCP qualified Coach would be required to act as the Head Coach.

* NMHA requires that all coaches and assistant coaches U10 and above for all categories - AA, A, BB and MD hold a Development 1 (D1) certification



REP / MD HEAD COACH JOB DESCRIPTION

GENERAL

Oversee and be responsible for all aspects of the day-to-day operation of a Newmarket Minor Hockey team to ensure that the objectives of the Association as stated in the NMHA Bylaws, policies stated in the Rep Binder and regulations in the OMHA Manual of Operations are met. Be a spokesperson for the team and represent the team at all meetings and functions.

REP/MD Head Coaches and Assistant Coaches, U10 and above are required to hold a Development 1 (D1) designation as per NMHA policy. D1 designation for Head Coaches U12 AA/A up to U18 AA/A must be “Certified” status. U9 and below Head Coaches and Assistant Coaches must have Coach 1-Intro to Coach certification, no other certification accepted. In addition, Head Coaches and Assistant Coaches at all levels require Respect in Sport Activity Leader certification, Gender Identity and Expression course, must complete Rowan’s Law Resource Review & Acknowledgement and must complete a police screening. The position of Head Coach will report to the Vice President of Rep or his/her designate in absentia.

Coaches will review and follow the requirements of the Association’s Harassment and Abuse Policies and Procedures.

In addition to regular season, teams may represent the Association in sanctioned tournaments. Applicable teams will be required to represent the Association in our annual Home & Home vs Aurora, U10/U11 Kirk Kelly Memorial Tournament and Silver Stick tournament for divisions U10, U12, U14 and U16.

All coaches will review and agree to abide by the OMHA’s “Code of Conduct”. This position will be subject to review and evaluation at the end of each season.

DUTIES AND RESPONSIBILITIES

Coach as a Leader:

- Seasonal Planning – Create and develop a Seasonal Plan. This plan will be submitted to the Vice President of Rep and to the Coach Mentor
- Chair and organize regular team meetings (pre-season, in season and prior to the playoffs)
- Display appropriate behaviour toward all officials, coaches, parents and players
- Develop and promote leadership abilities in your athletes
- Be aware of, and understand, the Long-Term Player Development model (LTPD) as it applies to your athletes

Coach as a Teacher:

- Work in conjunction with the Vice President of Rep, and the Coach mentor, to ensure that a clear understanding of the skills, techniques and tactics are consistent with the play/instruction philosophy of the Association.
- Teach these necessary hockey skills and strategies to your team.
- Teach skills using the proper sequences and progressions;
- Teach skills using understandable and consistent language;
- Recognize that athletes differ in learning and readiness to learn, and that learning requires the acquisition of skills and attitudes. This requires patience and perseverance of the coach and player before the required behaviours will be consistently demonstrated in game play;

Coach as an Organizer:

- Plan effective practices, with regards to individual skill, tactical skill and team strategy.
- Select team officials that meet the Association standard, submit them for approval by the VP of Rep.
- Provide your assistant coaches with opportunities to grow and develop as coaches.

Coach as a Role Model (critical to team success)

- Ensure that your deportment and the deportment of all team officials, players and parents are to a standard acceptable to the NMHA;
- Make all team participants aware of the OMHA/NMHA Code of Conduct;
- Report to the VP Rep any and all incidents involving team officials, players or parents, where police or other authority, i.e. hotel security, arena staff etc. are involved including any incidents at home or away or at tournaments;
- Use your best judgment to de-escalate any potential problem situations by appointing a “parent-liaison” person to deal with the parent group.

COMMUNICATION

- Hold regular parent and player meetings
- Attend all Association meetings as directed
- File end of season report for Annual General Meeting

RISK MANAGEMENT (Safety)

- Review safety action plan for team with trainer and file with Association;
- Ensure that all ice and dressing room activities have supervision, the “Two Deep” rule must be followed;
- Report any arena deficiencies to the Executive;
- Review player equipment on a regular basis for defects and advise parents accordingly;
- Monitor rehabilitation of injured athletes and obtain medical clearance to return to play via your Trainer;
- Maintain communication with Executive, to ensure that Association can assist in the resolution of difficulties at an early stage, and improve overall hockey program on an ongoing basis;
- Arenas are shared use facilities; ensure that all users are respected, and shared areas are well monitored when used by your team.



TEAM NAME: _____

Team Staff Contract

(All team officials including non rostered managers must read, sign and submit to NMHA Office)

When I coach, I will attempt to emphasize teamwork, having fun and the principles of the Fair Play program. These principles are:

- 1) Respect the rules
- 2) Respect the opponents
- 3) Respect the officials and their decisions
- 4) Everyone participates
- 5) Maintaining self-control at all times

With this program we will attempt to develop your child's self-esteem, responsibility, honesty, integrity, fairness, respect, and sportsmanship. Winning is not the most important aspect of this team. We will strive to be as competitive as possible and will attempt to win as many games as possible. However, "winning at all costs" and at the expense of some players, will not be followed.

On this team, the individual's efforts and attitudes during practices and games WILL govern ice time, NOT by his/her ability. Each player is responsible for his/her ice time.

This team should be considered a family. All parents are encouraged to view each player as being no less important than any other player. If any player makes mistakes, the mistakes have not been done intentionally. Encourage all players positively. The coaching staff will be doing this, and we need the parent's support.

The program the coaching staff will be implementing this season will consist of the following:

- Individual Skill Development (skating, passing, puck handling, shooting and hockey awareness)
- Offensive Team Strategies
- Defensive Team Strategies
- Goalie Training
- Team building-Interactive Team activities
- Off-ice chalk talk

As a coach, I will do my best to implement a well-structured program for the benefit of all players, particularly I will:

- Adhere to the Fair Play Principles and Goals
- Treat All Players Fairly
- Be at all Practices and Games
- Respond to the Players' Needs

No team can function without the positive support of the parents. The coaching staff encourages all parents to discuss any hockey related problems with the team Manager or Parent Liaison first (after observing the 24-hour cooling off rule).

This season is an important one for your child. The program of hockey can be an intense one. Please be positive to all team players, not just your child. Cheer all good plays whether they are the opposing teams or ours. The game is for your children to enjoy. Don't put undo pressure on your child to perform. Let the coaches do the coaching.

The Team Staff Contract

I, _____, have read the Newmarket Renegades Hockey Club Coaches/Staff Guidelines as per above, and I agree to abide by them.

I also agree to abide by and to support the Fair Play Program, and Responsibilities as outlined in the attached Job Description.

Signature

Date

COACH QUALIFICATION REQUIREMENTS U8 MD and U9 MD

Information on coaching and coaching requirements can be found on the OMHA website <https://www.omha.net/> under the “Bench Staff” tab – Education. **All requirements must be completed** before one can be listed as the Head Coach/Assistant Coach of a U8 / U9 MD team.

1. Coach 1 – Intro to Coach Certification:

Clinic listings are posted on the OMHA website, <https://www.omha.net/>, under the Coach Education tab. Go to Coaching Clinic Listings on the Coach Education page, follow OMHA instructions. This program is delivered in two parts online, each part has a separate cost:

Part 1 - Must first complete the HU – Online Coach 1/Coach 2 component. Session format is Online-Recorded/On-Demand.

Part 2 - Once you have completed the above pre-requisite you can then register for Coach1 – Intro to Coach which is a stand-alone coach certification. Failure to complete the above first will not allow you to register for Coach 1. Session format is Online-Recorded/On-Demand.

2. Respect in Sport Activity Leader Certification:

This certification is different from the Parent Respect in Sport Program. It is structured for team officials. There is a fee to take this course, link to access: <https://omha.respectgroupinc.com/>

3. Police Screening:

For info on how one obtains their police screening, visit the NMHA website, www.nmha.ca click on the police screening tab. You can also apply online for your police screening thru the YRP website by going to: [https://event.yrp.ca/OnlineClearance/VSC Main.aspx](https://event.yrp.ca/OnlineClearance/VSC>Main.aspx). If you are required to submit fingerprints, then you will have to go in person. Reminder to complete the association volunteer letter posted on the NMHA website so that you will be charged the volunteer fee. You will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. If a hard copy is submitted make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Letter is kept by NMHA and filed at our lawyer's office.

4. Gender Identity and Expression Course:

All team officials are required to take this course, no cost involved.

To Access go to the OMHA website, <https://www.omha.net/> and under bench staff click Coach Education, scroll down to Coaching Clinic listings.

5. Rowan's Law (confirms that one has reviewed the concussion code of conduct):

For further information visit www.ontario.ca/concussions. Complete online through the NMHA HCR registration site, register yourself as the participant, link to access:

<https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-4-p/newmarket>

REP / MD COACH QUALIFICATION REQUIREMENTS

U10 and ABOVE

Information on coaching and coaching requirements can be found on the OMHA website <https://www.omha.net/> under the "Bench Staff" tab – Education. These are the qualifications that a Head Coach or Assistant Coach in the U10 and above REP / MD divisions must complete.

1. Development 1 (D1):

NMHA policy that all Head and Assistant Coaches in the U10 and above divisions for Rep and MD hold a D1 certification. No other certification accepted.

Development 1 clinics are now a hybrid delivery model, coaches are responsible for completing pre-requisite clinic modules, online content, and a 1 day in-person clinic to obtain their Development 1 Trained qualification.

HU-Online Checking and Make Ethical Decisions -Training are both pre-requisite components that must be completed first prior to registering for D1. Further information is on the OMHA website.

Once you have completed both pre-requisites, you can then register for a Development 1 clinic which includes two sessions: i) Online on-demand Module ii) 1-Day in-person clinic.

Note: D1 designation for Head Coaches U12 up to U18 must be "certified". Refer to OMHA website for "trained" vs "certified" status and how to obtain "certified" status.

2. Respect in Sport Activity Leader Certification:

This certification is different from the Parent Respect in Sport Program. It is structured for team officials. There is a fee to take this course, link to access: <https://omha.respectgroupinc.com/>

3. Police Screening:

For info on how one obtains their police screening, visit the NMHA website, www.nmha.ca, click on the police screening tab. You can also apply online for your police screening thru the YRP website by going to: https://event.yrp.ca/OnlineClearance/VSC_Main.aspx. If you are required to submit fingerprints, then you will have to go in person. Reminder to complete the association volunteer letter posted on the NMHA website to get the volunteer fee. You will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. If a hard copy is submitted make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Letter is kept by NMHA and filed at our lawyer's office.

4. Gender Identity and Expression Course:

All team officials are required to take this course, no cost involved. To Access go to the OMHA website, <https://www.omha.net/> and under bench staff click Coach Education, under 2021-2022 Qualification Requirements for Team Officials, you will see Gender Identity, click and it will take you to the page where one can log on to complete the course.

5. Rowan's Law (confirms that one has reviewed the concussion code of conduct):

For further information visit www.ontario.ca/concussions. Complete online through the NMHA HCR registration site, register yourself as the participant, link to access:

<https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-4-p/newmarket>

TRAINER QUALIFICATION REQUIREMENTS

FOR ALL REP and MD TEAMS

Qualifications required for a Trainer / Assistant Trainer in any Rep/MD division. All requirements must be completed before individual can be listed as Trainer / Assistant Trainer of a team.

1. HTCP LEVEL 1:

Must complete HTCP1 trainer certification, which is available online through an interactive e-Learning course. Go to the OMHA website www.omha.net under the "Bench Staff" tab - Trainers – Education.

2. Respect in Sport Activity Leader Certification:

This certification is different from the Parent Respect in Sport Program. It is structured for team officials. There is a fee to take this course, link to access: <https://omha.respectgroupinc.com/>

3. Police Screening:

For info on how one obtains their police screening, visit the NMHA website, www.nmha.ca, click on the police screening tab. You can also apply online for your police screening thru the YRP website by going to: https://event.yrp.ca/OnlineClearance/VSC_Main.aspx. If you are required to submit fingerprints, then you will have to go in person. Reminder to complete the association volunteer letter posted on the NMHA website to get the volunteer fee. You will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. If a hard copy is submitted make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Letter is kept by NMHA and filed at our lawyer's office

4. Gender Identity and Expression Course:

All team officials are required to take this course, no cost involved.

To Access go to the OMHA website, <https://www.omha.net/> and under bench staff click Trainer Education, scroll down to Gender Identity.

5. Rowan's Law (confirms that one has reviewed the concussion code of conduct):

For further information visit www.ontario.ca/concussions. Complete online through the NMHA HCR registration site, register yourself as the participant, link to access:

<https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-4-p/newmarket>

HOCKEY CANADA MANAGER'S MANUAL

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association, Division Managers, League Managers, other teams, referees and officials. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

Every team will organize themselves slightly differently to best function in their surroundings, however, there are still many tasks that all Team Managers will need to complete regardless of what team they work with. It is these tasks that are discussed in the Hockey Canada Team Manager's Manual, launched in September 2007 as part of Puck Drop '07's Volunteer Week.

The Team Manager's Manual is available as a free download off the Hockey Canada website, and can be found under the minor hockey / volunteer section (www.hockeycanada.ca).

This manual provides information to aid Team Managers in the smooth operation of the team throughout the season. Ten key topics are addressed within the manual; team meetings, delegation, team rules, record keeping, organizing games, applying for tournaments, organizing travel, team finances, team activities and coaching resources.

While the Team Manager's role is one of in-depth involvement – and may go beyond the scope of the ten topics discussed – there is no reason to become overwhelmed. The team is there to support and, through delegation, a 'divide and conquer' approach can be extremely efficient.

Numerous appendices including templates, samples and a glossary of terms have been integrated into the manual to assist the Team Manager in pre-planning and organization. The appendices are active documents that can be downloaded and customized to fit your own team needs.

Enter numbers and information into pre-made contact lists and player medical forms, incorporate team logos, utilize meeting and game checklists, and preview samples of team rosters, injury reports and stats sheets. The downloadable format ensures that the appendices remain current; new appendices may be added to the document based on requests received by Hockey Canada.

One user describes the manual as a "great tool and much needed in our minor associations. It provides a great base from which our local associations can 'build' and enhance the Manager's role and responsibilities."

The Team Manager's role is crucial to the successful operation of the team's season. Both the ability to work well with a variety of people and the ability to maintain a fair and consistent outlook are strong managerial attributes that will help to maintain communication between all members.

Focus on the primary roles of organizing, planning and overseeing, take advantage of the resources available in the Hockey Canada Team Manager's manual, and the season can be a successful one.

NOTE: As per NMHA policy Manager position cannot be held by a Coach's spouse or significant other or relative.

NMHA Manager Mentor:

QUALIFICATION REQUIREMENTS FOR A REP/MD MANAGER

All the following requirements are mandatory and must be completed for the role of manager whether one will be a rostered manager or a or non rostered manager.

1. **Respect in Sport Activity Leader Certification:**

This certification is different from the Parent Respect in Sport Program. It is structured for team officials. There is a fee to take this course, link to access: <https://omha.respectgroupinc.com/>

2. **Police Screening:**

For info on how one obtains their police screening, visit the NMHA website, www.nmha.ca, click on the police screening tab. You can also apply online for your police screening thru the YRP website by going to: https://event.yrp.ca/OnlineClearance/VSC_Main.aspx. If you are required to submit fingerprints, then you will have to go in person. Reminder to complete the association volunteer letter posted on the NMHA website to get the volunteer fee. You will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. If a hard copy is submitted make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Letter is kept by NMHA and filed at our lawyer's office.

3. **Gender Identity and Expression Course:**

All team officials are required to take this course, no cost involved.

To Access go to the OMHA website, <https://www.omha.net/> and under Bench Staff click Team Managers – Education and on this page one will see the Gender Identity link, click and it will take you to the page where one can log on to complete the course.

4. **Rowan's Law (confirms that one has reviewed the concussion code of conduct):**

For further information visit www.ontario.ca/concussions. Complete online through the NMHA HCR registration site, register yourself as the participant, link to access: <https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-4-p/newmarket>

Team Manager Checklist



STARTING OUT

First Parent Meeting

- ☐ Communication of team and coach philosophy
- ☐ With team, create team rules and policies
- ☐ Identify and delegate roles
- ☐ Review safety and risk management issues
- ☐ Provide players and parents with information and handouts
- ☐ Follow-up: Collect signed forms, pass out newly created rules/handouts

Notes:

Financial

- ☐ Collect fees
- ☐ Prepare initial budget
- ☐ Set up team account

Notes:

THROUGHOUT SEASON / EVENTS

Record Keeping

- | | |
|---|---|
| <input type="checkbox"/> Team registrations and rosters | <input type="checkbox"/> Accident and insurance reports |
| <input type="checkbox"/> Contact lists | <input type="checkbox"/> Game reports |
| <input type="checkbox"/> Schedules | <input type="checkbox"/> Evaluation sheets |
| <input type="checkbox"/> Player medical forms | <input type="checkbox"/> Monthly financial reports |

Notes:

Game Preparation – Refer to Appendix 19: Game Check List

- Pre-game
- During game
- Post game

Notes:

Tournaments

- ☐ Away tournaments
 - ☐ Applications and payments
 - ☐ Fit with seasonal schedule
 - ☐ Costs

- ☐ Organize and host a tournament
 - ☐ Application to Association
 - ☐ Facility bookings
 - ☐ Format

Notes:

Travel Organization

- ☐ Travel permits
- ☐ Permission slips
- ☐ Equipment
- ☐ Accommodation

- ☐ Meals
- ☐ Costs
- ☐ Arena Maps

Notes:

Team Activities

- ☐ Fundraising
- ☐ Team photos

Notes:

END OF SEASON

- ☐ Year end celebration
- ☐ Year end financial report

Notes:



Newmarket Minor Hockey Association

Police Vulnerable Sector Screening Policy

Newmarket Minor Hockey Association accepts its significant responsibilities to its vulnerable members.

This Association owes a duty of care to its members, to staff and to the community. Acceptance of this duty will be reflected in all Association programs, services, and activities, as well as in its policies and procedures.

Newmarket Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Newmarket Minor Hockey Association will not discriminate against any person based on these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for and will do so with due consideration for the need to accommodate applicants where possible.

For all Executive Board members, convenors, coaches, assistant coaches, trainers, assistant trainers, managers and on ice volunteers (18 years and older) with NMHA, a Police Vulnerable Sector Check (PVSC) is mandatory.

Individuals with outstanding *Criminal Code* convictions, five years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable members. These offences include, but are not limited to the following:

Five years or more recent:

- Assault
- Threatening
- Possession of a Substance as defined in the Controlled Drugs and Substances Act (C.D.S.A.)
- Impaired Driving (while Driver's Licence is suspended)
- Theft, Fraud and Related Offence (while in a Position of Financial Trust)

Individuals with outstanding *Criminal Code* convictions or charges pending for the following offences will not be considered for a direct service position.

- Assault with a Weapon
- Assault Causing Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Exploitation
- Sexual Interference
- Invitation to Sexual Touching
- Child Pornography
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)

- Robbery
- Use of a Firearm in the Commission of an Offence
- Firearm Related Offences (except for Unsafe Storage)

Applicants may be rejected because of other information gained during the police vulnerable sector check process or through the screening process, or because of other factors. If a volunteer is deemed ineligible, they will be notified by letter or email of their ineligibility and will be immediately removed from their position within the association. Under this policy, the applicant has the right to know why he/she is being refused and may appeal to the Executive in writing for a review of their record.

As a condition of being accepted as a volunteer with the Newmarket Minor Hockey Association, applicants will be required to submit a **Police Vulnerable Sector Check that is not older than six months from date of submission**. PVSC screening letters will be valid for a period of three years from date of letter, expiring May 1st of the third year as per Hockey Canada regulations. Any individual that is away more than one year from the association is required to complete a new police check. Every three years following the initial check, to continue to maintain a volunteer position with NMHA it is mandatory that one complete a new Police Vulnerable Sector Check.

All volunteers are required to apply for their own PVSC and will be responsible to pay the applicable volunteer fee as set by YRP. Application form and instructions on how to obtain a PVSC letter can be obtained by visiting the YRP website @ www.yrp.ca. You can apply online (method preferred) or in person. You will also need a letter from NMHA stating that you are a non-paid volunteer which you will need to submit at the same time along with your application form. With this association letter you will be charged the volunteer fee for your clearance letter and additional fees associated with submitting fingerprints will be waived. You can download this letter from our website.

Volunteers who do not live in York Region will be required to obtain a PVSC from the jurisdiction in which they live.

Each applicant will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. Photocopies are not acceptable; we suggest that you make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Only approved applicants will be considered for a team official position on an OMHA roster or a volunteer position requiring police screening with NMHA. Letter is kept by NMHA and filed at our lawyer's office.

Police Vulnerable Sector checks completed for another organization will be accepted if they are no more than 6 months old and the original copy is submitted.

It should be noted that every volunteer once accepted is obliged to inform the NMHA office of any new pending charge(s) or conviction(s) of an offence listed in this policy.

Failure to submit an original PVSC letter will result in the removal or rejection for the position applied for.

How to Apply For A Police Vulnerable Sector Check

1. All Executive members, convenors, team officials and on ice volunteers 18 years of age and older (prior to being rostered to a team) with NMHA are required to obtain a Police Vulnerable Sector Check (PVSC) as per NMHA PVSS (Police Vulnerable Sector Screening) Policy.
2. For instructions on how to apply for a PVSC letter, application form, customer service hours and YRP locations that provide this service, visit the YRP website @ www.yrp.ca.

Note: Volunteers who do not live in York Region will be required to obtain a PVSC from the jurisdiction in which they live.
3. Members of the public can now apply online for a Police Vulnerable Sector Check, visit YRP website for link. Two pieces of government issued identification that is not expired of which one piece of identification must have a photograph is required to be submitted.
4. NOTE: When dealing with York Regional Police you will also need to submit at the same time with their application a letter from NMHA stating your position with NMHA and that you are a non-paid volunteer. A copy of a generic request letter is available on our website for you to download which is already signed and you will simply need to fill in the blanks. Alternatively, you can obtain this letter by contacting our office by email at nmha@nmha.ca. With this association letter you will be charged the volunteer fee for your clearance letter and additional fees if required to submit fingerprints will be waived.
5. Each applicant is responsible to pay the applicable volunteer fee as set by YRP.
6. Part of the screening process now involves querying a database of pardoned sexual offences. If one's date of birth matches the date of birth of a person of the same sex that may have been pardoned of a sexual offence, fingerprints must be submitted to continue the process. If applying online and fingerprints are necessary, the online process will stop and applicant must attend in person to complete the application. If applying in person fingerprints will be taken immediately on site.
7. Each applicant will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. If a hard copy is submitted make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Letter is kept by NMHA and filed at our lawyer's office.
8. Lawyer's office will inform NMHA of any volunteers that do not meet the eligibility requirements. Any member that does not meet the eligibility requirements will be refused a position of service with NMHA.



YORK REGIONAL POLICE VULNERABLE SECTOR CHECK

Must print legibly (names, street, city, province, postal code) as this is your mailing label.

UNIT 1. TO BE COMPLETED BY APPLICANT

Last Name	First Name	Middle Name	Maiden / other names	
Address (# and street name)		Apt #	Gender	Place of Birth
City	Province	Postal Code	Date of Birth (DD/MM/YY):	
Phone Number:		E-mail:		

Reason for Request

I am an applicant for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position	Name/address of the person or organization
Description of the responsibilities towards children or vulnerable person(s)	

Address History – Complete address history for the past 5 years

Street Name and Number (please state below)	Apt/Unit #	City	Province	Postal Code	# of years at address

**Identification –MUST be Government Issued and include applicant's name, date of birth, signature and photo of applicant.
Health cards or SIN cards will **NOT** be accepted as identification**

Type of ID produced :	ID Number :
Type of ID produced:	ID Number:

The Vulnerable Sector Check will be based on the name(s) and date of birth provided by the Applicant. It will include a search of: the RCMP National Repository of Criminal Records; the Identification Data Bank (including pardoned sex offender records); the CPIC Investigative Data Bank and CPIC Intelligence Data Bank; and a query of local police records. The Vulnerable Sector Check will include the following information as it exists on the date of the search:

- Outstanding entries, such as charges and warrants, Judicial Orders, Peace Bonds, Probation and Prohibition Orders
- Criminal Convictions from CPIC and/or local databases.
- Summary Convictions, for 5 years, when identified.
- Absolute and Conditional Discharges for 1 or 3 years respectively.
- Findings of Guilt under the *Youth Criminal Justice Act* within the applicable disclosure period (if the reason for the request is for a position with a government agency).
- Criminal charges resulting in a disposition of Not Criminally Responsible by Reason of Mental Disorder.
- All record suspensions as authorized for release by the Minister of Public Safety.
- In very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including but not limited to Withdrawn and Dismissed.

Note: Findings of guilt under the *Youth Criminal Justice Act* are restricted. They are only included in requests for positions with government agencies. The applicant is restricted from sharing this information and cannot be required to provide it to anyone. Findings of guilt under the *Youth Criminal Justice Act* will only be disclosed directly to government agencies.

Vulnerable Sector Checks are completed in accordance with the *Police Record Check Reform Act, 2015*.

See page 2 for consent and release requiring applicant's name and signature

Personal information contained on this form is collected pursuant to the Police Services Act, s.41 and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to York Regional Police, 47 Don Hillock Dr., Aurora, ON, L4G 0S7. 905-830-0303 ext. 7655

CONSENT AND RELEASE

1. I hereby authorize York Regional Police to conduct a search based on the names(s), date of birth and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of York Regional Police Records Management Systems (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Public Safety Portal (PSP).
2. I hereby release and discharge the York Regional Police Service Board and all members and employees of York Regional Police from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of the information to me by York Regional Police. I hereby authorize York Regional Police to inquire into and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada
3. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it, and agree to it in its entirety.
4. **For Vulnerable Sector Check applicants that are 18 years of age or older:** I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a records suspension (pardon) for, any sexual offences that are listed in the schedule to the *Criminal Records Act*. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure for that information to the person or organization referred to the above that requested the verification, that information will be disclosed to that person or organization
5. I understand that the prescribed fee is non-refundable.

Signature of Applicant: _____

Date: _____

UNIT 2. POLICE USE ONLY

Application and ID verified by – Badge#		ID Verified and Completed by – Badge #
Date of Search:	Customer Service Representative:	

Personal information contained on this form is collected pursuant to the Police Services Act, s.41 and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to York Regional Police, 47 Don Hillock Dr., Aurora, ON, L4G 0S7. 905-830-0303 ext. 7655

YRP149 (09/21) Distribution: Original: Customer Service Unit, Information Management Bureau



Newmarket Minor Hockey Association

An Incorporated Association

Newmarket South P.O., PO Box 71081

Newmarket, ON L3X 1Y8

Tel: 905-898-0714 Fax: 905-898-3557

Website: www.nmha.ca E-mail: nmha@nmha.ca

2022 – 2023 SEASON

To: York Regional Police

Re: Newmarket Minor Hockey Volunteers – Confirmation of Volunteer Status

This letter is to confirm that _____ is a member in good standing with Newmarket Minor Hockey and will be volunteering as an Active Member or Team Official or On Ice Volunteer with our _____ team consisting of boys and girls _____ years of age for the 2022-2023 hockey season.

This is a volunteer non-paid position.

We also understand that volunteers who are required to submit fingerprints when applying for a PVSC will also have this additional fee waived with this letter.

We trust this letter satisfactorily provides the confirmation you require. Should you have any questions, please contact me.

Sincerely,

Patricia Thibault

Patricia Thibault
Administrative Assistant
Newmarket Minor Hockey



NEWMARKET MINOR HOCKEY ASSOCIATION ON-ICE VOLUNTEERS

An “On-Ice” Volunteer is an individual who is NOT rostered to your team and on occasion goes on the ice to help with a practice, facilitate drills or help control a scrimmage. (**“On-Ice” volunteers are not allowed to participate behind the bench**)

If you have such an individual(s), NMHA players included, you must register him/her for insurance purposes. The NMHA is required to pay a premium for this individual to the OMHA. On-ice volunteers, 18 years of age and over, before they can help with the team on ice they must complete: a Police Screening, Respect in Sport Leader certification, Gender Identity & Expression course, and Rowan’s Law Resource Review and Acknowledgement online.

Maximum number of parent on ice volunteers permitted per team is 4, NMHA players excluded. On-Ice volunteers must be at least two years older than the division age limit they are associated with, minimum age to volunteer is 9 years of age.

The deadline to add on-ice volunteers is December 1st of the Current Season

Name	Birth Date	PVSC Yes/No	Respect In Sport Yes/No	Gender Identity Yes/No	Rowan’s Law Yes/No	Team / Division
1						
2						
3						
4						

QUALIFICATION REQUIREMENTS FOR AN ON – ICE VOLUNTEER

All the following requirements are mandatory and must be completed before individual can step on the ice to help with practices and be added to the OMHA On Ice Volunteer approved roster for NMHA.

1. Respect in Sport Activity Leader Certification:

This certification is different from the Parent Respect in Sport Program. It is structured for team officials. There is a fee to take this course, link to access: <https://omha.respectgroupinc.com/>

2. Police Screening:

For info on how one obtains their police screening, visit the NMHA website, www.nmha.ca click on the police screening tab. You can also apply online for your police screening thru the YRP website by going to: https://event.yrp.ca/OnlineClearance/VSC_Main.aspx. If you are required to submit fingerprints, then you will have to go in person. Reminder to complete the association volunteer letter posted on the NMHA website so that you will be charged the volunteer fee. You will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. If a hard copy is submitted make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Letter is kept by NMHA and filed at our lawyer's office.

3. Gender Identity and Expression Course:

All team officials are required to take this course, no cost involved.

To Access go to the OMHA website, <https://www.omha.net/> and under Bench Staff click Team Managers – Education and on this page, one will see the Gender Identity link, click and it will take you to the page where one can log on to complete the course.

4. Rowan's Law (confirms that one has reviewed the concussion code of conduct):

For further information visit www.ontario.ca/concussions. Complete online through the NMHA HCR registration site, register yourself as the participant, link to access: <https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-4-p/newmarket>



Equipment Requirements for On-Ice Volunteers

The question has been raised as to the mandatory equipment requirements by those individuals acting in the role of On-Ice Volunteer. For example, individuals assisting with IP program implementation, on-ice (parent / family) helpers, demonstrators, specialty (i.e. goaltender) coaches, etc. Should you require any further clarification, please do not hesitate in contacting the OMHA office.

OMHA Guidelines for equipment to be worn by individuals assisting as a volunteer in On-Ice activities are as follows:

- A volunteer who meets the minimum age requirement for CHIP Certification (i.e. 14 years and above), would be eligible to wear the same equipment as an On-Ice Team Officials. (i.e. CSA Certified Helmet, skates, gloves etc.)
- A volunteer below the minimum age requirement for CHIP Certification (i.e. below 14 years), would be required to wear full player equipment.

NOTE:

On-Ice Volunteers must be at least two years older than the division age limit they are associated with. (Minimum age, 9 years old)



Helmet Policy

Effective July 3rd, 2008

Revised June 2019

Revised April 2020

Revised June 2020

All revisions are noted with **BOLD** text.

All hockey team officials, volunteers, NCCP instructors and third party on ice instructors working with Associations, Teams, Clubs or **Leagues**, **MUST** wear a CSA approved hockey helmet secured and chinstraps properly fastened, during all sanctioned on-ice activities. For those participants wearing a facial protector, the straps of the facial protector, when designed to allow such straps, shall also be securely fastened to the hockey helmet. **Ontario Hockey League coaches are exempt from this policy, unless the Ontario Hockey League coach is participating in on-ice sanctioned activities of another OHF Member.**

Trainers or any other team officials who enter the ice surface for the purpose of attending an injured player are exempt from this rule.

It's the Member's responsibility to monitor and enforce the helmet policy.

Any person found to be in violation of this rule will receive a written warning for a first offence, a two-week suspension for a second offence, and a one-year suspension for a third offence.



TEAM NAME: FYI – This form now part of ePact. Families sign this agreement thru ePact. Hard copy not required to be submitted to office.

Fair Play Contract

RESPECT at all times for participants, coaches, officials, teammates, spectator, opponents, administrators and volunteers.

SPORTSMANSHIP prior to, during and following the activity, demonstrating modesty in victory and composure in defeat.

KNOWLEDGE of all rules whether written or unwritten and following the spirit of the rules.

ACCESS to participate for all regardless of age, gender, race, colour or level of skill.

PARTICIPATION in a manner that demonstrates more than just the desire to win. Having fun, making friends, improving skills and performing your personal best must be just as important when participating.

Fair Play Program

Purpose of Fair Play: The purpose of any Fair Play program is to increase and enhance the positive aspects of minor hockey for players, parents, coaches and all other participants.

The Fair Play Guidelines are:

- 1) **Respect the rules**
- 2) **Respect your opponents**
- 3) **Respect the Officials**
- 4) **Give everyone a chance to participate**
- 5) **Maintain self-control at all times**

The goals of the Fair Play Program are to enhance the following:

- 1) **Responsibility**
- 2) **Honesty**
- 3) **Integrity**
- 4) **Fairness**
- 5) **Sportsmanship**

The fair Play program **DOES NOT ATTEMPT TO CHANGE THE RULES OF THE GAMES.**

The Fair Play program **DOES NOT DISCOURAGE COMPETITIVENESS,** as long as competitiveness is within the rules of the game.



TEAM NAME: FYI – This form now part of ePact. Families sign this agreement thru ePact. Hard copy not required to be submitted to office.

Team Rules for Players

- 1) SCHOOL SHALL TAKE PRECEDENCE OVER HOCKEY
- 2) On game days, players are required to be in the dressing room 40 minutes prior to game time. This time will be used for dressing, doing pre-game stretches for your safety and pre-game coach talks.
- 3) On practice days, players are required to be in the dressing room 20 minutes prior to going on the ice. This time will be used for dressing, doing pre-practice stretches for your safety.
- 4) All players should attempt to exercise common sense regarding bedtime and proper nutrition prior to games and practices.
- 5) Foul language towards teammates, opposing players and their coaches, officials and/or any other participant will not be tolerated.
- 6) EQUAL TIME AND FAIR TIME are not synonymous.
- 7) Players are responsible for their own equipment. No player will be allowed on the ice without proper, complete and safe equipment.
- 8) Good behaviour is expected at all times from all players while at home rinks, opposing rinks and on the road.
- 9) Unsportsmanlike behaviour after a goal will not be tolerated.
- 10) All players are considered as equals by the coaching staff. The players shall also consider each other as equals.
- 11) This team will operate as a "TEAM". Respect each other, your opponents, and the officials and always maintain your self-control.

Guidelines for Parents

- 1) Parents, friends and relatives are not allowed in the dressing room unless accompanied by a member of the coaching staff.
- 2) Parents, friends and relatives are not allowed behind, near the players' bench during games.
- 3) Parents are encouraged NOT to coach their child on the way to and from the arena. This may interfere with team strategies and/or game plans. Please leave the coaching to the coaching staff.
- 4) Parents are asked not to vocally oppose officiating decisions as it will negatively impact the team.
- 5) Foul language by parents, friends and relatives directed at opposing players, coaches, other team members and officials will not be tolerated. Parents will always demonstrate good behavior and in all places while involved with the hockey team
- 6) Parents are encouraged to come to every game to encourage their child and the entire team in a positive way.
- 7) Parents should not be critical of other players, the coaching staff or the referees during games and in the presence of their child.
- 8) If a parent has any concerns regarding their child, please communicate those concerns to the team Manager/Parent Liaison first. If required, the team Manager/Parent Liaison will arrange a meeting between the parent(s) and the coach. Parents are asked to follow the 24-hour cooling off period before discussion can take place.
- 9) On Game days, all players are required to be in the dressing room 40 minutes prior to game time. This time is used for dressing, for doing pre-game exercises for the player's safety and for pre-game coach talks.
- 10) On practice days, all players are required to be in the dressing room 20 minutes prior to going on the ice. This time is used for dressing, for doing pre-game exercises for the player's safety.
- 11) School should always take precedence over hockey.
- 12) EQUAL TIME and FAIR TIME are not synonymous. Ice time by all players will be earned by giving an honest effort during games AND practices.
- 13) Players should be responsible for their own equipment and should ensure that their equipment is complete and in good condition. No player will be allowed on the ice for a game or practice without COMPLETE and SAFE equipment.
- 14) Parents are expected to arrange for rides to and from the rink for their son if they are not able to drive their child.
- 15) If a parent is unable to attend a game or practice, they must arrange for someone present to be responsible for their child. The coaching staff must be informed of the responsible party.
- 16) Parents, friends and relatives must respect the gate/admission when applicable.



TEAM NAME: FYI – This form now part of ePact. Families sign this agreement thru ePact. Hard copy not required to be submitted to office.

The Player Contract

Along with the **Fair Play Program**, I agree to **ALL** the following:

- 1) I have read and understand the Newmarket Renegades Hockey Club Team Rules.**
- 2) I agree to abide by the team rules.**
- 3) I agree to respect the rules of the game, the officials, the coaches and the opponents.**
- 4) I agree to give an honest effort at all practices and games.**
- 5) I agree that this hockey team will be like a family. I will care about my teammates. I will cooperate and listen to the coaching staff. I will try to do my best to help my teammates and as a result, the whole team will benefit.**
- 6) I agree that inappropriate behaviour and/or failure to abide by team rules on my part may result in disciplinary action.**

Name

Signature

Date

- Please discuss these rules with your parents.
- Failure to sign this contract indicates that you are not willing to abide by the rules of this team.
- This sheet must be returned to your Coach/Manager by the next practice.

The Parent Contract

I, _____ have read the Newmarket Renegades

Hockey Club Parent Guidelines and I agree to abide by them.

I also agree to abide by and to support the Fair Play Program, and Philosophy.

Signature

Date



TEAM NAME: FYI – This form now part of ePact. Families sign this agreement thru ePact. Hard copy not required to be submitted to office.

DISCLOSURE OF PERSONAL INFORMATION

The collection and disclosure of personal information is governed by the Ontario Minor Hockey Association ("OMHA") and its "Privacy Policy". A copy of this policy is available on the OMHA website, www.omha.net. Every parent and player should be familiar with this policy.

By signing this form the parent does not object to the disclosure of information as per this policy.

Additionally, by signing this form the parent does not object to the release of the following information and its use.

- The use of a player's name, age, image or hockey statistics etc. for use in local newspaper articles, social media platforms or the Newmarket Minor Hockey Association ("NMHA") website regarding play in the NMHA.
- The distribution of a player's name, phone number, e-mail address, mailing address or parents names to other team members.

Player Medical Information is strictly CONFIDENTIAL and IS NOT authorized to be released by signing this letter. Player Medical Information is collected for use by the team's Trainer and is not disclosed to any other individual without your consent. However, in an instance of medical emergency, in the Trainer's opinion, Player Medical Information will be released to medical officials such as Ambulance Attendants, Paramedics, Police, Fire Fighters or Hospital Personnel. The team Trainer will make a copy of your Player Medical Information Form to keep at the rink for such use and the original will be kept in safe keeping at the Trainer's home. At the end of the season all unused copies and the original form will be returned to you.

Regards,

Head Coach

RE: Player _____

Parents Name: _____ Parents Signature: _____

Date: _____



TEAM FINANCIAL GUIDELINES & POLICY

OVERVIEW

It is critical that the Coach, team staff and the parents of each team understand that the collection of funds for the team holds a certain amount of responsibility to the TEAM and to Newmarket Minor Hockey Association. Each TEAM is responsible for its own financial operations.

The funds are to be expended by and on the TEAM responsible for collection. TEAM funds should not be used to pay for (in full or in part) expenditures that do not specifically relate to a child on the TEAM.

BANKING

Team bank accounts are the responsibilities of the TEAM, which is represented by the coach. Team accounts will be held at:

Scotiabank
Yonge and Bonshaw Branch
17900 Yonge Street
Newmarket, Ontario L3Y 8S1
Contact: Mahyar Kohbad
Tel: 905-853-4315 ext 4050
Email: mahyar.kohbad@scotiabank.com

A minimum of three signing authorities from each team are required on each team account comprised of coach, designated manager, and one team parent. The team parent must not be a team official or related to a team official. NO two signing authorities can be from the same family.

The President and the Treasurer of the NMHA must also be properly listed as signing authority (for greater clarity the accounts require a minimum of five authorized signing authorities). If the management of a team is questioned by the parent group about the access provided by this requirement, the Association will provide a letter specifically directed to the team providing assurance that the funds will not be touched by the Executive, other than as noted past the April 30th date. The inclusion of NMHA signing representatives as signing authority on the TEAM accounts is done to ensure that the accounts are accessible to the appropriate team officials when required. There have been problems in the past due to vacations, moves and some more dramatic occurrences that have made it impossible for TEAMS to access funds on a timely basis.

DISBURSEMENTS

Two signatures will be required on every cheque. This segregation of duties means that no single person is responsible for a transaction from start to finish.

E-transfers are NOT permitted. This is because E-Transfers do not provide adequate segregation of duties.

Cheques should not be made out to cash. If cash is needed to pay for referees and timekeepers, a cheque for the required amount should be made out to the person who will be paying the referees and proper documentation should be maintained for each such cheque.

Any parent or Team official may incur direct expenses on behalf of the TEAM. To be reimbursed, they must submit all receipts related to the expenditure. If the expenditure is incurred by one of the signatories, they can not sign the cheque made out to themselves. It must be signed by the other two signatories.

When writing a cheque, the description line should always be filled out and if one is available write the invoice number on the cheque.

Ensure receipts are obtained or a copy provided for all transactions that take place.

In general, receipts should be numbered for easy tracking and should contain the following information:

- Date of transaction
- Service rendered/purpose of payment
- Company owing payment
- Company receiving payment
- Signature of individual accepting payment
- Amount
- Form of payment

END OF SEASON

All TEAM accounts must have a minimal balance at the end of the season, sufficient to cover bank charges until new teams are created in September. These bank charges are currently approximately \$3 per month. The specific end of season date will be communicated each year, along with the required minimum account balances. Teams will not close the accounts. At the end of the season, the NMHA Executive will arrange for all existing team signing authorities to be removed from the accounts and all issued bank cards will be cancelled by Scotiabank.

The NMHA will not make good on deficits left by TEAMS and such deficits are to be cleared by the TEAM.

Excess funds remaining in the TEAM accounts after April 26th will be transferred to the NMHA general account.

Any excess funds remaining at the end of the hockey season should be distributed equally to the parents, but only up to the amount of the cash they have respectively contributed. For greater clarity the distribution of TEAM funds to TEAM officials or to parents may create an issue with the Canada Revenue Agency. Although the circumstances will be rare, TEAMS that collect substantial funds through donations or other fund-raising activities may finish the year with a surplus in excess of the amounts actually contributed by the families. If that surplus were distributed to individuals (rather than on TEAM activities) the TEAM and those receiving the funds could be deemed to have bestowed or received (respectively) a benefit. That benefit is taxable and it would be the TEAMS responsibility to report that benefit and the individual's responsibility to declare that benefit. If that situation arises, please contact the NMHA Treasurer to discuss options for use of any such excess funds.

REPORTING

The coach is responsible to have a bank reconciliation prepared monthly ensuring the funds are being expended for approved activities and that all funds raised are accounted for and secure. The individual on the team responsible for tracking the team finances **MUST** distribute to each family on the team a monthly financial statement, along with team banking details (reporting forms that need to be completed are provided in the Rep binder) no later than the 15th of the month after the end of the preceding month. i.e. by Oct. 15 each family must have received the updated financials for the team as of Sept. 30. The first report is due on Oct. 15 with the subsequent deadlines being Nov. 15, Dec. 15, Jan. 15, Feb. 15 and Mar. 15. The families must receive the final statement for the entire season no later than April 30.

For Rep Teams, the coach is responsible to submit the team budget to the VP of Rep, with copies to the Treasurer and the NMHA office within 7 days of the last tryout. The coach is also responsible to submit financial statements to the VP of Rep, with copies to the Treasurer and the NMHA office by December 15th and April 30th.

For Select Teams, the initial budget submission date will be communicated separately, but financial statements will be due December 31st and April 30th. A designated representative of the NMHA will review the submissions, to ensure that sufficient attention is being paid to the raising of funds (Budget) and that all funds are being expended based on the plan.

OTHER ITEMS

The proper use of accounts and submission/distribution of the required financial information will be part of a year-end evaluation of Coaches and Staff, leading to the vote of confidence required to continue holding a position as a representative of the NMHA.

In the event that there is a dispute over TEAM funds submitted to the NMHA executive, the Executive reserves the right to seize control of the account for the protection of the TEAM. The NMHA will, with its best efforts, arbitrate the resolution of any dispute. If a resolution is not possible it will be up to the Executive's sole discretion to disperse funds on behalf of the TEAM.

TEAMS that do not follow the rules can expect negative ramifications as dictated by the Executive.

Newmarket Minor Hockey - REP Team Financial Statements

Team Name

Classification (AA, A, BB/MD)

Division

Contact Name

Reporting Date

	Preseason Budget 7 Days After Tryouts	Actuals As of 15-Dec-22	Actuals As of 30-Apr-23
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TEAM RECEIPTS

Player/Parent Contributions

Sponsorship

1
2
3

Fundraising

1
2
3
4

NMHA Team Fee

TOTAL REVENUES

TEAM EXPENSES

NMHA Team Fee

Goaltending Development Fee's

Player Developmental Clinics

Practice Equipment (Plyons,pucks etc)

Practice Sweaters

Sweater Names (C's & A's)

Extra Ice Rentals

Referee Expenses (League Games)

Referee Expenses (Playoff Games)

Referee Expenses (Exhibition Games)

OTHER TEAM EXPENSES

Team Functions

1
2
3

Tournaments

1
2
3
4
5

Travel Permits

Bank & Office Expenses

TOTAL TEAM EXPENSES

NET SURPLUS



AFFILIATED PLAYERS (AP)

The NMHA highly promotes the use of the AP program to enhance the development opportunities for our players.

1. Teams need to have Affiliate Players (AP) from the category below.

U13 and below:

AA draws from A, A draws from BB and BB draws from HL

If no BB team, then A draws from HL (ie U11)

U14 to U18:

AA draws from A

A can draw from MD and HL (players who **DO** want to participate in body checking)

MD draws from HL (players who **DO NOT** want to participate in body checking) and from MD a year younger (players who **DO NOT** want to participate in body checking and AP to A)

Coaches in A and MD are to work together to identify interested APs from house league in directing them to a body checking or non-body checking route.

NOTE: To AP a player, that player's team roster must be approved. BB/MD teams that AP from HL are to keep this in mind. HL rosters start getting approved mid October.

2. AP practice schedule to be submitted to VP Rep no later then two weeks past fall tryouts or October 1 for spring tryouts.
3. Before December 1st to acquire an AP from a category not directly below requires written agreement from the coaches. Example, "AA" wants to AP from "BB", along with Offer of Affiliation form must submit email from "A" coach agreeing to this. After December 1st teams can assign an AP from any lower category. Conflict resolution is the responsibility of the VP of Rep.
4. Coaches wishing to AP must:
 - a. Submit their intended AP list to the applicable coach so they know who is to be called up. This is for information purposes only.
 - b. The coach may then approach the parent/players intended to be an AP and follow the guidelines below to receive approval.
5. A player is permitted to be an AP for only one team. Once choice is made and player is approved on that team's official roster by the OMHA, player cannot change selection and AP for a different team.
6. A coach may AP up to 19 players for his team.
7. A player does have the right to refuse an AP offer.
8. Submission of Affiliate Player form and protocol for approval:
 - a. For each player team wants to affiliate, the proper OMHA Offer of Affiliation form must be completed. Form must be completed fully including address and all required signatures must be obtained. Submit forms to NMHA office.

- b. NMHA office will submit to the OMHA for approval. Once approved by OMHA Regional Director, player is added to the team roster as an affiliated player. AP player cannot participate in any game until such time that the team receives their approved roster identifying the affiliate player(s). Players eligible to be AP'd waiting for approval can practice with team.
 - c. Deadline to affiliate players is January 15th.
- 9. An Affiliated Players obligation is to his rostered team first. Disregarding this regulation will result in a three (3) game suspension to the head coach(es) involved in breach of this rule.
 - 10. Player's coach must be notified if player is being called up for a game. Every opportunity should be given to the player to participate at a higher level. Any extenuating circumstances must be heard by the VP of Rep. His decision will be final.
 - 11. AP's must be clearly identified on the gamesheet.
 - 12. Suspensions received by an A/P must be reported to the player's coach/HL convenor immediately following their occurrence. All suspensions served by an AP, must be served with his rostered team.

AP Protocol During Playdowns/Playoffs:

- 13. All teams are expected to compete to the best of their ability, but it is also important to remember we are all on the same team. We want to give our teams who have succeeded in making it deep into the OMHA's or York Simcoe Championships the opportunity to have every advantage possible. Coaches are expected to work together towards this goal. It is expected that all AP requests will be made with as much advance notice as possible and that the player who is requested to AP is eligible (ie. not under suspension).
- 14. If a team wishes to AP a player for a game, but their own team has a playoff game on the same day. The player's obligation is to play for their own team first.
- 15. If a team wishes to AP a player and the player's own team does not have a GAME the NMHA expects that the player/team/coach will accept the AP request. The only time this does not apply is when the AP player's own team is competing in the OMHA Semi-finals or higher or the York Simcoe Championship Series (this includes the inter Division game vs the Eastern Champion). The reason being is to protect the player from either injury or suspension while playing for the AP team.

Dispute Resolution Process:

The Dispute Committee will be made up of the VP of Rep / Rep Alternate and the Coach Mentor. A dispute request should only be made if:

- 16. There is a situation that is not covered in #12 - #14 above.
- 17. The Dispute must be submitted to the Committee with the details listed in point or bullet form.
- 18. The Committee will review the Dispute, prepare a ruling, and submit the decision to all parties concerned.
- 19. The decision of the Committee will be final.



OFFER OF AFFILIATION 2022-23 SEASON

25 Brodie Drive, Unit 3, Richmond Hill, Ontario L4B 3K7

We, the undersigned, provide this "offer of affiliation" for the designated player to register as an affiliated player with the designated team for the 2022-23 season. This form, when signed by the player and parent/guardian, will confirm the player's commitment to accepting a position as an affiliated player on the team indicated below. This form, when signed by the Coach of the player's registered team will confirm the Coach's agreement to the player accepting a position as an affiliated player on the team indicated below. The team affiliation will be created by the Association and approved by the OMHA Regional Director electronically.

Association/Division/Team: _____

Coach of Team Offering Affiliation: _____

Signature of Coach: _____

OMHA Contact or Delegate: _____

OMHA Contact/Delegate Signature: _____

Date Offered: _____ day of _____, 20____.

We, the undersigned, confirm our acceptance of the offer of affiliation with the above noted team.

Player's Name: _____

Player's Signature: _____

Player's Address: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Coach of Player's Registered Team: _____

Signature of Coach: _____

Date Accepted at _____, Ontario this _____ day of _____, 20____.

This form is to be used by all Associations and a copy must be kept on file by the Association and attached to the player's record in the Hockey Canada Registry.

Note: Current OMHA, OHF & HC Affiliation Regulations apply.

PRIVACY STATEMENT: The information requested on this form is required by the Ontario Minor Hockey Association (OMHA) and the Ontario Hockey Federation (OHF), and their respective executives, employees, coaches, trainers, referees and volunteers, for registration purposes and to administer the rules and regulations of the OMHA, and to provide notification of any upcoming events or other activities. In order to do so, the OMHA, its Member Associations, OHF and Hockey Canada may, if required request proof of a player's identity, address and date of birth.



POLICY TO DE-ROSTER PLAYERS

- 1) Coaches are not permitted to unilaterally remove players from their team roster.
- 2) Coaches must keep written records of all disciplinary issues that arise during a season. This record must include any discipline given the player, and a re-cap of any conversation with the player and/or his parents. Such records should be made available to the VP Rep upon demand. De-Rostering a player shall be considered a last resort.
- 3) Code of Conduct breaches are grounds for De-Rostering a player. Team officials must report all code of conduct issues to the VP Rep within 24 hours of the occurrence.
- 4) Should a player elect to leave his rostered team, he may do so by informing the Coach. The coach must notify the VP of Rep or his designate of such a decision. The VP Rep will investigate all such requests to determine the circumstances behind such action. The player choosing to be de-rostered will be released to the House League program (providing there is space).
- 5) The final decision to de-roster a player lies with the VP Rep. The VP Rep will advise the Administrative Assistant to implement the change and advise the Executive at the next Monthly Executive meeting.
- 6) If a Rep roster spot is to be filled during the season, it shall be filled in division level sequence (AA, A, BB/MD then HL). Every effort must be made to fill any open roster spots. No player may be drawn from House League on a permanent basis after Dec. 1st.
- 7) In a case where a Rep team loses a player due to unforeseen circumstance after Dec 1st, the Rep coach may make application to the executive (VP Rep) to draw a player from House League. Player drawn from House League needs VP HL approval.



NMHA TEAM FUNDRAISING POLICY

1. All teams are expected to participate in the Associations fundraising activities. Participation will be determined by NMHA Executive.
2. No NMHA team in the Rep/MD program will be allowed to operate or participate in any team fundraising unless prior written approval has been granted from the Rep Alternate or Vice President of Rep before starting the fundraiser. The purpose of this is to ensure minimal overlap within our community, prevent any team from soliciting organizations already contributing to the NMHA or any other Rep/MD team and to ensure that the proposed fundraising activity meets NMHA criteria.
3. The following are the limits within which a team may raise money through sponsorship or fundraising. Teams may raise outside money to offset the cost of:
 - Mandated NMHA apparel and hockey gear, other approved apparel and gear (through our approved suppliers), other apparel supplied by our approved apparel supplier including:
 - practice jerseys, team purchased gloves and helmets, any related costs for sponsor bars and patches.
 - Approved Tournament Registration fees
 - Extra ice (provided it is for team development and being run by the coaching staff)
 - Development clinics for goaltenders, referee expenses and practice equipment.
 - It is up to the team to issue receipts to their sponsors. NMHA is not a registered charity; therefore, we do not issue donation receipts.
 - **The Parent Group may only be reimbursed up to an amount equal to or less than the money put into the areas above. Any remaining funds will be transferred to the NMHA general account.**

NMHA has the right to monitor all bank accounts at any time.

- Funds generated from fundraising activities and secondary sponsors will be utilized for the direct benefit of the players, ie. referee/timekeeper's fees, extra ice, specialty clinics, tournament fees, practice equipment, bus transportation and purchase of NMHA approved apparel and gear. Any inquiries concerning utilization of fundraising money should be directed to the VP of Rep or Rep Alternate.
- Application to Fundraise form must be completed for all planned fundraising activities and submitted by the coach or manager at least one month prior to the planned activity. This form must include your proposed fundraising activity in detail and indicate which planned expenses the income generated from this fundraiser will offset. Form is provided in the REP Manual of Operations. The only fundraisers that is pre-approved and does not require an application to be submitted are Macgregor Meats (North Country) & FlipGive.
- No Major fundraising event by any team will be authorized if it is to take place two weeks prior and two weeks after a NMHA major fundraising event. The Committee will review each request on its own merits with the eye on being as flexible as possible while maintaining the Associations right to fundraise before an individual team's rights to fundraise.

- The penalty for fundraising without permission:
 - a) For the first offense the team's Head Coach will be suspended for (10) games.
 - b) For a second offense team's Head Coach shall be removed from the bench for the remainder of the season.

These steps will be taken, if necessary, to draw everyone's attention to the seriousness of fundraising within the community and the need for it to be controlled and safe for all involved. The committee shall have the right to investigate each case on its own merits and if need be, apply a lesser penalty.

- The fundraisers will be managed in such a way as to not unduly impact on the community.
- The ratio of player to team staff/adult supervision shall be 4 players to 1 staff member/adult.
- Fundraising activities that require a lottery license through the Town of Newmarket such as raffles will not be permitted. Teams cannot sell numbered tickets for cash or prizes.
- Banners are considered a fundraising event and a fundraising request form must be submitted. Use of the NMHA logo must be requested and is permitted with approval from either the NMHA President or VP of Rep or Rep Alternate.
- Dances/silent auctions solely organized by the team will be permitted to have alcohol served provided that the facility ownership is responsible for the serving of alcohol. Facility ownership must obtain all required permits to buy and sell alcohol.
- The monies generated from any and all fundraising activities shall not be used for the purchase of any alcoholic or drug related product.
- A financial statement on expenses and revenue from each fundraiser will be due 7 days after the event. Copies are to be sent to the Rep Alternate. It will be the duty of the Rep Alternate to copy anyone else.
- Teams and individual players will be held responsible and liable for any damage or issue that arises from any and all door-to-door or other fundraising activity.
- The Association's Sponsors are to be deemed "Off Limits" by all teams. If there is any doubt as to the standing of a business, contact the Sponsorship Executive Member or the Vice President of Rep or the NMHA office.

It is the desire of the Association to allow every team the ability to fundraise, as they need to, while maintaining its own right to do the same. The need to respect the community and what it is capable of sustaining is also important.

I confirm that as Head Coach for the _____ Renegades team that I have read the Sponsorship and Fundraising Policy and agree to abide by the guidelines as such.

Head Coach Signature

Date

NMHA Rep Alternate

Date



Newmarket Minor Hockey Association

An Incorporated Association

Newmarket South P.O., PO Box 71081

Newmarket ON L3X 1Y8

Tel: 905-898-0714 Fax: 905-898-3557

Website: <http://nmha.ca>

E-mail: nmha@nmha.ca

APPLICATION TO FUNDRAISE

The applicant has read and understands the Fundraising Policy of the NMHA. It is understood that solicitation of official NMHA Sponsors will not take place during this event without the approval of the NMHA Fundraising Committee. Funds raised through this event will be used exclusively for team expenses/activities as outlined in the NMHA Team Fundraising Policy. Funds raised are **not** to be used for personal gain by any member of the team. Teams wishing to utilize funds for any other purpose must receive permission from the NMHA.

A written description of all fundraising activities must be submitted by email for approval to Izak Westgate, REP Alternate @ rep.alternate@nmha.ca .

See attached form.

Please print

DIVISION: _____

TEAM SPONSOR: _____

COACH: _____

CONTACT: _____ PHONE: _____

COACH'S SIGNATURE: _____ DATE: _____

For Committee use only:

EVENT: _____

APPROVED

AUTHORIZATION: _____

DECLINED

DATE: _____

DESCRIPTION OF FUNDRAISING ACTIVITY:

EVENT DATE: _____

PLANNED EVENT: (please provide details of event)

SOLICITATION AREA:

ANTICIPATED REVENUES: \$ _____

FUNDS REQUIRED FOR:



REP TOURNAMENT POLICY

TOURNAMENTS:

1. Teams AA/A/BB/MD (U10 to U18) may enter a maximum of 4 tournaments. If a team is participating in a Silver Stick Final tournament, it will not count as part of the 4 limit. Following conditions must be met:
 - a) Tournaments cannot interfere with league games already scheduled
 - b) All OMHA regulations for tournaments are followed
 - c) Approved by the Vice-President of Rep
2. U9 MD teams can participate in jamborees before January 15th and in tournaments after January 15th in any combination up to a maximum of 3 in total for the season
3. U8 MD team can participate in 3 jamborees, max of one jamboree between Sept 30 - Oct 28, Oct 29 - Jan 20 and Jan 21 – Mar 26.
4. No tournaments will be approved while a team is participating in OMHA and YSMHL playdowns and for the weekend of the Newmarket/Aurora Home and Home Series. Teams must be available to play.
5. Newmarket teams must be available to participate in Newmarket tournaments that are for their age division and category, ie Kirk Kelly Memorial and Silver Stick.
6. Team tournament list to be supplied to the Vice-President of REP, Ice Scheduler and NMHA office before the YSMHL scheduling meeting.
7. Online tournament permit application thru the NMHA website must be completed for every tournament entered whether home and away and be submitted at least three weeks prior to the tournament date to allow for processing with the OMHA. An approved OMHA permit is required for all tournaments (home and away). A \$20.00 fee applies for tournaments outside of the OMHA and must accompany the application.
8. If electronic gamesheets are not used, copy of all tournament gamesheets are to be submitted to the OMHA convenor by email within 24 hours of last tournament game.
9. Attendance for the YSMHL / Lakeshore Challenge is mandatory for YSMHL Championship teams. Date for the 2022-23 season TBA.
10. Teams are not permitted to enter ANY non-sanctioned tournaments. The sanction no is required for all tournament permits to be processed.
11. For the 2022-23 season, U14-U18 are allowed to participate in tournaments beginning Sept 30 and U10-U13 beginning Oct 7 to the end of the OMHA sanctioned tournament season (OHF weekend).



EXHIBITION GAMES POLICY

EXHIBITION GAMES

1. All OMHA regulations for exhibition games are to be followed.
2. Must be approved by the NMHA Office.
3. Online exhibition game permit application thru the NMHA website must be completed for every home and away exhibition game and submitted to the NMHA office at least three weeks prior to game date to allow for processing with the OMHA. Exhibition games cannot be played without an OMHA approved permit.
4. Exhibition games need to be entered on to the website team calendar so that referees and timekeeper can be assigned thru the SportsHeadz portal. It is the team's responsibility to notify the NMHA ice scheduler to enter once exhibition game permit is approved.
5. U8 and U9 MD teams are permitted to participate in 6 exhibition games up to Oct 28th, and a maximum of 4 exhibition games during the regular season. Travel permit is required for all home and away exhibition games.
6. If electronic gamesheet not used, copy of paper game sheet must be submitted to the NMHA office and OMHA convenor by email within 24 hours of game being played.
7. No exhibition games are permitted between OMHA teams of different age categories.
8. No exhibition Games are to be scheduled during OMHA and YSMHL playoffs.
9. No NMHA inter division exhibition games / scrimmages allowed.
10. To participate in exhibition games team must be rostered and OMHA approved. During the development phase, U14-U18 can participate to a maximum of 4 exhibition games from Sept 6 – Sep 29. U10-U13 can participate in exhibition games as of Oct 7. U8 MD and U9 MD refer to #5 of this policy.
11. Exhibition games will be permitted during the tryout period as per tryout policy on a VP of Rep approved basis only.

2022-2023 NMHA MANDATORY APPAREL SELECTION

****ALL ITEMS ARE TO BE PURCHASED DIRECTLY FROM THE CLUB WEB STORE www.newmarkethockey-webstore.com**

STAFF POLICY	Each team must be consistent in selecting mandatory apparel items. See each section below
COACHES/STAFF/MANAGERS	Your club web store has a variety of NMHA logo items for men/ladies available to you. You are also more than welcome to any of the player items as well.

PLAYER APPAREL	**OFF ICE APPAREL MANDATORY FOR SPECIFIC TEAMS INDICATED BELOW
WINTER BOMBER JACKET	Hero Sportswear custom sublimated bomber jacket with removable hood new for 2022/23 season. Available in youth/adult sizing. Sizing charts available within the item on the club web store. All AGES
PRACTIC JERSEYS / SOCKS	Single colour practice jerseys with club full colour front print logo. Available in 15 colours. Player sizes YXS-3XL and goalie GKYXL, GKINT, GKSR. Knit or pro mesh socks available in a variety of colours/sizes. Sizing charts available within the item on the club web store. All AGES
WARM UP TSHIRT	Red with left chest logo. Available in youth/adult/ladies. Sizing charts available within the item on the club web store U8-U18
WARM UP SHORT	Red with left thigh logo. Available in youth/adult. Sizing charts available within the item on the club web store U14-U18
TRACK JACKETS	Hero Sportswear custom sublimated performance track jackets new for 2022/23 season. Made of performance stretch neoprene. Available in youth/adult/ladies. Sizing charts available within the item on the club web store. U8-U13
TRACK PANTS	Hero Sportswear custom sublimated performance track pants new for 2022/23 season. Made of stretch neoprene and available in standard fit or training tapered leg. Available in youth/adult. Sizing charts available within the item on the club web store. U8-U13
1/2 PULL OVER	Lightweight poly black pullover. Club left chest logo in direct dye/sublimation. Available in youth/adult/ladies. Sizing chart available within the item on your club web store. U14-U18

PLAYER GAME UNIFORMS	ON ICE APPAREL MANDATORY FOR ALL TEAMS AT ALL LEVELS
GAME JERSEY / SOCKS	Hero Sportswear custom sublimated jerseys with twill front crest. Printed back/sleeve numbers and last name. Home jerseys in WHITE and away jerseys in RED. Matching custom sublimated socks for home/away. Player jerseys available in YXS-YXL and adult S-4XL. Goalie sizing GKYM, GKYXL, GKM, GKL, GKXL, GK2XL. Sizing charts for jerseys and socks available within the item on the club web store. ALL AGES
PANT SHELLS	Hero Sportswear custom sublimated pant shells in black. Made of stretch fabric for increased performance and mobility. Available in YS-YXL and adult XS-3XL. Available for purchase on the club web store. Sizing charts available within the item on the club web store. ALL AGES
EXTRA GAME SOCKS	**Extra game socks are available for purchase on the club web store throughout the season.



2022-2023 NMHA Apparel and Equipment Policy

****club web store www.newmarkethockey-webstore.com**

On Ice Accenting Team Gear

1. Red helmets are mandatory
2. Black Hockey Shells are Mandatory (purchased through your club web store)
3. Black Gloves with a Red accent Hockey Gloves are mandatory. (not red gloves with black accent)
4. Newmarket Hockey Bag (Non mandatory – available through your club web store)

Off Ice Apparel Policy – All Divisions

Tracksuit

1. New track suits purchased will be from the Hero brand. It is made of Neoprene
2. No sponsor information is to be placed on track suits unless the sponsor agrees to pay for all track suit apparel that contains their company information. This to ensure the costs to the team are minimized.

Under the Track Suit – Mandatory – Discretion of the Coach

1. The key is that team must be consistent and all in same garments

Parkas and Jackets are Mandatory

1. Ultimate offer a winter coat for all teams
2. Pea coats are available for coaches as well

Coaching staff

1. Track suits are available for all team staff. Must be worn at all practices. If the Track pants do not work for coach, they are able to purchase something that works best for them but must be black. Team staff do need to wear a Renegades track jacket at all practices.
2. Games – Winter coat, Dress Shirt and Tie or discretion of coach. Women's jacket clothing line is also available. Track suits may be worn by trainers. Staff must be uniform and professional

Team Apparel

1. Mandated purchases must be made through the NMHA's official supplier
2. This includes single purchases (single player) or an entire team roster.
3. Official suppliers for NMHA on **Jersey's, Pants shells, Apparel and Accessories** and are to be purchased through the club web store directly www.newmarkethockey-webstore.com

ULTIMATE SPORTS INC

160 Applewood Crescent #21, Concord, Ontario, L4K 4H2

Contact: David Di Gironimo

Phone 416-289-2899

Email: david@ultsales.com



2022-2023 NMHA Jersey and Apparel Sponsor Policy

The purchase of all NMHA Renegades apparel is through Ultimate Sports/Hero Sportswear with contact info listed below. Teams are free to have sponsor logos applied by Ultimate Sports or another local printer if you so choose.

ULTIMATE SPORTS INC

160 Applewood Crescent #21, Concord, Ontario, L4K 4H2

Contact: David Di Gironimo

Phone 416-289-2899

Email: david@ultsales.com

Sponsor Bar (for all Jerseys and Track Suits)

1. Maximum of three sponsors per jersey (home, away) consisting of one primary and two secondary sponsors – maximum 6 sponsors allowed. (not including NMHA association sponsorships)
2. Sponsors are added after the fact there will be a cost to adding it to the jersey.
3. Each sponsor will appear on all jerseys; “mixing” sponsors on jerseys not permitted.
4. Primary Sponsor (on back of jersey below numbers)
5. Secondary sponsor print (first on right shoulder, second on left)
6. Sponsor costs are a team expense and should be taken into account when determining the amount requested from a sponsor
7. Artwork format – AI / EPS/ PDF vector
8. Sponsor bar areas are as follows....
 - Main area under back numbers 4” high x 12” wide inches
 - Left or right sleeve 3” high x 5” wide inches
9. Please discuss with your sponsor printer for options for your sponsor to effectively take advantage of this space
10. The NMHA will only recognize the primary home jersey sponsor. Any plaque or sponsor gifts are at the expense of the team
11. ****REMINDER**** Sponsor information WILL NOT be permitted on team track jackets unless the sponsor pays for the entire order (**Sponsor covers the full cost of all Team Jackets and Logo’s**)



Newmarket Minor Hockey Association Game Period Lengths Per Team

Team	Ice Time	Game Length
U8 MD	75	2 periods of 22 min run-time
U9 MD - White	75	10 -10 - 10
U9 MD - Red	75	10 -10 - 15
U10 AA	90	10 -15 - 15
U10 A	90	10 -15 - 15
U10 BB	90	10 -15 - 15
U11 AA	90	10 -15 - 15
U11 A	90	10 -15 - 15
U12 AA	90	10 -15 - 15
U12 A	90	10 -15 - 15
U12 BB	90	10 -15 - 15
U13 AA	90	10 -15 - 15
U13 A	90	10 -15 - 15
U13 BB	90	10 -15 - 15
U14 AA	90	10 -15 - 15
U14 A	90	10 -15 - 15
U14 BB	90	10 -15 - 15
U15 AA	90	10 -15 - 15
U15 A	90	10 -15 - 15
U15 MD	90	10 -15 - 15
U16 AA	120	15 - 15 - F - 20
U16 A	120	15 - 15 - F - 15
U16 MD	120	15 - 15 - F - 15
U18 AA	120	15 - 15 - F - 20
U18 A	120	15 - 15 - F - 15
U18 MD	120	15 - 15 - F - 15



GAME SHEET STEP BY STEP GUIDELINE FOR MANAGERS

The electronic gamesheet will be used for all YSMHL games (league, exhibition games and playoffs/playdowns) In an emergency, technological failure or out of league play, paper game sheets may be used. NMHA will supply all Rep teams with an iPad Air that teams will lease for the year for \$100 (fee added to the team fee). Before the season starts teams can pick up their iPad from the NMHA office and will be required to complete and sign a rental contract agreement.

"On-line Training" for the electronic gamesheet, a series of short videos is available @ GameSheet Inc | GameSheet's Training Sessions are Back for 2022!. Spending 15 to 20 minutes watching them will completely prepare you for using the Gamesheet system.

The game sheet is a legal document and should be treated as such. Please take the time and ensure whoever is completing the team's game sheet that it is prepared correctly with attention to precise and specific information. Game sheets that are filled out incorrectly can result in the coach receiving game suspensions (this has happened in the past).

Points to remember when filling out the game sheet:

Item #1 **Game Number** – A number assigned to league games by the convenor. It must be noted on the gamesheet for every league game.

Item #2 **Date** – The date the game is played.

Item #3 **Location of Game** – Enter the arena name where your game is played.

Item #4 **League** – York Simcoe Minor Hockey League (YSMHL or YS)

Item #5 **Division** – Enter your playing age division, i.e. U10.

Item #6 **Category** – Enter your playing category, i.e. "AA", "A", "AE" or MD

Item #7 **Playoff Game** – Check whether OMHA or League

Item #8 **Length of Game** – Enter the length of each period in minutes.

Item #9 **Curfew Time** – The curfew box must be completed. Either enter NA or enter the end time game needs to be completed by in this box, and both teams must initial their respective box. End time would be 10 minutes before the end of the team's allotted game time to take into account the flood. ie. Game starts at 8pm, for a one-hour game curfew time is 7:50pm, for a 1.5hr game curfew time is 9:20pm and for a 2hr game curfew time is 9:50pm.

Item #10 **Flood Between** – Indicate any floods to take place

Item #11 **Team Name** – Enter the team name (make sure that visiting team enters their name on their side of game sheet)

Item #12 **Team Roster** – Enter player's numbers and names. Captains and Alternates should be marked with an A or C after their name (one Captain per team, team can have up to 3 Alternates). If you have called up players, they must be clearly noted, indicate these players with an "AP" after their name.

Item #13 **List Suspended Players/Officials No of Games** – Should be entered as:
#9 John Doe, 1 of 3. Make sure suspended players name is not listed as part of the team roster.

Item #14 **Team Officials** – Enter team official names as per approved roster. Must identify which position team official holds. Do not enter any team official name that has not been approved on the OMHA roster, i.e., manager that is not rostered.

If the Head Coach is not available for the game, enter the name of the person who will be the acting Head Coach of the game. Every game played must have a Head Coach listed. If the assistant coach will be acting as the Head Coach, the assistant coach's name is entered in the Head Coach box, and he signs in as the Head Coach. Each team official must sign the game sheet.

NOTE, if using a team official not on your roster, individual must be clearly identified as follows, otherwise is considered ineligible, and suspension to coach may apply:

1. If you are using a coach or trainer from the NMHA "At Large" roster, put "AL" beside their name.
2. If you are using a coach or trainer that is approved and rostered to another team in the NMHA, put "AP" beside their name. If filling in for a coach or assistant coach, individual must have D1 "trained" certification at minimum.

When only 1 team has a Trainer available, the team without a trainer asks the opposing team trainer to cover their team as well, informs referees and writes "SHARED" in the Trainer name area.

Item # 15 **Game time started/ended** – Timekeeper to enter clock times the game started and ended, i.e., 7:10PM.

Item #16 **Official Scorer** – Timekeeper to enter their name and telephone number

Item #17 **Game Type** – Check off applicable box for game being played

MANAGERS BE SURE TO ASK THE REFEREES IMMEDIATELY FOLLOWING THE GAME to clarify any actual code listed that you are unsure of as to connect with the official of the game at later time may prove challenging.

MANAGERS DO NOT ASK THE REFEREES the number of suspended games resulting from the penalty. Refer to the OMHA Manual of Operations. Any clarification needed regarding the number of suspended games should be directed to the NMHA VP of Rep or NMHA hockey office. It is the coaching staff's responsibility to keep track of player/coach suspensions, have participants sit their suspensions and record them accordingly on the game sheet. Note there are no excuses for suspensions not being served because of a coding error, suspensions not coded properly are to be treated as if the coding was present.

Note: Only when the electronic gamesheet is not used, copy of the gamesheet must be emailed to the OMHA convenor within 24 hours, for tournaments, gamesheets must be submitted by email within 24 hours of final game played.

Game No: ①



ONTARIO MINOR HOCKEY ASSOCIATION

FINAL SCORE HOME VISITOR

GAME TYPE
☐ LEAGUE
☐ EXHIBITION
☐ TOURNAMENT

OFFICIAL SCORER (PRINT NAME) ⑬ ⑫ ⑪ ⑩ ⑨ ⑧ ⑦ ⑥ ⑤ ④ ③ ② ①
Phone # ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊀ ㊁ ㊂ ㊃ ㊄ ㊅ ㊆ ㊇ ㊈ ㊉ ㊐ ㊑ ㊒ ㊓ ㊔ ㊕ ㊖ ㊗ ㊘ ㊙ ㊚ ㊛ ㊜ ㊝ ㊞ ㊟ ㊠ ㊡ ㊢ ㊣ ㊤ ㊥ ㊦ ㊧ ㊨ ㊩ ㊰ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿

Date _____
Location of Game _____

Division _____
League _____

Category _____
PLAYOFF GAME _____

Length of Game
1st 12:00
2nd 12:00
3rd 12:00
OT 10 SV

HOME

⑪

HOME PENALTIES

HOME SCORING

VISITOR

VISITOR PENALTIES

VISITOR SCORING

NO. 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st 32nd 33rd 34th 35th 36th 37th 38th 39th 40th 41st 42nd 43rd 44th 45th 46th 47th 48th 49th 50th 51st 52nd 53rd 54th 55th 56th 57th 58th 59th 60th 61st 62nd 63rd 64th 65th 66th 67th 68th 69th 70th 71st 72nd 73rd 74th 75th 76th 77th 78th 79th 80th 81st 82nd 83rd 84th 85th 86th 87th 88th 89th 90th 91st 92nd 93rd 94th 95th 96th 97th 98th 99th 100th 101st 102nd 103rd 104th 105th 106th 107th 108th 109th 110th 111th 112th 113th 114th 115th 116th 117th 118th 119th 120th 121st 122nd 123rd 124th 125th 126th 127th 128th 129th 130th 131st 132nd 133rd 134th 135th 136th 137th 138th 139th 140th 141st 142nd 143rd 144th 145th 146th 147th 148th 149th 150th 151st 152nd 153rd 154th 155th 156th 157th 158th 159th 160th 161st 162nd 163rd 164th 165th 166th 167th 168th 169th 170th 171st 172nd 173rd 174th 175th 176th 177th 178th 179th 180th 181st 182nd 183rd 184th 185th 186th 187th 188th 189th 190th 191st 192nd 193rd 194th 195th 196th 197th 198th 199th 200th 201st 202nd 203rd 204th 205th 206th 207th 208th 209th 210th 211st 212nd 213th 214th 215th 216th 217th 218th 219th 220th 221st 222nd 223rd 224th 225th 226th 227th 228th 229th 230th 231st 232nd 233rd 234th 235th 236th 237th 238th 239th 240th 241st 242nd 243rd 244th 245th 246th 247th 248th 249th 250th 251st 252nd 253rd 254th 255th 256th 257th 258th 259th 260th 261st 262nd 263rd 264th 265th 266th 267th 268th 269th 270th 271st 272nd 273rd 274th 275th 276th 277th 278th 279th 280th 281st 282nd 283rd 284th 285th 286th 287th 288th 289th 290th 291st 292nd 293rd 294th 295th 296th 297th 298th 299th 300th 301st 302nd 303rd 304th 305th 306th 307th 308th 309th 310th 311st 312nd 313th 314th 315th 316th 317th 318th 319th 320th 321st 322nd 323rd 324th 325th 326th 327th 328th 329th 330th 331st 332nd 333rd 334th 335th 336th 337th 338th 339th 340th 341st 342nd 343rd 344th 345th 346th 347th 348th 349th 350th 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1585th 1586th 1587th 1588th 1589th 1590th 1591st 1592nd 1593rd 1594th 1595th 1596th 1597th 1598th 1599th 1600th 1601st 1602nd 1603rd 1604th 1605th 1606th 1607th 1608th 1609th 1610th 1611st 1612nd 1613th 1614th 1615th 1616th 1617th 1618th 1619th 1620th 1621st 1622nd 1623rd 1624th 1625th 1626th 1627th 1628th 1629th 1630th 1631st 1632nd 1633rd 1634th 1635th 1636th 1637th 1638th 1639th 1640th 1641st 1642nd 1643rd 1644th 1645th 1646th 1647th 1648th 1649th 1650th 1651st 1652nd 1653rd 1654th 1655th 1656th 1657th 1658th 1659th 1660th 1661st 1662nd 1663rd 1664th 1665th 1666th 1667th 1668th 1669th 1670th 1671st 1672nd 1673rd 1674th 1675th 1676th 1677th 1678th 1679th 1680th 1681st 1682nd 1683rd 1684th 1685th 1686th 1687th 1688th 1689th 1690th 1691st 1692nd 1693rd 1694th 1695th 1696th 1697th 1698th 1699th 1700th 1701st 1702nd 1703rd 1704th 1705th 1706th 1707th 1708th 1709th 1710th 1711st 1712nd 1713th 1714th 1715th 1716th 1717th 1718th 1719th 1720th 1721st 1722nd 1723rd 1724th 1725th 1726th 1727th 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OMHA GAME SHEET CODING: 2022-23



PENALTY

CODE	DESCRIPTION
2MSC-GM	Player assessed a 2nd misconduct in a game receives a Game Misconduct (10 Minutes)
3STK-GE	Three or More Stick Infractions in 1 Game - Game Ejection (GE)

ATI-MIN	Attempt to Injure - Minor
ATIHB-MIN	Attempt to Injure - Headbutt - Minor (Mandatory Double Minor)
ATI-MAJ	Attempt to Injure - Major (5 Minutes)
ATI-MP	Attempt to Injure - Match (5 Minutes)
ATI-GM	Attempt to Injure - Game Misconduct (10 Minutes)
ATI-GRM	Attempt to Injure - Gross Misconduct (10 Minutes)

BM-MIN	Bench Minor
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BDG-MIN	Boarding - Minor
BDG-MAJ	Boarding - Major (5 Minutes)
BDG-GM	Boarding - Game Misconduct (10 Minutes)
BDG-MP	Boarding - Match (5 Minutes)

BC-MIN	Body Checking - Minor
BC-MAJ	Body Checking - Major (5 Minutes)
BC-GM	Body Checking - Game Misconduct (10 Minutes)
BC-MP	Body Checking - Match (5 Minutes)

BUTT-MIN	Butt-Ending - Minor (Mandatory Double Minor)
BUTT-MP	Butt-Ending - Match (5 Minutes)

CHG-MIN	Charging - Minor
CHG-MAJ	Charging - Major (5 Minutes)
CHG-GM	Charging - Game Misconduct (10 Minutes)
CHG-MP	Charging - Match (5 Minutes)

CFB-MIN	Checking From Behind - Minor
CFB-MAJ	Checking From Behind - Major (5 Minutes)
CFB-GM	Checking From Behind - Game Misconduct (10 Minutes)
CFB-MP	Checking From Behind - Match (5 Minutes)

CLP-MIN	Clipping - Minor
CLP-MAJ	Clipping - Major (5 Minutes)
CLP-GM	Clipping - Game Misconduct (10 Minutes)
CLP-MP	Clipping - Match (5 Minutes)

CC-MIN	Cross-Checking - Minor
CC-MAJ	Cross-Checking - Major (5 Minutes)
CC-GM	Cross-Checking - Game Misconduct (10 Minutes)
CC-MP	Cross-Checking - Match (5 Minutes)

DG-MIN	Delay of Game - Minor
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PENALTY

IE-MIN	Illegal Equipment - Minor
IE-MSC	Illegal Equipment - Misconduct (10 Minutes)
IE-GRM	Illegal Equipment - Gross Misconduct (10 Minutes)

INS-MIN	Instigator/Aggressor - Minor
INS-GM	Instigator/Aggressor - Game Misconduct (10 Minutes)

INT-MIN	Interference - Minor
INT-MAJ	Interference - Major (5 Minutes)
INT-GM	Interference - Game Misconduct (10 Minutes)
INT-MP	Interference - Match (5 Minutes)

INTB-MIN	Interference from the Bench - Minor
INTB-GM	Interference from the Bench - Game Misconduct (10 Minutes)
INTB-MAJ	Interference from the Bench - Major (5 Minutes)
INTB-MP	Interference from the Bench - Match (5 Minutes)
INTB-GRM	Interference from the Bench - Gross Misconduct (10 Minutes)

INTG-MIN	Interference with the Goaltender - Minor
INTG-MAJ	Interference with the Goaltender - Major (5 Minutes)
INTG-GM	Interference with the Goaltender - Game Misconduct (10 Minutes)
INTG-MP	Interference with the Goaltender - Match (5 Minutes)

KNE-MIN	Kneeing - Minor (Mandatory Double Minor)
KNE-MAJ	Kneeing - Major (5 Minutes)
KNE-GM	Kneeing - Game Misconduct (10 Minutes)
KNE-MP	Kneeing - Match (5 Minutes)

GLC-MIN	Leaving the Crease - Minor
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LPB-MIN	Leaving the Players' or Penalty Bench - Minor
LPB-GM	Leaving the Players' or Penalty Bench - Game Misconduct (10 Minutes)
LPBP-GM	Leaving the Players' or Penalty Bench and Incurring a Penalty - Game Misconduct (10 Minutes)
LPB-GRM	Leaving the Players' or Penalty Bench - Gross Misconduct (10 Minutes)

PHO-MP	Physical Harassment of Officials - Match (5 Minutes)
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RSP-MAJ	Refusing to Start Play - Major (5 Minutes)
RSP-GM	Refusing to Start Play - Game Misconduct (10 Minutes)

RLB-MAJ	Refusing to Leave Bench - Major (5 Minutes)
RLB-GM	Refusing to Leave Bench - Game Misconduct (10 Minutes)

RO-MIN	Roughing - Minor
RAW-MIN	Roughing After the Whistle - Minor
RO-MAJ	Roughing - Major (5 Minutes)



ONTARIO MINOR HOCKEY ASSOCIATION
25 Brodie Drive, Unit 3, Richmond Hill, ON L4B 3K7
Tel. 905 780 6642 Fax. 905 780 0344
omha@omha.net www.omha.net

MEMORANDUM

TO: OMHA Member Associations
FROM: Richard Ropchan
CC: OMHA Board
OMHA Convenors
DATE: November 3, 2015
SUBJECT: Game Sheet Designations/Signatures - Team Officials

With respect to the issue of Team Officials and signing of Game Sheets, the direction of the OMHA Board is as follows:

Team officials will sign the game sheet according to their designation on the team roster. The only exception will be a team official rostered to the team as an Assistant Coach can sign in the Head Coach box in the absence of the rostered Head Coach. This still permits teams to use At-Large coaches/trainers or other properly certified and approved team officials from within the Association.

By way of further clarification, please be advised that only the individual **identified as the Team Manager** on the Approved Roster for the participating Team is eligible to appear on the Game Sheet in the Role of the Manager. Individuals acting in the role of a Team Official (**Coach, Asst-Coach, Trainer or Asst-Trainer**) with another Team or on the 'At large' Roster of an Association are not eligible to act in this role.

Should you have any questions please do not hesitate in contacting your Regional Director or the OMHA office.

Sincerely
ONTARIO MINOR HOCKEY ASSOCIATION

Richard Ropchan
Executive Director





INFORMATION BULLETIN

BULLETIN #: 191031-009-I
DATE: October 31, 2019
TO: OMHA Associations
CC: OMHA Board; OMHA Convenors
FROM: Ian Taylor, Executive Director
SUBJECT: Penalty Coding

The following is provided as a reminder regarding miscoded or non-coded penalties on a game sheet.

In all cases of miscoded or missing code infractions it is the responsibility of the team officials to adhere to the requirements of the Minimum Suspension List shown on pages 231-237 of the current OMHA Manual of Operations. All Major penalty infractions and all Gross Misconduct penalty infractions include suspensions.

Details on how the suspensions are to be served can be found in Regulation 8.2 on pages 136 – 139 of the current OMHA Manual of Operations. If difficulty is encountered in determining the actual type of suspension penalty from the wording and/or coding, it is the responsibility of the team officials to have this clarified so the correct suspension is served. Clarification of the type of penalty assessed or the suspension to be served may be obtained through the Association Contact in consultation with the OMHA Regional Director or Convenor.

The policy of the OMHA is that all suspension penalties, if miscoded or not coded at all, must be treated as if the coding was present. Some examples of the most commonly miscoded or missing code infractions include:

- | | |
|------------------------------|--|
| a) Instigator GM38 | e) Checking from Behind GM41.03 & GM55 |
| b) Aggressor GM39 | f) Head Contact GM41.13 |
| c) Fighting GM30; GM31; GM32 | |

The above list is only a guide for your reference to the most commonly miscoded or missing code infractions. Please give this bulletin the widest distribution available.

Any questions can be directed to your Regional Director.

York Simcoe Referee Rates

As per YSMHL Bylaw #3.2 the referee rates as listed below are to be paid for all representative games

Two Official System

Game Lengths	10/10/10	10/10/15	10/15/15	15/15/15
U9 & Below	29	31	33	35
U11	30	32	34	36
U13	35	37	39	41
U15	37	39	41	43
U18	40	42	44	47

Three Official System	10/10/10	10/10/15	10/15/15	15/15/15	15/15/20	15/20/20	20/20/20
U9 & Below							
Referee	37	39	41	43	45	47	49
Linesman	31	33	35	37	39	41	43
U10 & U11							
Referee	37	39	41	43	45	47	49
Linesman	31	33	35	37	39	41	43
U12 & U13							
Referee	39	41	43	45	47	49	51
Linesman	33	35	37	39	41	43	45
U14 & U15							
Referee	44	46	48	50	52	54	56
Linesman	36	38	40	42	44	46	48
U16 & Above							
Referee	46	48	50	52	54	56	58
Linesman	38	40	42	44	46	48	50

Four Official System	15/15/15	15/15/20	15/20/20	20/20/20
U15				
Referee	50	52	54	56
Linesman	42	44	46	48
U16 & Above				
Referee	52	54	56	58
Linesman	44	46	48	50

NMHA TIMEKEEPING RATES

	10/10/10	10/10/15	10/15/15	15/15/15	15/15/20
	60 mins	90 mins	90 mins	120 mins	120 mins
U9 & Below	15	20	20		
U11	25	25	25		
U13	25	25	25		
U15		25	25		
U16 / U18 / U21			30	30	30



DRESSING ROOM POLICY

Dressing Room Policy

(includes Shower, First Aid, Training Room and other rooms)

OHF released a Two Deep Dressing Room Policy effective July 2013, attached.

General

Interaction between personnel and athletes is based on the OMHA code of conduct which establishes respect, dignity, health and well-being for all players. Due to the great amount of time hockey personnel spend in close contact with the players, they must understand their roles and responsibilities, which are crucial to the well being of the players. The Two Deep Dressing Room Policy focuses on the protection of our volunteers to prevent them from putting themselves in situations that can make them vulnerable to unfounded accusations and the safety of the children playing minor hockey. Bullying within the dressing room environment has become an ever-increasing concern.

Hockey personnel should ensure that the following guidelines are adhered to in dressing rooms, showers and other rooms:

- Players must be supervised at all times. Players cannot enter any dressing room (before, after or during a game or practice) without at least two qualified (on the team roster) people or at least one qualified person and a parent associated with the team present.
- A lone personnel is not to be in the dressing room with players at any time.
- "Door Ajar" situation mentioned in policy refers to teams at U15 and older.
- For teams that have female players that use a separate dressing room - if there is only one female using the dressing room, no need for "in room supervision." However, for those times that multiple females are using a separate room, supervision will be required, and you will need to have two adult females present in the room.
- At least two team staff personnel **MUST** be the last to vacate a dressing room after a game or practice.

- Players from competing teams or vastly different age groups should never shower together.
- Cell phones, video or photography equipment should never be allowed in the dressing room/shower while athletes are changing. The privacy and dignity of the players is the first priority.
- Team officials must not change or shower at the same time as players. Comparable facilities should be provided for all genders, or genders should take turns using shower facilities.

In cases where assistance is requested by the parent/guardian or player, hockey personnel must only assist:

- within sight of other team members/personnel/parents
- in a manner which preserves the dignity and privacy of the player
- in a manner where only, necessary physical contact occurs
- and will stop assisting immediately upon the player's request

Under Common Law, NMHA hockey personnel are required to maintain Standard and Duty of Care toward our athletes since their age and the law classifies them as vulnerable. It is also a condition of OMHA insurance that we provide supervision as good Risk Management.



HOCKEY CANADA CO-ED DRESSING ROOM POLICY

The following is the policy of Hockey Canada with respect to co-ed dressing:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

- 1. Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.**
2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
3. Hockey Canada allows co-ed dressing room situations to exist at the U7, U9 and U11 levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
4. At the U13 level and above the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

Note: Hockey Canada Branches that have mediated Human Rights settlements within their Province/Territory with respect to specific co-ed dressing room parameters are exempted from this policy within their jurisdictions and may continue to adhere to previously mediated settlements.



ONTARIO HOCKEY FEDERATION

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Ontario Hockey Federation Policy on Dressing Room Supervision

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

Dressing Room Policy

It will be the Policy of the Ontario Hockey Federation that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team.

In the situation of Juvenile or U21 hockey the coach may use an adult player over the age of 19 to be the second adult associated with the team.

Sanctions

Any person found to be in violation of this policy will receive a warning for a first offence, a two week suspension for a second offence, and a one year suspension for a third offence.

Notes

1 This policy does not apply to a participant and his/her parent or legal guardian.

2 This policy to include "tryouts"

1 Amended June 2013

2 Amended November 2014



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MEMORANDUM

TO / À: OMHA Members Associations

FROM / DE: Richard Ropchan
OMHA Executive Director

CC / CC: **OMHA Officers**
OMHA Executive Members

DATE: March 09, 2004

SUBJECT/OBJECT: **CAMERA PHONES AND PDA'S IN CHANGE ROOMS**

Technology advancements have allowed cell phones and PDA's (personal digital assistants) to carry new functions - such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a number.

The ability to snap photos without others knowing has raised significant concern. The potential exists for deviant behaviour of camera-phone users photographing other patrons undressing or showering in locker rooms.

The Ontario Recreation Facilities Association (O.R.F.A.) has issued a Facility Alert.

O.R.F.A. President, Dan McArthur recommends that signage be posted immediately that

"Prohibits the use of cell phones, and personal digital assistants in all recreation facility change rooms".

The OMHA acknowledges the recommendation of O.R.F.A. and directs all members to govern themselves accordingly.

For more information please contact the Ontario Minor Hockey Association or visit the OMHA web site at www.omha.net

Sincerely,

ONTARIO MINOR HOCKEY ASSOCIATION

Richard Ropchan
OMHA Executive Director

Member of:





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201-151, Canada Olympic Road SO
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514-925-2240

Bulletin No.: 12005

To / Destinataires: Directors
Member Presidents
Member Executive Directors
HC Staff
Partner Organizations
Referee-in-Chief
Life Patrons

Date: September 28, 2020

File / Dossier:

From / Expéditeur: Todd Jackson - Director, Insurance and Risk Management

SUBJECT / OBJET: **IMPORTANT MESSAGE REGARDING HAZING**

As we move into the 2020-2021 hockey season Hockey Canada would like to take this opportunity to emphasize the current regulation that exists with respect to hazing. Hockey Canada takes hazing very seriously and urges all team staff and those involved with teams across Canada to implement strict policies against hazing regardless as to the level of hockey you are involved with.

Hockey Canada Regulation A.15 currently defines hazing as ***“an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”***. Regulation O.7 reads as follows:

A Player, Team Official, Team, Minor Hockey Association, or any other Hockey Canada Registered Participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in Hazing actions or behaviours shall be subject to discipline up to and including expulsion from Hockey Canada registered programs.

Discipline must relate to the degree of severity of the incident(s). For greater certainty:

- a) Any party failing to cooperate with the investigative process may be subject to suspension as determined by the Member.
- b) All discipline decisions related to Hazing must be approved by the Member.
- c) All Hazing matters involving Hockey Canada High Performance programs will be dealt with by the Hockey Canada Board of Directors.

Hockey Canada urges all those involved to educate and create awareness around the negative consequences of hazing and to help create a positive environment for all Hockey Canada participants in the 2020-2021 season.

Sincerely,

Todd Jackson
Director, Insurance and Risk Management
Hockey Canada



SOCIAL MEDIA POLICY

Effective December 9, 2018

1. INTRODUCTION

For the purpose of this Social Media Policy, the policy will encompass public communications through all social media platforms that allow users to communicate online.

The policy will be applicable to all members of the Ontario Minor Hockey Association Community, including local minor hockey association Directors and staff, teams, on-ice and off-ice officials, players, players' family members and supporters. The OMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The OMHA also respects the right of all teams and association personnel to express their views publicly.

The purpose of this policy is to educate the local minor hockey associations on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, the local minor hockey association and/or the OMHA.

2. SOCIAL MEDIA GUIDELINES

Anyone who participates in social media is held to the same standards as all other forms of media including radio, television and print.

Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media is on the record and can be instantly published and available to the public and media.

Everyone including Association and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

Language – The OMHA is proud to be an open, inclusive organization. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Be mindful of privacy/confidentiality – Always lean on the side of caution when sharing the personal information of players, such as full names and contact information. We encourage our associations to share photos and videos but be aware of the content being shared.

Respect – Any concerns or disputes involving a member organization and another team, referee, or the OMHA should not be dealt with online. Any references or examples of bullying, threats, drug abuse, exploitation and harassment will not be tolerated. Negative and derogatory comments involving any team, association, league, staff, volunteers, programs, stakeholders, players or any OMHA member are considered violations.

Any retweets/shares could be considered endorsements – When sharing content created by a third party, you are endorsing that company as having a similar organizational message. Be mindful of the source you are sharing content from.

3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media that are considered violations of the OMHA Social Media Policy and may be subject to disciplinary action by the team, local minor hockey association, and/or OMHA.

Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member team, the Association or an individual.

Divulging confidential information that may include, but is not limited to the following:

- Negative or derogatory comments about teams, local minor hockey associations, and/or OMHA programs, stakeholders, players or any member of another team.
- Any form of bullying, harassment, intimidation or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use,
 - Alcohol abuse,
 - Public intoxication,
 - Hazing
 - Sexual exploitation, etc.
 - Online activity that contradicts the current policies of the OMHA or any of its member Associations.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OMHA code of conduct.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

All violations of this Policy will be addressed through the OMHA Code of Conduct Policies and Procedures.

5. SUMMARY

When using social media, each member should assume at all times they are representing the OMHA and/or its member local minor hockey associations. All members of the OMHA should remember to use the same discretion as they do with other traditional forms of media.



VIDEO REVIEW POLICY

Adopted September 15, 2019



The use of video in minor hockey is increasingly prevalent, as is the quality of available technology. Many teams employ the use of video technology as a teaching or player/team development tool, in addition to parents or family members recording games for personal use.

From time to time, in cases involving protests, appeals, or other circumstances, the OMHA is responsible for determining or handing down a decision based on available information.

In the interest of supporting the OMHA decision-makers in arriving at the most informed decision with respect to protests, appeals, and other matters, the information gathering process may include any number of sources including but not restricted to personal interviews, parties directly involved in or witness to the event/incident, as well as technical subject matter experts in the OMHA. In consideration of this, there may be instances where video evidence may form part of the available information. The OMHA acknowledges that video evidence may possibly support the decision-makers, and as such, may consider it in the decision-making process, where appropriate.

The OMHA Regional Director may, at the request of a member Minor Hockey Association, review a video record of any OMHA sanctioned activity or event for the purpose of:

- Reviewing a game situation, including assessment of sanctions if warranted, resulting in injury to any player whether or not a penalty was assessed at the time of the occurrence. An injury report must accompany the submission.
- Identifying the correct player in situations in which an incorrect player may have been identified by the on-ice officials for an infraction resulting in a suspension.
- Reviewing the conduct or actions of team or game officials.
- Reviewing the conduct or actions of other members.

Intake Process:

The review will be considered by the Regional Director upon submission of the following:

- A copy of the video cued to the occurrence stating, in writing, at what time in the activity or event the incident occurred. A record of the entire activity or event, or such substantial part of the entire activity or event must be available upon request, including where the incident can be located.
- A non-refundable fee of \$200.00 payable to the OMHA Office, attention, Executive Director. The Executive Director will confirm receipt of payment to the Regional Director.
- A copy of both sides of the Game Sheet (if applicable).

- A statement requesting specifically what is to be reviewed, which must be signed by the President and at least one other signing officer of the member Association.

The submission must be received within 5 business days of the activity or event, or the communication of any decision related to the incident.

Maximum allowable requests from any single team within a member Association will be three (3) per season.

NOTE: Video recording of any portion of games from the bench during OMHA games is not permitted.

Upon receipt, the Regional Director will review the submission and make one of the following determinations:

- The review is inconclusive. A review may be deemed to be inconclusive if (among other things), in the opinion of the Regional Director, the video recording does not provide a sufficiently clear view of the incident. In this case, any decisions, and or suspension(s) resulting from penalty or penalties assessed will remain in effect.
- The review is conclusive that incorrect player(s) have been identified.
- The review is conclusive that the correct player has been identified. Suspension(s) issued as a result of the penalty or penalties will remain in effect.

In the course of intake, the review may include:

- Consultation with or referral of the matter to another OMHA Board Member if necessary. This may result in assessment of supplementary discipline for any infraction committed during the course of such activity or event by any player or team official whether or not such infraction has been penalized by the referee.
- Consultation with or referral to the OMHA Development Program Chair (Coaches, Referees, Trainers) for resolution.
- Consultation with any other individuals as deemed appropriate.

This review is not subject to any further appeal. The standard to be used by the Regional Director in conducting a review request is "conclusiveness"

Discussing Anti-Discrimination Policies Related to Gender Identity and Gender Expression

Pre-Season Chat Checklist

Coaches, Assistant Coaches and training staff are responsible for making sure that players understand their rights and responsibilities in relation to Hockey Canada's Ontario Branch policies. This resource offers a checklist of information that should be communicated to players about the Ontario Branch anti-discrimination policies that pertain to gender identity and gender expression during their pre-season talks with their teams. Staff may shape these conversations in consideration of the age group, social dynamics, and prior knowledge of the team they are coaching. Conversations about discrimination should not end with the pre-season chat but should be reinforced as needed throughout the season.

☐ **Introductory Pronoun Check-Ins**

- Pre-season chats are a great opportunity for everyone on your team, including coaches, assistant coaches and volunteers to share the name and gender pronoun by which they wish to be called.
- Explain to your team that referring to someone by the pronouns they've requested is a way to show someone that you respect who they are.
- Explain that it is important to ask for and share gender pronouns, just like names, because it is not something you can always tell just by looking at someone. Tell players that it is okay to make mistakes but that it is important to show that they are trying to remember by simply apologizing and correcting themselves if they do slip up.
- Start by introducing yourself and your gender pronouns to your team. You can say, "I'm [name] and I go by the pronouns [insert pronouns]."
- By including pronoun check-ins during introductions as a routine practice, regardless of whether there are trans or gender diverse people on your team that you are aware of, you will proactively create an inclusive and affirming environment that positively acknowledges the possibility of gender diversity.

☐ **Discuss Players' Rights/Responsibilities as per Hockey Canada's Ontario Branches Anti-Discrimination Policies Pertaining to Gender Identity/Gender Expression**

- Explain that the standard of respect in Hockey means that it is everyone's right to be respected and treated equally and to enjoy an environment at hockey that is free from discrimination and harassment. Explain that rights and responsibilities go hand in hand and therefore it is also everyone's responsibility to do their part to help create a discrimination and harassment free environment. This means treating everyone with respect. You may wish to go over the general definitions of discrimination and harassment with your players. (see Glossary in Resource Downloads for this training for a refresher on these definitions.)
- State that this standard is outlined in Hockey Canada's Ontario Branches Policies and Ontario Human Rights Law and that it explicitly protects people from being discriminated against or harassed because of their *gender identity* and/or *gender expression*, in addition to numerous other "protected grounds" (For the definition and list of protected grounds, as well as the definitions of gender identity and expression, see Glossary, included in Resources Downloads for this training).
- Elaborate on the meaning of discrimination and harassment based on gender identity and/or gender expression. To do this you may wish to reference the pronoun check-in as an entry point into this conversation. Explain that it is everyone's right to define and express their gender without fear of being discriminated against or harassed. State that this means that everyone has the right to be referred to by the name and gender pronoun they request and the right to use the washroom or dressing room (or any other gender-specific space) where they feel most comfortable. Explain that failing to respect someone's gender pronouns repeatedly, bullying or making inappropriate comments about the way someone identifies or expresses gender, or doing anything to make gendered washrooms or dressing rooms unsafe, inaccessible spaces, are all examples of discrimination because of gender identity and/or expression. (for more specific examples, see Resource Downloads, "What Counts as Discrimination Based on Gender Identity and/or Gender Expression"). Stress that everyone is responsible for holding themselves and one another accountable to this standard of respect and that it works in all directions, which means staff and volunteers also have these rights and responsibilities.
- Review the process for reporting incidents of discrimination/harassment that players witness or experience first hand. Communicate that it is everyone's right

Egale Canada Human Rights Trust is Canada's only national charity promoting LGBT human rights through research, education and community engagement.

Le Fonds Égale Canada pour les droits de la personne est le seul organisme de bienfaisance canadien voué à la promotion des droits des personnes lesbiennes, gaies, bisexuelles et trans grâce à la recherche, à l'éducation et à la mobilisation communautaire.

Page 2 of 4

and responsibility to ask for support/ assistance from the MHA if they experience discrimination to the best of their ability.

☐ **Define “Accommodations” and Discuss Related Rights/ Responsibilities**

- Explain to players, that despite positive efforts to make all aspects of hockey safe, equitable and accessible for everyone regardless of gender identity or expression or any of the protected grounds discussed earlier, sometimes people continue to face barriers to participating fully and equally in hockey.
- Convey to players that if they face any unresolved barriers to participating fully and equally in hockey because of one of those protected grounds mentioned earlier, that they have the right to be provided with a special arrangement that will help them participate more fully. Explain that these special arrangements are called “accommodations”. Give a few general and hockey-related examples of accommodations to help explain the concept. Being provided with a sign language interpreter is an example of an accommodation that may help a person who is deaf do a part of their job. In hockey, a person may have a need for extra privacy when changing before or after playing. This need may be related to gender identity or to other protected grounds such as disability or religion. The special arrangements that are made to resolve these needs are also called accommodations.
- Explain that the right to be accommodated also comes with responsibility. Communicate to players that if they experience an unresolved obstacle that prevents them from participating fully in hockey because of one of those protected grounds, that they have the responsibility to send a written accommodation request to the MHA and to the work together with the MHA in coming up with an appropriate and reasonable accommodation that resolves their need.

☐ **Stress Importance of Respecting the Confidentiality of Others**

- Make it clear to players that if someone has confided in them with personal or sensitive information about gender identity, whether they are seeking support about a struggle they are having or sharing their plans to come out, that it is important to make sure they know exactly what that person wants to keep private, to whom and what they do want others to know. Outing (sharing

information about someone's gender identity) without their consent is also an example of discrimination.

- Emphasize the importance of respecting confidentiality as an important part of honouring the standard of respect discussed earlier.

ONTARIO HOCKEY FEDERATION

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Memo

To: Alliance Hockey, GTHL, NOHA, OMHA, OWHA, OHA, OHL

From: Phillip McKee - OHF Executive Director

Date: 7/31/2018

Re: **Gender Diversity – Pre-Season Chats**

Pre-season chats

As a Team Official you have completed the e-learning training, specific to ***“Understanding Discrimination based on Gender Identity and Gender Expression”*** and ***A Guide to the Confidentiality Policy and Dressing Room Policy***. It is now important, and a requirement of your training that this information be passed on to the parents and players of your team as you create a safe and inclusive environment for the coming season.

The OHF requires the “pre-season chat” specific to Gender Diversity to take place at the beginning of each season.

As various minor hockey associations, clubs and leagues begin their seasons at differing times each year, there is not one date that can be established across the province by which these discussions must occur. However, it is critical that the “pre-season chat” take place at the outset of your season in order for everyone to be aware of the policy.

The “pre-season chat” will also be required at the beginning of each subsequent hockey season.

The following link will take you to the “pre-season chat” checklist to be used in providing this important information to the teams. [Pre- Season Chat Checklist](#).

The OHF expects that these steps are implemented into the existing procedures for teams at the beginning of each hockey season and will undertake a random audit to ensure compliance with this requirement.

The OHF thanks you for your continued assistance in creating a safe and inclusive environment.

Regards.

NMHA BOARDROOM POLICIES AND PROCEDURES

The NMHA boardroom can be booked by sending an email to nmha@nmha.ca with the date and time group/team would like to use the room and stating what the room will be used for. The boardroom will only be available during normal operating hours of the Magna Centre.

NMHA reserves the right to cancel or change any booking of the boardroom. All efforts will be made to notify the group/team in advance of any cancellation/ changes to their booking.

Failure to comply with the following policies and procedures will be cause for suspension to be considered for continued use of the NMHA boardroom.

1. Chairs are not to be removed from any area of the boardroom. The boardroom is to be left in an acceptable, uncluttered condition. Chairs are to be returned to their original positions.
2. Non-alcoholic drinks and/or light snacks may be provided and served in the boardroom. It is the group/team's responsibility to remove all garbage and recycling from the room.
3. Room is to be sanitized using supplies provided by NMHA.
4. Group/team using the boardroom must adhere to any policies and procedures and bylaws stipulated by the Magna Centre for use of their facility.



MISCELLANEOUS

Sponsor Logos

Sponsor logo's can be displayed on the individual team's website. Only the main sponsor logo can be included in the rotational display of logos on the NMHA home page.

Information required (Main Sponsor);

Primary Sponsor Name

Primary Sponsor website address: <http://>

Logo must be in JPG or PNG format.

Written permission (email accepted) from sponsor required giving the NMHA permission to use the logo on our website.

Submit to communication@nmha.ca

Posting Kudos to the NMHA Webpage

To post on NMHA main page, email blurb and picture to Chris Neale, Communication

Director to communication@nmha.ca

Note: Picture, must be less than 1MB in size (1024x768), JPG format and cannot contain ANY faces of spectators in the shot for privacy reasons.

How to Use the NMHA Boardroom Projector

You will need an ethernet cable for your PC, and software installed on your PC to use the projector. It is suggested to download and install the software from Epson before going to the NMHA office, given the size of the download file.

Download EasyMP Network Projection software from;

<http://www.epson.ca/cgi-bin/ceStore/support/supDetail.jsp?>

[BV_UseBVCookie=yes&infoType=Downloads&oid=72145&prodoid=60067589&category=Products](http://www.epson.ca/cgi-bin/ceStore/support/supDetail.jsp?BV_UseBVCookie=yes&infoType=Downloads&oid=72145&prodoid=60067589&category=Products)

Connect to the network in the boardroom (using the blue jacks on the wall). Open a website to ensure you have network connectivity.

Power on the projector using the projector remote - point at the projector lens and press the redpower button.

With the Epson software installed, start the EasyMP Network Projection application, and choose Advanced Connection Mode. If you see a message asking to disable the Firewall, click Yes to make an exception for the projector and allow projection.

EasyMP Network Projection will search for the projector and display it in the list once found. (NMHAPROJ) Select the projector in the list and click Connect. You will then see a screen prompting for a keyword. You will need to type in a 4-digit code to connect to the projector. The 4-digit code will be displayed on the whiteboard by the projector.

Enter the 4-digit code, click OK, and within a few seconds your screen will be displayed through the projector and you will have a control bar on your screen.

When finished, be sure to disconnect from the projector, then turn it off with the remote.

2.0 HOCKEY TRAINERS RESPONSIBILITIES

As a hockey trainer, your primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some responsibilities which the hockey trainer should assume:

- implementing an effective risk management program with your team which strives to prevent injuries and accidents before they happen.
- taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
- promoting and reflecting the values of Fair Play and instilling these values in all participants and others involved in amateur hockey.
- ensuring that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
- conducting regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
- promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
- maintaining accurate medical history files on all players and bringing these to all games and practices.
- maintaining a fully stocked First Aid Kit and bringing it to all games and practices.
- implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
- recognizing life-threatening and significant injuries.
- managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
- recognizing injuries which require a player to be removed from action, referring players to medical professionals and co-ordinating return to play.
- promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- facilitating communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.
- acting as a hockey trainer for both your team and your opponents if only one hockey trainer is present.



OMHA Single Trainer Policy (2012-2013 OMHA Manual of Operations - Policies and Procedures)

2.4.2 Single Trainer

- a) Each trainer for a hockey team will act as the trainer for an opposing team's players if the trainer for that team is ejected from the game or must leave the arena with an injured player or is unable to attend the game due to an emergency situation. A game may be played or completed if there is at least one trainer who is "readily available" to come to the assistance of an injured player.
- b) Where a team does not have a trainer at the beginning of a game due to an emergency situation, the coach will contact the trainer for the opposing team and request the assistance of that trainer to act as trainer for his/her team.
- c) The coach of a team without a trainer is responsible for advising the game officials that the opposing team's trainer is acting as the trainer for both teams.
 - i) The referee for a game where there is only one trainer available for both teams at the beginning of a game will document on the game sheet the fact that only one trainer was present and that the trainer is acting for both teams.
 - ii) In each instance where a trainer is not available at the beginning of a game, the game sheet will be forwarded immediately following the game to the convenor and the Executive Member of the home team will be advised of the occurrence within 24 hours.



HOCKEY CANADA INJURY REPORT



See reverse for mailing address.

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE.

DATE OF INJURY: ___/___/___
Mo Day Yr.

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ___/___/___ Gender: ☐ M ☐ F
Mo Day Yr.

Address: _____

City / Town: _____ Province: _____ Postal Code: _____ Phone: () _____

Parent / Guardian: _____ Email Address: _____

AGE DIVISION

☐ Under-7 ☐ Under-9 ☐ Under-11 ☐ Under-13 ☐ Adult Rec
☐ Under-15 ☐ Under-18 ☐ Under-21 ☐ Junior ☐ Senior

CATEGORY

☐ AAA ☐ A ☐ BB ☐ CC ☐ DD ☐ House ☐ Minor Junior
☐ AA ☐ B ☐ C ☐ D ☐ E ☐ Major Junior ☐ Other _____

BODY PART INJURED

Arm:		Leg:		Head:	Trunk:	Back:
Left	Right	Left	Right	<input type="checkbox"/> Eye Area	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Neck
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shin	<input type="checkbox"/> Shin	<input type="checkbox"/> Face	<input type="checkbox"/> Chest	<input type="checkbox"/> Lower
<input type="checkbox"/> Upper arm	<input type="checkbox"/> Upper arm	<input type="checkbox"/> Knee	<input type="checkbox"/> Knee	<input type="checkbox"/> Throat	<input type="checkbox"/> Ribs	<input type="checkbox"/> Upper
<input type="checkbox"/> Collarbone	<input type="checkbox"/> Collarbone	<input type="checkbox"/> Toe	<input type="checkbox"/> Toe	<input type="checkbox"/> Skull	Pelvis:	
<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow	<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh	<input type="checkbox"/> Dental	<input type="checkbox"/> Hip	<input type="checkbox"/> Groin
<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Foot	<input type="checkbox"/> Foot	Other:		
<input type="checkbox"/> Forearm/Wrist	<input type="checkbox"/> Forearm/Wrist					

NATURE OF CONDITION

☐ Concussion ☐ Laceration ☐ Fracture
☐ Sprain ☐ Strain ☐ Contusion
☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE

☐ On-Site Care Only ☐ Refused Care

Sent to Hospital by: ☐ Ambulance ☐ Car

INJURY CONDITIONS

Name of arena/location: _____

☐ Exhibition/Regular Season ☐ Period #2
☐ Playoffs/Tournament ☐ Period #3
☐ Practice ☐ Overtime: _____
☐ Try-outs ☐ Dry Land Training
☐ Other ☐ Gradual Onset
☐ Warm-up ☐ Other Sport
☐ Period #1 ☐ Other: _____

CAUSE OF INJURY

☐ Hit by Puck
☐ Collision with Boards
☐ Non-Contact Injury
☐ Hit by Stick
☐ Collision on Open Ice
☐ Collision with Opponent
☐ Fall on Ice
☐ Checked from Behind
☐ Collision with Net
☐ Fight
☐ Blindsiding

Was the injured player in the correct league and level for their age group?

☐ Yes ☐ No

Was this a sanctioned Hockey Canada activity?

☐ Yes ☐ No

LOCATION

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from Boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other: _____

WEARING WHEN INJURED

☐ Full Face Mask
☐ Helmet/No Face Shield
☐ No Helmet/No Face Shield
☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor
☐ Throat Protector
☐ Short Gloves
☐ Long Gloves

ADDITIONAL INFORMATION

Has the player sustained this injury before? ☐ Yes ☐ No

If "Yes" how long ago? _____

Was a penalty called as a result of the incident? ☐ Yes ☐ No

Estimated absence from hockey?

☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW INCIDENT HAPPENED

(Attached additional page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____

(Parent/Guardian if under 18 years of age)

Date: _____

TEAM INFORMATION

(To be completed by a Team Official)

Association: _____

Team Name: _____

Team Official (Print): _____

Team Official Position: _____

Signature: _____

Date: _____

HEALTH INSURANCE INFORMATION

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation: ☐ Employed Full-time ☐ Employed Part-time
☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

2. Do you have other insurance? ☐ Yes ☐ No
(If "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER)

3. Has a claim been submitted? ☐ Yes ☐ No
(If "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other: _____

MEMBER
APPROVAL



HOCKEY CANADA INJURY REPORT



Participant's name: _____

PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic: _____ Address: _____

Nature of Injury: _____ Date of First Attendance: _____

Claimant will be totally disabled: _____

From: _____ To: _____

Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Give the details of injury (degree): _____

Prognosis for recovery: _____

Did any disease or previous injury contribute to the current injury?

☐ No ☐ Yes (describe): _____

Was the claimant hospitalized? ☐ No ☐ Yes

(give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant:

I certify that the above information is correct and to the best of my knowledge,

Signed: _____ Date: _____

DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

Patient

Last name _____ Given name _____

Address _____

City / Town _____ Province _____ Postal Code _____

Dentist

Phone No _____

I hereby assign my benefits payable from this claim directly to the named dentist and authorize payment directly to him / her

SIGNATURE OF SUBSCRIBER _____

For dentist use only - for additional information, diagnosis, procedures or special consideration.

DUPLICATE FORM ☐

I understand that the fees listed in this claim may not be covered by or may exceed my plan benefits. I understand that I am financially responsible to my dentist for the entire treatment. I acknowledge that the total fee of \$_____ is accurate and has been charged to me for the services rendered.

I authorize release of the information contained in this claim form to my insuring company/plan administrator.

SIGNATURE OF (PATIENT/GUARDIAN) _____

OFFICE VERIFICATION _____

DATE OF SERVICE MO. / DAY / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

This is an accurate statement of services performed and the total fee due and payable & oe.

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

TOTAL FEE SUBMITTED

Mail completed form to: **ONTARIO MINOR HOCKEY ASSOCIATION**

25 BRODIE DRIVE, UNIT 3

RICHMOND HILL, ON

L4B 3K7

OMHA.NET

OMHA@OMHA.NET



Return To Play Protocol

Note: The following Return to Play Guidelines are taken from the Hockey Trainers Certification Program (HTCP).

Co-ordinating Return to Play (bodily injuries)

Injuries will occur during the course of a season in both House League and Rep divisions of the game. Parents, coaches, and players will often look to the hockey trainer for advice and direction regarding return to play procedures.

Caution should be exercised when such a decision needs to be made. Your primary goal and duty is **not** to make a decision whether a player can return to play but rather to ensure safety of the player is the top priority at all times.

Communication is vital with the player, parents and coaches when a decision needs to be made about removing a player from action or returning to play. The hockey trainer's duty is to observe the injured player, remove them from competition, communicate with the coaches and parents or guardians and direct the player to a proper medical authority.

There may be pressure on you to allow the player to return to play. **It is your responsibility to ensure the return to play policy is followed before any player returns to play.** Safety is the top priority and protecting the player from further injury is essential. Your role as a hockey trainer is not to try and get the player back into competition as soon as possible, but rather to make sure the player's safety is always the top priority and refer them to the proper medical authority.

Players who are removed from games or practices due to injury or serious illness, and do not return to that game or practice, must obtain a note from a physician before they are allowed to return to play. If you are ever in doubt as to the seriousness of a player's injury or illness, exercise common sense and direct the parents to seek medical attention for the player and request a physician's note be obtained before permitting to play or practice. Clearly communicate the necessity of medical permission from a physician to the player's parents or guardians and the coaching staff.

After an extended layoff, (more than 15 consecutive days) players **must** practice before they play. The practice situation is a controlled setting which allows players

to gradually adapt and feel comfortable without risking further injury. The practice also permit's a player to regain some conditioning and cardiovascular endurance before returning to play. Remember, players are much more at risk to re-injure themselves in the injured area or another area because of a lack of conditioning.

A player with proper medical permission, should not return to play unless they can demonstrate appropriate skills in a practice situation. Remember, you want full function and return to previous fitness and skill level.

With respect to players returning to play, muscular and skeletal injuries (excluding fractures) can be signed off by physicians, chiropractors, physiotherapists, or nurse practitioners. Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a physician. (Note this does not pertain to the Hockey Canada Injury Report Form related to the insurance program. This will still need to be completed by a physician or a dentist if a dental injury).

Co-ordinating Return to Play (head injuries, concussion)

Return to play following a concussion follows the stepwise process. **This process only begins after a physician has given the player clearance to return to activity. If any signs/symptoms return during this process, then the player must be re-evaluated by a physician.**

Return to Play Steps

Step 1. No activity, only complete rest. Proceed to step 2 only when symptoms are gone. This includes avoiding both mental and physical stress. (No ipad, TV, reading or significant studying should be done during "complete rest" period)

Step 2. Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms or signs. No resistance training or weight lifting.

Step 3. Sport specific activities and training (e.g. skating) Monitor for symptoms or signs.

Step 4. Drills without body contact. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. If the player has medical clearance and is symptom free, go to step 5.

Step 5. Drills with body contact. Monitor for symptoms or signs.

Step 6. Game play.

(In all cases of concussion, no player will be allowed to return to skate for a period of one week.)

Players should proceed through the return to play steps as long as they have a physicians okay and are not experiencing symptoms or signs. Each step should be a minimum of one day. Some steps may be accomplished at home away from the rink. If symptoms or signs return the player must be re-evaluated by a physician and begin the steps process over.

Refer to the ThinkFirst - SportSmart Concussion Education and Awareness Program card (yellow and black printed card found in your HTCP manual) for addition information.

HOCKEY TRAINERS CERTIFICATION PROGRAM RETURN TO PLAY

Name of Player

is able to return to play following injuries sustained on

Date

Considerations /restrictions with respect to return to play:

Name of Medical Authority

Type of Medical Authority

Date: _____

Signature

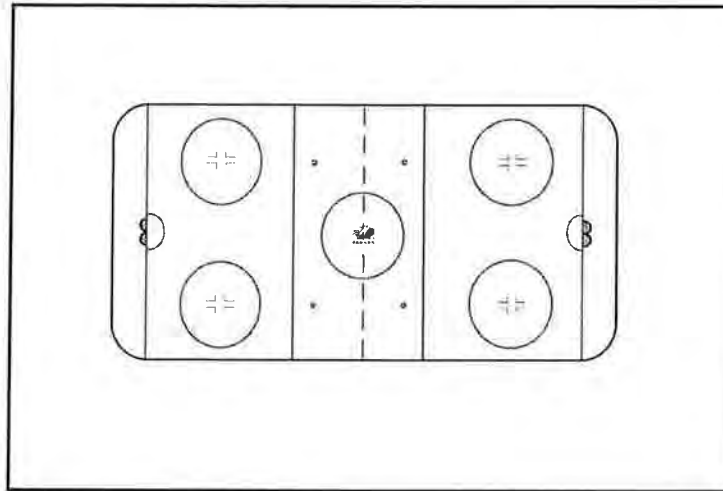
This information is strictly confidential and will only be used to assist in the player's safe return to play. All records will be returned to the player.

NOTE: The HTCP recommends that this be completed by a physician, chiropractor, physiotherapist or nurse practitioner for muscular or skeletal injuries (excluding fractures). Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a physician.

Disclaimer: Personal information used, disclosed, secured or retained will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act.

SAFETY REQUIRES TEAMWORK

AN EMERGENCY ACTION PLAN FOR HOCKEY



Legend

- Phone
- Exits
- ✚ First Aid
- ♥ AED

EQUIPMENT LOCATIONS

Please locate and identify areas on above map:
i.e., first aid room, routes for ambulance crew,
telephones, emergency exits, etc.

Arena/Facility name: MAGNA CENTER

Address: 800 MULOCK DR.

Telephone number: (905) 953-5300

Emergency Telephone Numbers

Emergency 911

Ambulance 911

Fire Dept

Hospital

Police

General

Other

1. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of player

2. Call Person

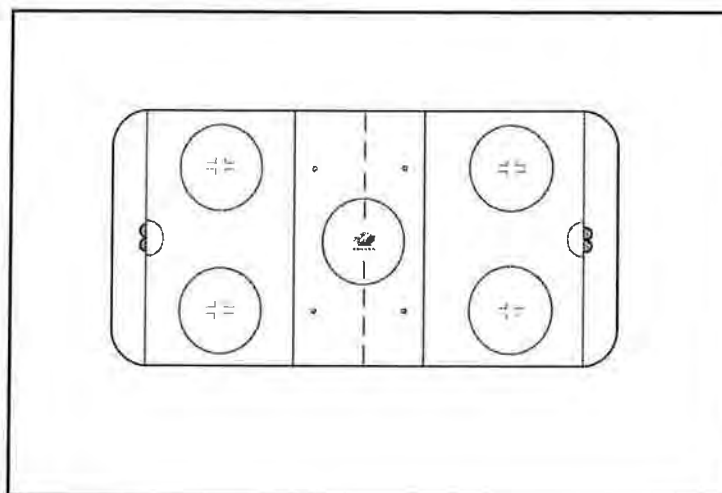
- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

3. Control Person

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.

SAFETY REQUIRES TEAMWORK

AN EMERGENCY ACTION PLAN FOR HOCKEY



Legend

- Phone
- Exits
- + First Aid
- ♥ AED

EQUIPMENT LOCATIONS

Please locate and identify areas on above map:
i.e., first aid room, routes for ambulance crew,
telephones, emergency exits, etc.

Arena/Facility name: RAY TWINNEY COMPLEX

Address: 100 EAGLE ST.

Telephone number: (905) 953-5301

Emergency Telephone Numbers

Emergency	<u>911</u>
Ambulance	<u>911</u>
Fire Dept	<u> </u>
Hospital	<u> </u>
Police	<u> </u>
General	<u> </u>
Other	<u> </u>

1. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
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- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.

Bantam "AAA" Yearly Plan - EXAMPLE																					
Head Coach: Manager: Assistant Coaches: Trainer:																					
MONTHS	August		September		October		November		December												
	Main Camp		Main Camp		Main Camp		Main Camp		Main Camp												
	Skill Combine		Main Camp		Main Camp		Main Camp		Main Camp												
PEAK	Main Camp		Main Camp		Main Camp		Main Camp		Main Camp												
	Main Camp		Main Camp		Main Camp		Main Camp		Main Camp												
	Main Camp		Main Camp		Main Camp		Main Camp		Main Camp												
Schedule Of Competition																					
PHASES	Pre-Competitive		Main Camp #1		Main Camp #2		Main Camp #3		Main Camp #4												
	Pre-Competitive		Main Camp #1		Main Camp #2		Main Camp #3		Main Camp #4												
	Pre-Competitive		Main Camp #1		Main Camp #2		Main Camp #3		Main Camp #4												
PHYSICAL ELEMENT	General Flexibility		HOCKEY SPECIFIC		HOCKEY SPECIFIC		HOCKEY SPECIFIC		HOCKEY SPECIFIC												
	General Flexibility		HOCKEY SPECIFIC		HOCKEY SPECIFIC		HOCKEY SPECIFIC		HOCKEY SPECIFIC												
	General Flexibility		HOCKEY SPECIFIC		HOCKEY SPECIFIC		HOCKEY SPECIFIC		HOCKEY SPECIFIC												
TECHNICAL ELEMENT	Basic Skating Skills		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING												
	Basic Skating Skills		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING												
	Basic Skating Skills		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING		PRODUCE THE FOLLOWING												
TACTICAL ELEMENT	INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING												
	INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING												
	INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING		INTRODUCE THE FOLLOWING												
MENTAL ELEMENT	Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment												
	Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment												
	Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment		Stage 1 Positive Environment												
Goal Setting																					
Motivation																					
Concentration																					
Visualization																					

August/September	October
Team Selection Team Training Weekend Coach Planning Team Building Sessions Team Goals Code of Conduct et al ie. Dressing room Heart and Hustle Game Award Post-Win Credence Pre-Game Warm-Up Parent Coach Meeting	Meetings October Review Meeting Tactical Systems Meetings (DZone, O-Zone, N-ZONE and Special Teams) Captains and Assistants Video Review Meeting As Mesoid Pre-Game Preparation Planning Establish Practice Non-Negotiables Team Building Meetings Kabowa Team Building**
# of Games and Practices 13 Man Camp Games 1 Green/White Game 5 Exhibition Games 6 Practices 3-4 Regular season games	# of Games and Practices 3 League Games 12 Practices
Team Goals Arrive on time for all games and practices Create a Competitive Try-Out Environment	Team Goals 100% Practice Attendance Arrive on Time for all games and practices systems practice at Win Kabowa Tournament
Dryland Training Escalator Testing Requirements Design Yearly Training Plan	Dryland Training Re-Evaluation of Requirements requirements Pre-Practice Stretching Review Pre-Game Warm-Up Review Nutrition Review Initial Dry-Land Testing

August/September	October
Individual Skills 7 Practices FWD/BKWD Skating Tight Turns Monawks Pivots Crossovers Stops and Starts Sweep Passes Puck Handling Wrist and Snap Shots Goaltender Position/Movement	Individual Skills 10 Practices General Skating Full Speed Passing Handling Back-Hand and Slap Shot Acceleration Puck Protection Checking & Angling Edges Goaltender Paddle Down
Individual Tactics 8 Practices Drive Wide Forecheck Assignments 1 on 1 Gap Control Defensive Side Body Position Defensive Angling Goaltender-Odd Man Attacks Goaltender-Even Man Attacks	Individual Tactics 10 Practices Pinning Net Drives Back Side Pursuit Drive Delay Tactics Defensive Angling & Puck Scoring (One Timers, Tips, Screens) Offensive Zone Net Control Goaltender-Screens Goaltender-Deflections Goaltender-Wraparounds
Team Tactics 8 Practices Offensive Timing Attack Triangle & Center Drive Forechecking Defensive Support i-Up Positioning Goaltender Puck Setup behind net Goaltender Communication	Team Tactics 10 Practices Offensive 2 on 0 Drive/Delay Offensive 2 on 1 Drive/Delay 3 on 2 Center Drive More Work) Attack Triangle Cycling NZ Regroup & Attack Techniques 2 on 2 regroup Even/Odd Man Coverage, etc.)

August/September	October
Individual Skills 7 Practices	Individual Skills 10 Practices
FWD/BKWD Skating	General Skating
Tight Turns	Full Speed Passing
Mohawks	Handling
Pivots	Back-Hand and Slap Shot
Crossovers	Acceleration
Stops and Starts	Puck Protection
Sweep Passes	Checking & Angling
Puck Handling	Edges
Wrist and Snap Shots	Goaltender Paddle Down
Goaltender Position/Movement	
Individual Tactics 8 Practices	Individual Tactics 10 Practices
Drive Wide	Pinning
Forecheck	Net Drives
Assignments	Back-Side Pursuit
1 on 1 Gap Control	Drive Delay
Defensive Side Body Position	Tactics
Defensive Angling	Defensive Angling & Puck
	Scoring (One Timers, Tips, Screens)
Goaltender-Odd Man Attacks	Offensive Zone Net Control
Goaltender-Even Man Attacks	Goaltender-Screens
	Goaltender-Deflections
	Goaltender-Wraparounds
Team Tactics 8 Practices	Team Tactics 10 Practices
Offensive Timing	Offensive 2 on 0 Drive/Delay
Attack Triangle & Center Drive	Offensive 2 on 1 Drive/Delay
Forechecking	3 on 2 Center Drive
Defensive Support	More Work
U-P Positioning	Attack Triangle
Goaltender Puck Setup behind net	Cycling
	NZ Regroup & Attack
Goaltender Communication	Techniques
	2 on 2 regroup
	Even/Odd Man Coverage, etc.)

2022-23 MINIMUM SUSPENSION LIST

The following are minimum suspensions that shall be imposed for infractions which occur in all OMHA exhibition, league and play-off games during the current playing season for minor hockey.

Notice re: Clarifications

These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstances warrant.

It is the responsibility of each team manager and/or coach to ensure their players serve their appropriate suspensions. When in doubt as to the relevant suspension, contact the Association office. If unable to contact the Association office, sit player(s) in question out until clarification can be obtained. These suspensions are in addition to game incurred.

Match Penalty reports will be forwarded to the appropriate OMHA Regional Director for review and suspension assessment.

A participant who is suspended while playing in an out-of-OHF jurisdiction event (i.e. USA or out of Member) must serve that governing bodies suspension or portion thereof in the participant teams remaining games in that event even if for a greater number of games than under the OHF Minimum Suspension List.

Upon returning to the OHF, a team will report any suspension received outside of the OHF jurisdiction and the affected Player/Team Official will not be eligible to participate until the report has been received by the Member and the Member rules on the Player/Team Official's eligibility based upon the OHF Minimum Suspension List.

* All indefinite suspensions are pending subject to a hearing.

Suspensions List

MISCONDUCTS

Rule/Code	Penalty Description	Suspension
7.10 (d)	Failure to go to the Player's Bench or Neutral Area	0 Games
10.5 (d)	Throwing Stick Over Boards	0 Games
10.6 (d)	Illegal Equipment	0 Games
11.1 (d) i	Unsportsmanlike Conduct	0 Games
11.1 (d) ii	Interference/Distracton During Penalty Shot	0 Games
11.1 (d) iii	Intentionally Knocks or Shoots the Puck out of Reach of an Official	0 Games
11.1 (d) iv	Failure to go directly to Penalty Bench	0 Games
11.1 (d) v	Entering Referee's Crease	0 Games
11.2 (d)	Disrespectful and Abusive Behaviour (includes Inciting)	0 Games

GAME MISCONDUCTS

Rule/Code	Penalty Description	Suspension
4.7 (c)	Second Misconduct – Same Game	1 Game
4.8 (b)	Game Ejections	0 Games
7.5 (a)	Checking from Behind (Minor + Game Misconduct)	1 Game
7.9 (b)	Roughing (Major + Game Misconduct)	2 Games
7.10 (e) ii	Player(s) 3 rd , 4 th , 5 th Player into Fight	3 Games
7.10 (e) iii	2 nd Fight, Same stoppage of play (3 rd , 4 th , etc.)	3 Games
8.1 (b)	Holding Injury (Major + Game Misconduct)	2 Games
8.2 (b)	Hooking Injury (Major + Game Misconduct)	2 Games
8.3 (b)	Interference (Major + Game Misconduct)	2 Games
8.4 (a)	Interference from the Bench (Bench Minor + Game Misconduct, if identifiable)	2 Games
8.4 (b)	Interference from the Bench (Major + Game Misconduct)	2 Games
8.5 (b)	Interference with the Goaltender (Major + Game Misconduct)	2 Games

Suspensions List

8.6 (b)	Tripping Injury (Major + Game Misconduct)	2 Games
10.4 (a)	Bench Official on the Ice Without Permission of Official	1 Game
10.4 (e)	¹ Coach whose player is penalized under 10.4 (e)	4 Games
10.4 (e)	Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of game)	2 Games
10.4 (e) i	Leaving the Players bench or Penalty Box	4 Games
10.4 (e) ii	Leaving the Players bench or Penalty Box and incurring subsequent penalty	5 Games
10.5 (b)	Throwing or shooting stick or object with Injury.	2 Games
10.8 (b) i	Refusing to Start Play (Coach – Major + Game Misconduct)	Indefinite*
10.8 (b) ii	Refusing to Leave the Players Bench (Major + Game Misconduct)	1 Game

¹ 10.4 (e) – Coaches' penalty will be noted on the front and back of the game sheet of the Officials' copy only. Penalty to coach is automatic as a result of player receiving 10.4 (e), coach not to be ejected as a result of this penalty being assessed.

Suspensions List

PLAYER ACCUMULATION SANCTIONS

Accumulation Sanctions apply for any collective accumulation of the below **MAJORS** in the same season.

		Offense Count			
Rule/Code	Penalty Description	1st Major	2nd Major	3rd Major	4th Major
7.2 (b)	Boarding (Major + Game Misconduct)	2 Games	4 Games	6 Games	Indefinite*
7.3 (b)	Body Checking (Major + Game Misconduct)				
7.4 (b)	Charging (Major + Game Misconduct)				
7.5 (b)	Checking from Behind (Major + Game Misconduct)	3 Games			
7.6 (b)	Head Contact (Major + Game Misconduct)				
7.8 (b)	Kneeing (Major + Game Misconduct)	2 Games			
8.7 (b)	Clipping (Major + Game Misconduct)				
9.2 (b)	Cross Checking (Major + Game Misconduct)				
9.3 (b)	Slashing (Major + Game Misconduct)				

Suspensions List

COACHES ACCUMULATION SANCTIONS

Penalty Description	Suspension
Any team receiving a combination equaling 3 x 5-minute penalties in the same game from a major penalty, match penalty or fighting infractions	1 Game
For a 2nd violation of a team receiving a combination equaling 3 x 5-minute penalties in the same game from a major penalty, match penalty or fighting infractions	3 Games
For a 3rd violation of a team receiving a combination equaling 3 x 5-minute penalties in the same game from a major penalty, match penalty or fighting infractions	Indefinite*

MATCH PENALTIES

Offense Count

Rule/Code	Penalty Description	1st Match	2nd Match	3rd Match
7.1 (c)	Attempt to Injure or Deliberate Injury. <i>Note: May include but not limited to head-butting, hair pulling, grabbing face mask, and kicking.</i>	Indefinite*	Indefinite*	Indefinite*
7.2 (c)	Boarding			
7.3 (c)	Body Checking			
7.4 (c)	Charging			
7.5 (c)	Checking from Behind			
7.6 (c)	Head Contact			
7.8 (c)	Kneeing			
7.10 (c)	Fighting – Ring or Tape on Hand(s)			
8.7 (c)	Clipping			
8.8 (c)	Slew Footing			
9.1 (c)	Butt Ending			
9.2 (c)	Cross-Checking			
9.3 (c)	Slashing			
9.4 (c)	Spearing			

Suspensions List

GROSS MISCONDUCT

Rule/Code	Penalty Description	Suspension
7.10 (f)	Fighting with Team Official	Indefinite*
10.6 (f) i	Illegal Equipment	Indefinite*
10.6 (f) ii	Refusing to Remove Helmet or Facial Protector for Identification	Indefinite*
10.6 (f) iii/iv	Removing Helmet and/or Chinstrap	Indefinite*

PRE OR POST GAME ALTERCATIONS

Penalty Description	Suspension
Any player involved where Major and Game Misconducts are assessed	2 Games
Coach of team whose players are so penalized	Indefinite*
Any team involved in a pre or post game brawl	Indefinite*

FIGHTING

		Offense Count			
Rule/Code	Penalty Description	1st Major	2nd Major	3rd Major	4th Major
7.10 (b)	Fighting	2 Games	3 Games	5 Games	Indefinite*

INSTIGATOR/AGGRESSOR

		Offense Count		
Rule/Code	Penalty Description	1st Offense	2nd Offense	3rd Offense
7.11 (a)	Instigator/Aggressor of a fight	1 Game	3 Games	Indefinite*

Suspensions List

RULE 11 - MALTREATMENT			Offense Count		
Rule/Code	Penalty Description	Type	1st Offense	2nd Offense	3rd Offense
11.1 (e)	Unsportsmanlike Conduct	Game Misconduct	2 Games	Minimum +4 Games	Indefinite*
11.2 (e)	Disrespectful and Abusive Behaviour	Game Misconduct	3 Games	Minimum +4 Games	Indefinite*
11.2 (f)	Disrespectful and Abusive Behaviour	Gross Misconduct	5 Games	Indefinite*	Indefinite*
11.3 (c)	Spitting	Match	Indefinite*	Indefinite*	Indefinite*
11.4	Discrimination	Gross Misconduct	Indefinite*	Indefinite*	Indefinite*
11.5 (c)	Physical Harassment of an Official	Match	Indefinite*	Indefinite*	Indefinite*