



# House League: Team Officials Manual

2023-2024

NEPEAN MINOR HOCKEY ASSOCIATION  
HOUSE LEAGUE TEAM OFFICIALS MANUAL  
2023-2024

## Documents / Forms for House League

This manual contains reference to several forms, documents and policies that are needed throughout the season. Links contained herein for some forms. Most can be found under *Volunteers* > [Team Forms and Manuals](#) on the NMHA website, or they are available upon request from the House League Manager Liaison or the hockey office.

## NMHA Contacts

Please refer to the NMHA website for an up-to-date listing of NMHA contacts:

<https://nepeanhockey.on.ca/contact-us/>

Role	Email
NMHA President	president@nepeanminorhockey.ca
VP Operations	vp.operations@nepeanminorhockey.ca
VP Competitive	vp.competitive@nepeanminorhockey.ca
VP House League	vp.house@nepeanminorhockey.ca
VP Finance	vp.finance@nepeanminorhockey.ca
Director at Large (Development)	development@nepeanminorhockey.ca
Director at Large (Risk & Safety)	risk.safety@nepeanminorhockey.ca
Director at Large (Stakeholders/Sponsorships)	sponsorships@nepeanminorhockey.ca
Director at Large (Communications)	communications@nepeanminorhockey.ca
Registrar	registrar@nepeanminorhockey.ca
NMHA Referee & Timekeeper Assigner	nmhaopofficials@gmail.com
District 10 Chair - Nepean	district10chair@nepeanminorhockey.ca
Manager Liaison (House)	manager.liaison.house@nepeanminorhockey.ca
Tournament Coordinator (House)	tournament.house@nepeanminorhockey.ca
Coach Mentor	coach.mentor@nepeanminorhockey.ca
Jersey Director	jersey.director@nepeanminorhockey.ca
Affiliations	affiliations@nepeanminorhockey.ca
Goalie Equipment – Rental	goalie-equipment-rental@nepeanminorhockey.ca
Suspensions	suspensions@nepeanminorhockey.ca

## Hockey Office Information

The hockey office is located on the 2nd floor, Room 203, of the Walter Baker Sports Centre (100 Malvern Dr.). The updated office hours will be available on the NMHA website.

Email: [office@nepeanminorhockey.ca](mailto:office@nepeanminorhockey.ca)

Website: [www.nepeanhockey.on.ca](http://www.nepeanhockey.on.ca)

Fax: (613)-825-1591

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## Merchandise

The Nepean Minor Hockey Association (NMHA) offers a few items for purchase that may be of interest for either individuals or for team gifts. Some of the items offered at the office are:

- Nepean Raiders Official pins
- Nepean Raiders hockey pucks
- Retired Nepean Raiders jerseys

## Payment Options

When paying for camps, registration, Raiders souvenirs, etc. families have the following payment options:

- Cheque
- Credit Card (Visa)
- Cash

The NMHA does not accept personal cheques. Team cheques will be accepted as payment for team expenses **only**.

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**Coach Checklist**

- Volunteers and Roles
  - Seek parent/guardian volunteers for roles such as: manager, trainer, treasurer, on-ice help
- Jerseys and Socks
  - Coordinate jersey/sock pick up with Manager
  - Ensure jerseys are checked and contract/damage report is completed
- Game Sheets
  - Ensure game sheets are obtained for all league games
  - Follow proper completion of game sheets
- Courses
  - As head coach, certifications are to be kept up to date
- Team Budget/Bank Account
  - Coordinate with manager and treasurer to ensure this is completed as soon as possible for the collection of team fees
- Methods of Communication
  - TeamSnap
  - Email List
- Tournaments
  - Coordinate with manager on scheduling of local and/or away tournaments
- Ice: Allocations, Games and Practices
  - Acquire materials needed for practices (e.g. pucks, pilons, etc.)
  - Track allocated games and practices
  - Set an expected arrival time for games (e.g. arrive to changeroom 30 minutes before game start)
  - Notification of game/practice conflicts within required time frame
- Affiliations
  - Know your policies
  - Coordinate with upper and lower-level coaches
- Suspensions
  - Know your policies
  - Track accordingly on game sheets
  - Communicate clearly with all involved parties
- Special Events & Parties
  - Coordinate with manager and team to make the year memorable



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## Manager Checklist

- Volunteer Requirements
  - Track that all team volunteers have completed their required trainings
- Jerseys and Socks
  - Coordinate jersey/sock pick up with Head Coach
  - Ensure jerseys are checked and contract/damage report is completed
  - Order additional name tags/bars as required
- Game Sheets
  - Obtain stickers for ease of game sheet completion
  - Ensure the game sheet is filled out properly at the start and end of the game
  - Return game sheet copy to NMHA Office and Division Director
- Team Budget/Bank Account
  - Coordinate with coach and treasurer to ensure bank account is opened as soon as possible
  - Have the appropriate signatories
  - Submit budget to Finance per appropriate dates
- Roster
  - To be completed once teams are formed and sent to registrar for approval
  - Copy is to be brought to every game/tournament
- Ice Allocation
  - Track ice allocated by NMHA
  - Ensure tournament dates are entered into ice system
  - Notification of game/practice conflicts within required time frame
- Methods of Communication
  - TeamSnap
  - Email List
- Special Events and Parties
  - Booking age-appropriate activities on or off the ice
  - End of year/Holiday gifts
- Tournaments
  - Coordinate with head coach for tournament booking
  - Ensure travel permit is secured (if required)
  - Make sure a copy of the roster is submitted and brought with the team
  - Assist parents by booking a hotel block or coordinate a central hotel

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## Trainer Checklist

- Volunteer Requirements
  - Trainer Level 1 certification or appropriate employment equivalency
- Team Forms
  - Confidential forms that are to be brought to every ice time
- Supplies
  - A Trainer is required to have a designated Trainer Kit which is brought to every ice time
  - Trainers are required to wear a **secured** helmet when on the ice

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## Section 1 – General Information

### Team Jerseys

Team Jerseys for all House League teams are provided by the Nepean Minor Hockey Association (NMHA). Each team receives two sets of jerseys. The **“Home” colour is White, and the “Away” colour is Black**. The NMHA jerseys are to be worn for **games only**, not for practices.

### Jersey Pick-Up

An Email from the NMHA on dates/timings/locations for jersey pickup will be communicated to interested parties. A representative from each team should be assigned to address the following during the team’s assigned time:

- Sign jersey agreement;
- Accept two set of jerseys, Home (White) and Away (Black) with jersey bags for each;
- Complete a quick visual inspection of jerseys received; and
- Receive an email that they have received the jerseys.

### Damage Report

Teams must complete the Jersey Damage Report, listing the jersey number, size of all the jerseys the team has received, and any damage identified. The completed Jersey Damage Report must be emailed to the VP Operations and Jersey Director **within 48 hours** of receiving the jerseys. If a team does not email a Jersey Damage Report, the team will assume responsibility of all damage.

If any jersey gets damaged during a game, the team manager is to inform the VP Operations and Jersey Director **immediately** to ensure the team is not penalized for damages at the end of the season.

### Jersey Contract

Upon pick up, the team representative will sign the Jersey Contract which agrees that the team will pay \$175.00 fine if:

- There is jersey damage at the end of the season (most common damage is from skate cuts due to being left in a bag with skates);
- Any signs of glue, tape or any adhesive used to attach tags and/or the letters “C” or “A” will be deemed damaged, and the team will be charged full price for the set of jerseys; or
- Teams fail to note existing damage within the first 48 hours of receipt (Damage Report to the VP Operations and Jersey Director);
- Missing sponsor tags will be charged back to the team at a cost of \$10 per missing tag;
- Missing jersey bag (received during jersey pickup) will be charged to the team at a cost of \$50.00 each;
- Jerseys returned unwashed incur a charge of \$100.00 (per set).

Teams are encouraged to ensure players keep their jerseys separate from skates and equipment with velcro as these items cause unnecessary pulls, pilling and cuts.

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### Jersey Deposit

No deposit is required upon pick-up; however, a **\$1000.00 jersey deposit cheque is to be submitted to the hockey office no later than December 1st, 2023. (U9 jersey deposit is \$500.00)** This deposit is to be made with a team cheque and payable to the NMHA.

Any team who does not submit their jersey deposit by the deadline will have practice ice withheld until the deposit is confirmed received by the Treasurer

### Jersey Exchange

Before jersey exchanges (sizing or extensive damage) will be considered at the beginning of the season, the Jersey Damage Report must already have been received by the NMHA's VP Operations and Jersey Director. Only the Head Coach or Team Manager are to email their jersey exchange request to the Jersey Director and VP Operations. The email must include:

- Jersey number
- Size; and
- Reason for the request.

The Jersey Director and VP Operations will review the request and the current stock, then will respond back by email with a date and time to meet for the exchange. If a team fails to appear for the exchange, the jerseys will be returned to the inventory.

### Jersey Returns

The Team Manager or the Head Coach shall return the jerseys to the NMHA as per the following guidelines:

- Carefully remove all name tags, sponsor tags and C's and A's from all jerseys;
- All jerseys **must** be washed (Recommended method is to wash all the Home (White) jerseys in one load, and all Away (Black) jerseys in another);
- All jerseys are to be hung on wire hangers and returned in numerical order in the appropriate jersey bag (White in one bag, Black in the other bag); A lost jersey bag will be charged back to the team at a cost of \$50 per bag.
- **Once the last team for each league (House League and Competitive) has completed their season, each team has 2 weeks to return their jerseys without incurring any late return fees. Any Team jerseys returned after the 2-week window will be charged \$100 for every week late up to a maximum of the \$1000 Jersey Deposit.**

Jersey deposit refunds will be issued via e-transfer to a team email account that is directed to the team bank account. Please provide team email addresses to manager liaison when set up at the beginning of the season.

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## Name Bars/Tags & Sponsor Tags

Name tags are to be ordered via email, through any of the below NMHA approved vendors:

- **Gadar Promotions:** <https://nepeanraiders.secure-decoration.com/>
- **MegaCity Promotions:** <https://megacitypromotions.com/raiders-2/>
- **Barrhaven Source for Sports:** <http://www.barrhavensourceforsports.ca>

To eliminate confusion, please ensure all tags are ordered together in one email. In the subject header please include:

- Age Group, Team Division, Team Name (e.g., **U13 B Team K**)

In the email, include:

- Contact person – name, email and telephone number
- List of tags noting the colour (black or white or both) and players' last names

A confirmation email will be sent once the tags have been ordered, followed by an email or phone call from the supplier when they are ready to be picked up. **Payment is to be made directly to the supplier.**

**Name tags go on the top of the jersey**, above the player number, trying not to cover the stop sign.

- **White tags go on white jerseys**
- **Black tags go on black jerseys**

Teams can choose to have parents pay individually for name tags or include them in the team budget.

If your team has been assigned sponsor tags, they go on the bottom stripe, below the jersey number. Verify with the NMHA Sponsorship Director if the tags are to be left on or removed at the end of the season.

**All tags (sponsor, name, and C or A) are to be hand-sewn only.** Professional or machine stitching is often too tight and causes damage to the jerseys. No staples, tape, glue or any type of adhesive are to be used. Jerseys damaged through improper attachment will incur the damage fee at the cost of the team.

## Socks

All players must wear the official NMHA hockey socks. Each player will receive one pair of socks at the start of the season from the NMHA. The team may choose to buy a second pair through team budget or at a player's individual expense.

## Ice Policies and Other Ice Related Information

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### Ice Allocation

One (1) hour of ice consists of 50 minutes of playing time and 10 minutes to clean the ice. The team must leave the ice immediately upon hearing the horn that is sounded by the arena staff.

Ice time for team practice is included in the registration fee as per the following:

U7: 12 hours  
U9: 13 hours  
U11: 12 hours  
U13: 12 hours  
U15: 12 hours  
U18: 8 hours

**Teams may run over the allotted amount and should budget accordingly (It is recommended that teams set aside at least \$500 for ice overages).** This ice will be billed by your division's Director and the payments are paid at the hockey office. Team managers should keep track of assigned practice ice.

Teams wanting additional ice time may purchase from the NMHA according to the following rates and must account for it in the team budget:

### 2023-2024 Practice Ice Costs

Full ice: \$223.00 per hour

Half-ice: \$111.50 per hour

### Game Changes

Email your Convenor and Division Director **as soon as your team has sent application for a tournament.** Most tournaments will conflict with at least one game or practice, but these can be rescheduled with ease if notification is provided in a timely manner, provide at minimum **one month's notice** to allow ample time for rescheduling games/practices.

- All tournaments are to be communicated to your convenor, as soon as you apply and confirm.
- Coach and manager will receive login credentials for the NMHA Ice Scheduling System to add their tournaments.
- Choose applied status provide dates, location, as well as tournament name for any tournament your team has registered too.
- Choose and change to confirmed status as soon as your team is accepted into any tournament. All tournaments **must** be entered in the ice system, to ensure that rescheduling is completed.

**Teams registering for tournaments at the last minute, or not scheduling/notifying their Convenor/Director within the above timelines will be responsible to either maintain their practice & game schedule in addition to the tournament or incur the cost of unused practice and/or game ice.**

**Tournaments are not to be entered during the playoffs; this period is a "black out" period for tournaments.**

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**IMPORTANT: For rescheduled games:** it is up to the HOME Team Manager to confirm via email to the Referee & Timekeeper Assignor at [nmhaopofficials@gmail.com](mailto:nmhaopofficials@gmail.com). **72 hours** before all rescheduled games to confirm officials for that game.

### Available Ice

A list of available ice can be found on the NMHA website, by clicking “Available Ice” under the Quick Links menu.

### Obtaining your Official Team Registration List (Roster)

The NMHA Registrar will generate official team rosters. All teams require an “official” signed and approved team roster to participate in tournament and league games. The following steps are to be followed:

**Note: steps 1 and 2 are to be completed within 2 weeks of team formation**

1. Team Manager to complete [Official Team List Template](#) an excel file.
  - a. Names & jersey numbers for all players on the team, identifying goaltenders, and any players who are referees.
  - b. For each member of the coaching staff, including the trainer and manager, name, address, date of birth and any other NMHA team for which the member may volunteer.
2. The Team Manager will send the completed template to the NMHA Registrar, copying the Convenor and Division Director.

The NMHA Registrar will create the official team roster and email the finalized roster to the Team Manager.

If there are changes to your team at any time, for example player movement due to team balancing. Notify the Registrar **immediately** and an updated roster will be issued. Please see the section of this manual on Affiliated Players for information on adding affiliate players to your official team roster.

**Coaches/Managers must keep a copy of the official team roster and bring it to every game – league, tournament or exhibition as proof of player eligibility.** Anyone who will be on the ice or behind the bench, in addition to the Team Manager, **must** be listed on the official team roster for coverage under the Hockey Canada insurance policy.

## Sponsorships

### NMHA Team Sponsorships

- The fee set for sponsorship of an NMHA team will be \$500.00 for both house and competitive teams.
- All funds collected from sponsors go directly to the NMHA and are intended for the benefit of all players. Unless otherwise specified by the sponsor, each \$500.00 sponsor is assigned to a specific team by the NMHA and becomes the team’s only NMHA-recognized official sponsor.
- The sponsored team will receive a \$250.00 credit toward their team expenses.

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- Teams are not permitted to solicit extra donations from assigned official team sponsors.
- Whenever possible, and as appropriate, the sponsor's name should be used in conjunction with the team's name (i.e., NMHA "Myers Devils U13 Tier 2 Team D") in all official team correspondence & tournament registrations.
- The team manager should provide the sponsor with a copy of the team's schedule.
- The NMHA will provide each team with a sponsor plaque for all association-level sponsors. Teams are responsible for providing recognition to all tournament sponsors or team donors.
- For teams with sponsor tags, specific instructions will be sent to the team manager.
  - Additional details on tags can be found under jerseys
- Any Sponsorships received by a team directly are for that team only with 100% of the funds to be used for the team.

### Tournament Sponsorship Opportunities

- All teams are permitted to seek additional tournament sponsorships to defer costs including registration fees, coach expenses (as applicable) and team travel costs. Sponsorship & donation limits, from **all sources** are set at:
  - House League: \$2,500.00 per team
  - Competitive: \$6,000.00 per team
- Teams **cannot** approach current NMHA sponsors to solicit funds. A list of all current sponsors can be found on the NMHA website.
- The NMHA will provide the team with a Donation & Tournament Sponsorship Agreement, authorizing the team to solicit additional sponsorship funds. This must be presented to and completed by all prospective donors and/or sponsors and submitted to the NMHA with the team budget or as soon as it is received by the team. All amounts must be reported on the team budget with the accompanying documentation.
- A mid-year report for team fundraising & sponsorship must be submitted to the NMHA as part of their team's budget by the deadlines as specified for each division. A year-end final report must be submitted to the NMHA by the appropriate deadlines for both competitive and house league. Team sponsorship documents must be submitted to [sponsorships@nepeanminorhockey.ca](mailto:sponsorships@nepeanminorhockey.ca).
- Unreported funds are a direct offence to the reporting procedures within the NMHA therefore teams will be fined 50% of any sponsorship funds acquired and not reported. **All financial records must be available at any time upon request.**
- All donations and tournament sponsorship funds go to the entire team. The whole team should benefit, regardless of whom obtains the funds.
- Teams must only solicit what they require within their sponsorship limits. Surplus funds will be transferred to the NMHA and used to reduce ice and equipment costs for all minor hockey participants.
- Teams may create a team banner, booklet or similar memento to provide recognition for a tournament sponsor. This banner or memento may only be used at the specified tournament and cannot be used during regular season or playoff games. In no way can a tournament sponsor replace or supersede the team's official sponsor.



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- Teams receiving donations must provide recognition to the team's donor.

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## Section 2 – Team Finances

### Budget Guidelines

1. Prepare a **team plan & budget** in consultation with the Head Coach. A pdf template can be found on the NMHA website as [2023-2024 Budget Template](#). Have a meeting with the parents/guardians to outline the team's plan and budget for the year. Submit a copy of your preliminary budget to the Manager Liaison **no later than November 1**, after it has been presented to and reviewed by the parents/guardians.
2. Prepare a mid-season budget. Share with the parents/guardians, and submit to the Manager Liaison by: **January 2<sup>nd</sup>, 2024**
3. Prepare a final financial statement for the parents/guardians at year-end. Submit to the Manager Liaison no later than **April 15<sup>th</sup>, 2024**. This budget must include the amount to be refunded to parents.

### Team Banking Procedures

Listed below is the team banking procedure the association has set for each team to follow. Most banks in the Nepean area are fully advised on how our teams are to operate their banking.

The procedure is as follows:

- Choose a team treasurer and second signatory
- All community accounts require **two signing authorities**. (typically, the team manager and treasurer) Treasurer and second signatory **cannot** be:
  - Head Coach
  - Assistant Coach
  - Anyone related to the coaches, including spouses
- Choose a financial institution.
- Teams are required to open a team account (community account). This should be completed as soon as possible following team formation.
  - **Please take a copy NMHA Banking Letter** when opening your account – this document can be found on the NMHA website as [2023-2024 Bank Letter](#).
- One team bank account, with chequing and deposit privileges only. ATM cards may be issued on a **deposit-only** basis on the team account (no withdrawals under any circumstances).
- It is suggested to request a Community Service account, or similar, to avoid high banking fees.
- The team cannot represent themselves as the NMHA, as each team is a separate entity.
- The account is to be open under the **team's name**. For example, NMHA U13 B Team A. The NMHA claims no responsibility for the team's banking activities.
- **Do not use the NMHA's address** on the bank account. Address should be that of the Manager or Treasurer.
- All teams are to operate their bank account for the current season and is responsible to close their bank account promptly once all the financial affairs are taken care of at season's end, **no later than June 1, 2024**. Do not issue year end refunds to parents via cheque.
- Under **no circumstances** are NMHA teams to facilitate banking through personal accounts. The

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NMHA does reserve the right to audit the team finances at any time. All financial documentation encompassing the team would be required to be turned over to the NMHA audit team.

## Team Fees

Team fees must be collected by December 15, 2023. Team fees are not optional or based on player participation in tournaments and parties. Each member of the team is required to contribute their portion of the team fees

- **Managers and/or Head Coaches should notify the Division Director and the Manager Liaison immediately if there is difficulty collecting team fees.**

## Use of Team Fees Policy

This policy can be found in its entirety on the NMHA website under [House League Policies](#). The NMHA strives to ensure that all team funds are accounted for and are being spent responsibly.

Teams can collect a **maximum of \$400 per player for U11 – 18 and \$350 per player for U9** in extra fees (over & above hockey registration fees).

Team fees can be collected in one or two installments.

- Team fees must be collected by all players by **December 15, 2023**.
- Team fees are not optional and are not based on player participation in tournaments, fundraising initiatives etc.
- Teams are NOT permitted to request moneys above the **\$400 per player for U11 –18 and \$350 per player for U9** team fee. The only additional income for teams must be in the form of legitimate fundraisers and sponsorships.
- Fundraising, sponsorships and donations must be reported and submitted as part of the team budget to the Manager Liaison.

Allowable team budget expenses:

- Jersey deposit
- Goalie equipment rental
- Additional practice ice
- Exhibition games (ice, referees, timekeeper)
- Tournament entry fees
- Team supplies (pucks, pylons, trainer kit, etc.)
- Team administration (labels, photocopying, website)
- Social expenses (ice breakers, year-end party, player gifts, coaching gifts)

Non-allowable team budget expenses:

- Off-ice team clothing items are not mandatory and cannot be paid for with team fees. All team clothing purchases are at the individual family's discretion.
- Transportation

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### Financial Assistance

Financial Assistance is available to those in need in accordance with the [NMHA Financial Assistance Policy](#) on the NMHA website. The Financial Assistance form is available on either from the NMHA website, or it can be provided to families. Once it has been filled out, parents/guardians can either drop it off at the hockey office or mail it to the NMHA to the attention of the VP Finance. There are several other supporting documents required, which are listed in the policy. One of these is the team budget, disclosing the value of the team fees for the current season. If approved, the VP Finance will write a cheque or e-transfer funds directly to the team. Any year-end refund of team fees to those under the financial assistance program are returned to the NMHA. **Financial assistance has a deadline of no later than December 1<sup>st</sup>, 2023 for applications.**

### Team Additional Ice Repayment Policy

This policy can be found in its entirety on the NMHA website under [House League Policies](#).

Teams are encouraged to purchase additional practice ice from the NMHA Available Ice. The costs for this ice are charged back to the team.

To discourage large ice balances and instances where team IOUs exceed the amount of the jersey deposit that is held by the NMHA, the policy on repayment is as follows:

1. All teams are required to pay off outstanding ice bills by **February 1<sup>st</sup>, 2024**, regardless of the amount owed.
2. Teams who have a balance of \$500 owed, prior to the February 1<sup>st</sup>, 2024, payment date, are required to pay that balance immediately.
3. Additional ice purchases are to be paid at the end of the round robin playoffs.
4. Teams advancing to the semi-finals and finals will be assigned additional practice ice at that time. Payment for those ice times can be deducted from the jersey deposit.

### Budget Planning Summary

All house league budgets must be submitted to the NMHA. A Team Budget template can be found on the NMHA website:

#### REVENUE

Team Fees	Payment Schedule: <ul style="list-style-type: none"> <li>• ½ at beginning of season</li> <li>• ½ by November 15</li> </ul>
Fundraising	All team members should participate in team fundraising activities. All proceeds go to the team, not the individual player.
Sponsorship Funds	Include any tournament sponsorships or donations. For <i>team sponsorships</i> , teams will receive a \$250 credit on their sweater deposit at the end of the season.

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**EXPENSES**

Refundable Jersey Deposit (mandatory)	\$1,000 U11 – U18 and \$500 U9 to be cashed on December 1 <sup>st</sup> .
Practice Ice (mandatory)	Budget for additional practice ice your team may be allocated. Teams will receive up to a pre-determined number of practice hours, however the allocation can go beyond this, especially if teams advance through the playoffs. Teams should budget for this and allow for flexibility. Ice fees for 2023-24 are set at \$223.00 per hour for full ice, or \$111.50 per hour for half-ice.
Exhibition Games	Fees for ice rental, referees, timekeepers
Tournaments	Entry fees, player exchange mementos
Team Supplies	Coach supplies, pucks, pylons, first aid kit
Team Administration	Game sheet labels, website, other administrative supplies
Social Expenses	Icebreakers, holiday and year-end party, player & volunteer gifts

**SUMMARY NOTES**

Bank Account	<ul style="list-style-type: none"> <li>• Not to be in the name of NMHA or sponsor name</li> <li>• Address not to be NMHA office. Address must be that of Manager or Treasurer.</li> <li>• The name on the account/cheques must include the division and team letter, for example <i>U13 B Team A</i></li> </ul>
Signing Authority	<ul style="list-style-type: none"> <li>• Requires two signing authorities</li> <li>• Can't be the Head Coach, anyone on coaching staff or spouse</li> <li>• Must be two parents/guardians from different families</li> </ul>
Financial Statements	<p>To the parents/guardians and the House League Manager Liaison</p> <ul style="list-style-type: none"> <li>• Preliminary – ASAP after team formation</li> <li>• Mid-Season – January 2</li> <li>• Year-End – April 15</li> </ul> <p>Please make the statements as detailed as possible.</p>

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## Section 3 – Volunteers, Course & Clinic Information

### Volunteers for House League – General Information

House league teams will require the following volunteers:

- Head Coach
- Assistant Coach(es)
- Trainer
- Manager
- Treasurer

Other optional roles:

- On-ice help
- Fundraising Coordinator
- Event Planner

Positions that **must** be included on the official team roster and therefore are insured with Hockey Canada are Head Coach, Assistant Coach(es), Trainer, Manager and on-ice help.

The NMHA will cover Hockey Eastern Ontario (HEO)/Hockey Canada insurance for the following number of house league team staff:

- U7-U9: 4 volunteers per team
- U11-U18: 5 volunteers per team

Additional team staff are permitted, **only if** the team covers the additional HEO insurance fee(s). The NMHA will only reimburse for clinics/courses for the specified allotment of staff members.

All rostered volunteers for house league teams must:

- Read and review **Rowan's Law** concussion awareness resources.
- Complete the **Respect in Sport: Activity Leader Program** online course.
  - Note there is also a Respect in Sport *Parent* Program however, volunteers must complete the *Activity Leader* program.
- Complete **Gender Identity & Expression** training. This is a mandatory free online course.
  - Complete a **Police Record Check (Vulnerable Sector)**.
- Accept the NMHA Code of Conduct.
- In addition to the above, **Coaches** must successfully complete the Coach Level course corresponding to the level being coached. This will consist of:
  - **HU Online: Online E-learning for Coach Level 1 or 2** (approx. 6 hours) – there is a fee for this course
  - **Coach Level (1 and/or 2):** 1-day clinic in class, with 2 hours on-ice

It is highly recommended that at least one Assistant Coach have part 1 and 2 of the coach training.

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**Trainers** must complete the general requirements as well as the Trainer Level 1 online course. Every team must have a certified Trainer on the bench for all on ice activity. Teams have until the end of December to have a certified trainer. For games and practices occurring before a trainer is certified, teams can ask the opposing team trainer to act as cover should someone need to go out on the ice to check on a player. Trainers are allowed behind the bench until their course is taken, but not on the ice. **All trainers walking on to the ice surface to check on a player must wear a secured helmet.** Be sure to have a spare helmet as part of the team trainer kit.

## Courses & Clinics – Description

### Rowan's Law Concussion Awareness Resources

On July 1, 2019, new rules came into effect through **Rowan's Law**, to improve concussion safety in amateur sports.

If you are an athlete under 26 years of age, parent of an athlete under 18, a coach, team trainer or official you need to:

- Review any one of Ontario's official Concussion Awareness Resources before registering or serving with the NMHA; and
- Review the HEO resources on [Return to Play](#); and
- Confirm that you have reviewed both resources every year with the NMHA.

### Respect in Sport Activity Leader Program

Respect in Sport is a mandatory training program for all volunteers working with youth in minor hockey including coaches, managers and trainers. While all parents/guardians are to complete the Parent Program, all volunteers are to complete the Activity Leader program. To visit the Respect in Sport website and read more about the programs, go to <https://www.respectgroupinc.com/respect-in-sport/>.

- **Coaches, Managers, Trainers & On-Ice Helpers:** To register for Respect in Sport Activity Leader Program, visit [https://heo.respectgroupinc.com/koala\\_final/](https://heo.respectgroupinc.com/koala_final/). Please be sure to select **Nepean Minor Hockey Association (NMHA)**.
- **Parents/Guardians:** To register for the Respect in Sport Parent Program, visit <https://heoparent.respectgroupinc.com/secure/>
  - **For all new-to-hockey** parents at any level: One person per household must complete the Respect in Sport Parent program
  - **When registering** be sure to enter in *each child's name* and birthdate, so that successful completion of the program is attached to every child registered in hockey. The program is only required to be completed once.

### Gender Identity & Expression Online Course

Hockey Eastern Ontario (HEO), along with Hockey Northwestern Ontario (HNO) and the Ontario Hockey Federation (OHF), have launched a training program for team officials (rostered members) to

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support trans-inclusive hockey in Ontario, understand discrimination based on gender identity and provide gender expression training.

There are two courses which will educate team officials on this important topic:

- Understanding Discrimination based on Gender Identity and Gender Expression
- A Guide to the Dressing Room Policy and Confidentiality Statement.

All rostered team officials (coaches, trainers, managers) **must** take these two courses.

### **Hockey University (HU) Coach 1/2 Online**

For Hockey Canada members wishing to become a certified coach, the initial course requirement is through Hockey University. This online platform provides the baseline of information needed and is available online. This is a pre-requisite to attending the in-class/on-ice Coach Level clinic. Should this not be completed, coaches are unable to proceed with their certifications.

### **Coach Level: 1 and 2**

Coach Level is designed for coaches working with players at the recreational level. The clinic is a one-day event. Participants will be presented with learning opportunities in both classroom and on-ice settings. Approximately 6 hours of in-class will be supplemented with a 2-hour on-ice session to cover key topics such as practice planning, communication, teaching techniques, preparing for game day and long-term player development.

- Coach Level 1 is designed for house league coaches working with the U7 and U9 age groups
- Coach Level 2 is designed for house league coaches working with the U11-U21 age groups

**Note:** Volunteers will need to bring their skates, hockey gloves, helmet, hockey stick along with pen and paper. Participants are required to successfully complete the online course HU Online Coach 1/2 prior to attending the in-class session. For additional information and registration for the above, please visit: <https://www.hockeyeasternontario.ca/bench-staff/coaches/nccp-coaching-clinics/>

### **Trainer Clinic**

Trainers must have successfully completed the Trainer Level 1 online course. Exemptions are not granted to anyone (e.g., nurses, paramedics), as the nature of this course is a “risk management” course – not a First Aid course. Volunteers that have successfully completed the course will receive a receipt and certificate of course completion via email.

Any individual who has the following professional qualifications, certified to work in Canada and is practicing, can be granted a **Level 2** status: Registered Nurse – occupational Health Nurses – Chiropractors – Physicians – Basic Trauma Life Support (BTLs) – EMCA Certified – CATA/NATTA – Military Medics (valid for 2 years from end of service date) (Qualifications must be licensed in Canada) – Physiotherapist – Dentist – Registered Respiratory Therapist (RRT) – Podiatrist.

If you have your First Aid/CPR through your place of employment, please email Jeff Robert at HEO at [jrobert@hockeyeasternontario.ca](mailto:jrobert@hockeyeasternontario.ca), to ask for your Trainer Level 1 to be upgraded to Level 2 and include in the email:



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- Full name
- Home address
- Trainer Level 1 certification number
- Scanned copy of your First Aid/CPR certificate

### **Courses & Clinics – Payment, Registration & Cancellation**

Registration for clinics and courses is done through the HEO website. Once courses have been completed, an email to the NMHA office and Development Director is required.

Please include:

- Full name
- Email address for e-transfer (if applicable)
- Team volunteering on (i.e., House U13 B Team K)
- Role on the team
- Scanned/clear photo of the receipt for the course, including the amount
- Scanned/clear photo of certificate of completion

#### **The NMHA will reimburse for the following per house league team:**

- One Head Coach to take Coach Level courses
- One Assistant Coach to take Coach Level Courses
- One trainer to take Trainer Level 1 course, or Trainer Level 2 course
- The above specified allotment of team volunteers to take Respect in Sport Activity Leader

**Note:** If an NMHA house league volunteer takes the Coach Level course and Trainer Level 2 (First Aid/CPR) that is not hosted by the NMHA, the NMHA will only reimburse up to \$200.

### **Cancellation Policy**

Participants wanting to cancel from clinics must contact HEO at least 7 days before the clinic date.

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## Section 4 – NMHA & HEO Policies for Minor Hockey

### NMHA Player Allocation Policy – House League

This policy can be found in its entirety on the NMHA website under [House League Policies](#).

Players are allocated to teams based on evaluation results during the sort out process. Players will be assigned to teams such that the balancing of the teams in terms of skill shall be the first priority. The process to determine the equal balancing of players on teams will include rating of players' skills by controlled scrimmages and/or on-ice drill stations by a minimum of three independent evaluators. Any player who misses the entire sort out evaluation will automatically be placed at the discretion of the director and will then be evaluated during the balancing process.

To provide the optimum balance between teams, friend requests will not be considered. Volunteer requests will only be considered under the following circumstances:

1. The Head Coach's player and the requested volunteer's player both sort to the same level. A player will not be moved either up or down to a level to accommodate this request.
2. The request can ONLY come from the Head Coach. Requests from volunteers to work with a certain coach will not be considered.
3. The Head Coach may only request a Manager or Assistant Coach.
4. The placement of this requested volunteer cannot affect the balancing of the team in any way, either for team building during sort outs, or team balancing once the season has started.
5. Even if the request is granted by the Director, it is not a guarantee that the player requested is exempt from movement in the interest of balancing teams.

The Division Director will monitor and balance teams up until team picture day when the teams will be finalized.

### Team Re-Balancing Policy

This policy can be found in its entirety on the NMHA website under [House League Policies](#).

The NMHA, to the best of our ability is committed to ensuring all teams are balanced and fair within their respective divisions. It is often necessary to rebalance teams several weeks after the season has started when some teams are proven to be far stronger or far weaker than other teams within their division. It also becomes necessary to move players to other division in the event that they have been sorted incorrectly and are not playing in a division to which they are suited. The NMHA reserves the right to move any player to any other team at any time in order to promote team balance, up to the weekend of team photos (often mid-to late- November).

### House League Equal Ice Policy

This policy can be found in its entirety on the NMHA website under [House League Policies](#).

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Nepean Minor Hockey is committed to the principles of sportsmanship and ensuring all players playing in generally the same position are afforded equal ice time. The NMHA Equal Ice Policy states that no player will intentionally get more or less ice time than another.

The NMHA believes that all players deserve an equal opportunity to contribute at all times of the game and for equal lengths of time. This includes during power plays, penalty kills, overtime periods, playoffs etc. All coaches are expected to roll the next line, without exception.

A coach may reduce a player's ice time for discipline reasons but only in consultation with the Divisional Director and the VP House League, and only after other means of correction have been attempted. Please see the House League Discipline Policy.

Any coach who is determined to not be following this policy will face disciplinary action that may result in their removal from the team roster.

## Affiliated Players

### Affiliation Rules as Mandated by Hockey Canada

Hockey Canada has mandated that the 19-player Special Affiliation method is the only acceptable way of documenting affiliations.

- Each team is permitted to sign up to 19 players as affiliates, two of which must be goaltenders.
- Affiliates may only be used by one (1) team.
- Affiliation requests must be coordinated and approved by your Division Director and/or Convenor who will arbitrate any conflicts.
- Affiliates **MUST** appear on your official team roster before they can be used in a game.
- The use of an undocumented affiliate in a game will result in the Head Coach being suspended for the use of an ineligible player and the team will be penalized by loss of points in the standings.
- No player is permitted to be part of more than one (1) affiliated players list in a particular category at any given time during the season. For example, U13 and U15 are two separate categories. This means that a House U13 B goalie can affiliate to a U13 House A team **AND** a U15 House B team.

### General Affiliation Information

- The purpose of affiliation is to allow the higher category team the opportunity to ice the maximum allowable roster for every game.
- Affiliate players are considered the property of the lower category teams on which they have been registered. Each time the higher category team wishes to use a player, they must obtain permission of the Head Coach of the lower category team.
- Each player has a maximum of **fifteen (15) games** as an affiliate, total for all teams. Only regular season & playoff games count toward this limit. Tournament and exhibition games do not count.

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- Goaltenders are now unlimited. Sitting as back-up does not count as an affiliated game.
- Teams and players will need to keep track of the number of affiliations for a player. Coaches may be advised when a player approaches the limit.
- Teams participating in out of Branch tournaments would be well-advised to verify the affiliation regulations of the Branch to which they are travelling.
- Players are not permitted to be affiliated until they appear on their team's assigned roster

### **NMHA House League Affiliation Policy**

What follows is the NMHA policy for affiliation within House League. This policy does not supersede any reporting requirements for affiliates as mandated by the NMHA.

The NMHA supports affiliation as a means for players to develop their skills by playing for a higher-level team. However, in a recreational league, it is important to balance player development and League parity. The general rules for affiliating players are outlined in Hockey Canada Regulation E and HEO Minor Rules and Regulations, Section 8.0 and Appendix B.

The NMHA policy fits within these rules, but it has been made more restrictive to meet the needs of a large House League organization.

- Skaters may affiliate "up" in age or category or in both age and category.
  - Example: A U13 B skater can affiliate to a U13 A team or may affiliate to a U15 B or a U15 A team.
- The affiliation of House A, skaters to higher age House B teams is not permitted.
  - Example: a U11 A skater cannot affiliate to a U13 B team.
- The number of skaters used in a game cannot exceed the number of skaters on the official team roster.
  - Example: a team with 15 skaters on their official roster cannot dress more than 15 skaters *including* affiliates
- Goaltenders are the exception to this policy, with prior approval by the Division Director.

Failure to comply with this policy will result in sanctions against the offending team, up to and including loss of points in the standings and suspension of the Head Coach.

### **Requesting & Reporting an Affiliate**

The following process will be followed when an affiliate is requested:

1. Requesting an affiliate player to be added to your official team roster:
  - You must notify your Convenor and Division Director of your intent to add the affiliate to your team's roster. In the case of conflicts, the Director or Convenor will determine to which team the player will be affiliated.
  - You must contact the coach of the affiliate's team to notify them you are requesting the player be added to your team's official roster as an affiliate.
  - The Director or Convenor will arrange with the Registrar to add the affiliate to your official roster and a new roster will be issued to the team.

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- The parents of the affiliated player must be included in the email thread.
2. Using and affiliate in a game:
- Ensure the process above for requesting an affiliate has been completed.
  - Prior to using the player in the game, you must contact the coach of the affiliate's team to notify them that you are requesting the player. DO NOT make requests directly to the parents or the player until after you have obtained the consent of the affiliate's coach. This is to make the requesting coach aware of any issues or suspensions which may prevent them participating in a game.
  - Affiliated players must be designated on the official game sheet by the symbol "AP" after their name on the player's line-up roster.
  - Every affiliation must be communicated to the Division Director, Convenor and [affiliations@nepeanminorhockey.ca](mailto:affiliations@nepeanminorhockey.ca) as follows:

Subject Line: "Affiliation – Team Name – Game Date"

Include:

- Player's name
- Player or goalie
- Registered team
- Team affiliating to
- Type of game (league, playoff, tournament, exhibition)
- Date of game
- Player the affiliate is replacing
- Reason for player absence

After the game, the requesting Head Coach must notify the affiliate's regular coaching staff should injuries or suspensions occur.

### **NMHA House League to NMHA Competitive Team**

There remains a requirement to notify and obtain agreement from the affiliate's regular coaching staff each time or your intention to use a player. This ensures suspensions and other issues are known and respected. To this end the following guidelines must be followed:

When there is an event conflict, the following schedule of event priorities should be used:

- The team with the highest event priority will take precedence.
- Where the event priorities are the same, the player's regular team will take precedence.
  1. League or playoff game
  2. Out of town tournament (where roster is depleted)
  3. In-town tournament game
  4. Practice
  5. Exhibition game
  6. Off-ice team event

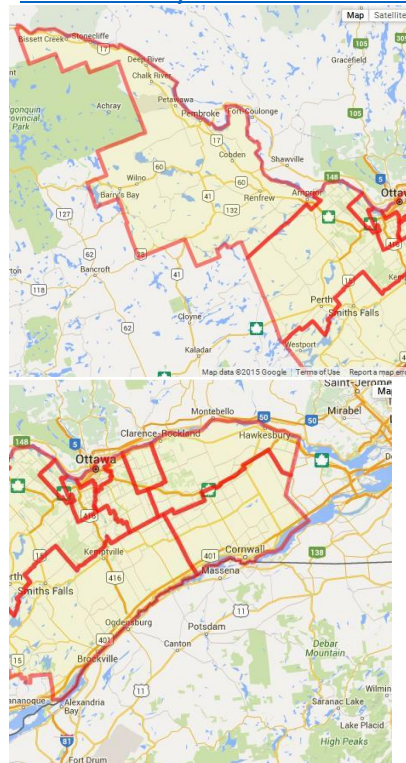
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Similarly, coaches using an affiliated player must notify the affiliate's regular coaching staff should injuries or suspensions occur. Team officials must respect this policy and make no effort to discourage affiliated players from participating with affiliated teams as a result of its implementation.

### Team Travel

A [Team Travel Permit](#) must be filled out and signed by the NMHA District Chair, for **any trip outside the HEO District**. Teams travelling to the USA will require the regular Travel Permit as well as the [USA Travel Permit](#). Below are maps within which a travel permit is not required. Travel permit forms are also available on the HEO website at [www.hockeyeasternontario.ca](http://www.hockeyeasternontario.ca).



To obtain approval for a team travel permit, fully complete the permit, including the Hockey Canada registration numbers for each player and team official. Hockey Canada numbers can be found on the official team roster. Send to the NMHA District Chair at [district10chair@nepeanminorhockey.ca](mailto:district10chair@nepeanminorhockey.ca) **no sooner than two weeks before scheduled travel:**

- The completed permit
- US permit if required
- The official team roster

**All players** planning to play in the tournament, including any affiliates must be listed on the travel permit, as well as team officials.

If you are bringing another player in addition to your own child to a tournament outside of the HEO district, it is recommended to have the player's parent/guardian complete a [Consent Letter for Children Travelling Abroad](#) or similar.

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### **Travel to the United States**

As always, all of our players, team officials and parents must have proper documentation to present at the border. The NMHA believes that every member should have equal access to all of our programs, including participating in tournaments. If border crossings are open, while we may approve travel permits to the US, we strongly caution all teams to ensure that:

- Your parents are fully aware of the situation on travel and any implications; and
- If even one of your players or parents is potentially affected, the NMHA requests that your team does not register, or withdraws from the tournament.

Should a team travel to the US and face negative consequences on travel, the NMHA will not be able to provide assistance of any kind.

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## Section 5 – Game-Related Information and Reporting

### Game Sheets

Game sheets are provided free of charge from the hockey office for **all** league games. Additional game sheets can be purchased from the hockey office for a fee.

- The **Home** team is responsible to see that the game sheet is made out in plenty of time to give the opposing team the opportunity to fill their section out before game time. Game Sheets are required to have the following information completed:
  - Game Number, Location, League Division, Date
  - Players' first and last names, player's jersey number, "Goalie" indication as required
  - Team Officials: head coach, assistant coach(es), trainer (including certificate number), and manager
  - Team affiliations and team suspensions **must** be noted
  - Managers are required to ensure that the on-ice officials and timekeeper complete their portion of the game sheet following the completion of the game
- Note: HEO Game Sheet Instructions can be found here: [How to Complete a Gamesheet](#)
- Game sheet labels can be generated and printed off your home computer.
  - **Avery template #5163/#8163** are recommend for best fit of team information needed on game sheet.

The Home team is responsible to obtain a copy of the game sheet after the game and ensure the Division's Director and Convenor receives an emailed copy as well as the physical copy which can be handed in to the hockey office during office hours or slid under the door if the office is closed.

Game sheets from tournaments **must** also be submitted as emailed copy and physical copy.

The **Home** team is responsible to update the game score in the House League Ice System as soon as possible following each game. It is required that this is submitted **within 24 hours** of the game's completion.

The Head Coach needs to check the game sheet after the game for suspensions of players or coaches. The suspensions must be reported immediately to the District Chair, the Director and Convenor. It is then the Head Coach's responsibility to ensure the suspension is served.

### Suspensions

**All suspensions must be reported as indicated below within 24 hours of the infraction, or if in a tournament, before your next game.**

HEO has a [Code of Discipline](#) (CoD) for minor hockey that must be adhered to by all Associations within the District. Team staff should become familiar with the CoD as the responsibility for ensuring it is followed rests ultimately with the Head Coach and team officials.



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All suspensions must be reported to [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca) immediately along with cc-ing the Director and Convenor. Game sheets showing the offence **must** also be scanned/clearly photographed and emailed to the suspensions email address. If teams are unsure as to whether an infraction is suspendable, it should be reported to err on the side of caution.

Any of the following **must** be reported:

- Misconducts (M)
- Game Misconducts (GM)
- Gross Misconducts (GRM)
- Match Penalty (MP)
- Game Ejection (GE)

### Reporting a Suspension

1. **Notify** [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca) and the Divisional Director and Convenor of the suspension immediately following receipt of the game sheet.
2. **Game Sheet:** Provide a legible scanned emailed copy of the game sheet showing the infraction.
3. **Suspension reporting** will be done online by the District Chair through the suspension reporting database. All suspendable infractions against players and team officials will be entered into the database. The suspension reporting database will determine the minimum suspensions (if any) and notify all applicable discipline representatives.
4. **Suspensions served** must also be entered on the **game sheet**. **The game sheet is the official record of the game.** It proves that a player has served a suspended game.
  - a. Cross the suspended player off the game sheet and write "Susp" beside the name
  - b. At the bottom of the game sheet under the **Suspensions** section, please ensure the player's name is written, along with the number of games served/number of games suspended.  
Example: 1 of 2, or 2 of 2.
  - c. Referees will validate this by initialling the game sheet.

**It is the Head Coach's responsibility** to ensure suspensions are served. A player under suspension who appears in a game, results in an automatic disciplinary hearing for the Head Coach before the HEO Minor Council Discipline and Appeals Committee under HEO regulations for minor hockey. Appeals will only be heard for suspensions of 3 games or more. You can ask for a review of the call as it applies to the increment. Requests for review or appeals must be submitted to Wayne Arhronson at HEO [wahronson@hockeyeasternontario.ca](mailto:wahronson@hockeyeasternontario.ca). The fee for a review is \$150 and the fee for an appeal is \$225. If the appeal is won, half of the fee will be returned. Note that any suspension remains in effect until an appeal is heard. For further information contact [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca).

### House League Discipline Policy

This policy can be found in its entirety on the NMHA website under [House League Policies](#).

Discipline happens at various levels within the NMHA and outside of it. This policy is aimed to provide a process for managing discipline at the team level for infractions that are not part of the official game

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record. All issues that are part of an official game record are dealt with by the officials at the time of the infraction, and if necessary, the NMHA and the HEO Minor Code of Discipline.

Players are expected to adhere to the [NMHA Code of Conduct](#). Any player who fails to comply with the Code of Conduct may face disciplinary action in the form of the following as deemed appropriate.

1. A written warning given to the player and parents outlining the incident and/or a meeting with the player and parent.
2. The player may be benched for a period of time during a game.
3. If the incident is considered severe the Head Coach may decide on a team-imposed game suspension.
4. On-going violations of the Code of Conduct will result in the player facing an NMHA disciplinary hearing, that may result in further suspensions.

All actions taken by the Head Coach against a player for violations of the Code of Conduct must be documented in writing and submitted to the Divisional Director and the VP House League within 24 hours. Any action resulting in team-imposed suspensions must be done in consultation with the Director and the VP House League.

Any coach-imposed suspensions may be appealed to the NMHA within 48 hours of receiving said suspensions.

Examples of infractions that may result in coach-imposed discipline include but are not limited to:

- Incidents of offensive, abusive, racist or sexist comments or behaviours directed towards other including coaching staff, teammates, officials, opposing players, spectators or parents.
- Repeated unsportsmanlike conduct such as angry outbursts, arguments, etc.
- Repeated incidents of disrespectful behaviour toward others including coaching staff, teammates, officials, opposing players, spectators or parents.
- Action resulting in property damage or that could endanger the safety of others.

## House League Tie Breaker Policy

This policy can be found in its entirety on the NMHA website under [House League Policies](#).

If two or more teams are tied in points at the conclusion of the round robin, ties will be broken in the following order of precedence: (once a tiebreaker has been applied it will not be revisited)

1. Team with the most wins overall;
2. Winner of the Head-to-Head (applicable only if two teams are tied. If three teams are tied it will be the team with the best point record in round robin games among the tied teams only);
3. Team with the best goal differential (goals-for divided by goals-for plus goals-against) in round robin play;

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4. Team with the most goals-for in round robin play;
5. Team with the least goals-against in round robin play;
6. A single coin toss.

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## Section 6 – Tournaments and Exhibition Games

### Tournaments

A search engine for sanctioned tournaments within the HEO district can be found at [HEO Tournament Directory](#). Teams entering tournaments must have their official team roster and appropriate approved travel permit(s) if applicable. All teams playing in tournaments must obtain copies of each game sheet to submit to the Divisional Director. A scan or emailed photo is sufficient.

Teams organizing any type of “Fun Day”, or “Fun Mini-Tournament” must send details and obtain prior approval from the NMHA President and sanctioning from HEO. Teams are not permitted to run unsanctioned tournaments of any kind. Such actions may result in HEO revoking the NMHA House League tournament sanctions or prohibiting NMHA teams from attending other sanctioned tournaments.

### Exhibition Games

To book an exhibition game, teams can contact other associations house league representatives for contact information of coaches in the same division or contact their division’s NMHA Director. The following rules and procedures apply to exhibition games:

1. Teams may **only** play exhibition games against other sanctioned teams. A sanctioned team is one that is recognized by and registered through Hockey Canada or another official hockey body (Hockey USA, other international hockey bodies). All-star, spring hockey, pick-up or mixed teams are not considered sanctioned teams.
1. No team within the NMHA may play a game or practice with a school, church or other hockey team, except those teams that are within a league which is sanctioned by a branch of Hockey Canada or Hockey USA.
2. Games of players versus parents or game of House League versus Competitive/Representative players are forbidden.
3. Teams may play tournament or exhibition games outside of HEO boundaries, which would specifically include games in Quebec or the US, only after acquiring an approved travel permit beforehand.
4. Certified Officials (referees/linesmen) and official game sheets **must** be used for all league, exhibition and tournament games, and must be submitted to the Divisional Director afterward.
5. **All regular rules for team rosters, team discipline, fair play and affiliation apply as if it were a regular season game.**
6. Suspensions handed out during an exhibition game will be served as per the Code of Discipline and carry forward to regular season game play. Suspensions **must** be submitted and follow NMHA policies.
  - a. Players who are suspended are **not** permitted to participate in exhibition games. Please note that exhibition games do not count towards a suspended individuals “games served”.

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**Procedures:**

1. Acquire the ice for the game by purchasing your own or obtaining extra ice from the NMHA Available Ice. You can contact the Ice Scheduler at [ice.scheduler@nepeanminorhockey.ca](mailto:ice.scheduler@nepeanminorhockey.ca).
2. Ask your Divisional Director or Convenor to book the required referees/linesmen/timekeeper based on your level of play through the NMHA Referee and Timekeeper Assigner ([nmhaopofficials@gmail.com](mailto:nmhaopofficials@gmail.com)).
3. Prepare a game sheet through the normal procedures as per a regular season game.
4. The referees will sign the game sheet as per normal procedures. Any suspensions must be reported within 24 hours by emailing [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca) as per normal for a regularly scheduled game.
5. Organizing teams must provide and pay for on-ice officials and timekeepers. Payment is made in cash, directly to the referees, 10 minutes before the game. **Ensure** that payment is made based on the schedule found at [HEO Referee Rates](#) under "Pay Rates". Include any applicable assigning fee with the referee's payment. Confirm amount due with the NMHA Referee and Timekeeper Assigner in advance of the game.

NOTE: If the officials do not show up, please advise the referee and timekeeper assigner directly.

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## Section 7 – Communicating with Parents

### Getting Information from Parents/Guardians

General player information, such as name, address, contact phone numbers, and email addresses are to be collected for ease of communication required throughout the season. This information is required for the official team rosters as well. Parents/guardians are required to complete the confidential Player Medical Information sheet found on the NMHA website. **It is important to note that the medical information is not to be shared with other members of the team and is only to be accessed by the team Trainer.**

### Providing Information to Parents/Guardians

It is important at the start of the season to establish an efficient means of communicating information to parents. Open lines of communication between Manager and Head Coach are essential to ensure smooth running and consistent messaging to parents/guardians.

The team will need to be up to date on:

- Game and practice schedules – both online under the “*Schedules*” tab on the NMHA website.
  - Game schedules are generally available for all or half of the season.
  - Practice schedules are generally available in 2 to 6 week blocks
- League information
- Events, parties, tournaments.

#### Recommendations for Communication:

- **Email:** it is a great idea to send weekly updates/reminders to parents/guardians. Keep a running tab of information to send out once per week, including the upcoming week’s schedule, forms or payments due.
  - It is recommended that these emails and responses are kept in a file for the season should they be required for future reference.
- **Set up a team website.** Team websites can be set up to send out schedule reminders automatically.
  - Team Snap: [www.teamsnap.com](http://www.teamsnap.com)
  - The NMHA has granted each house league team a Team Snap account for the 2023-2024 season.

### Coach Evaluations

Parents will be asked for feedback on the coaching staff during the season. Division Directors will provide the Head Coach and/or Manager with a link to an online survey for completion nearing the end of the season. Parents are welcome to share constructive or positive feedback based on the Head Coach, Assistant Coaches, Team Trainer and Manager. It is important for team officials to further develop with constructive criticism or positive feedback that is received. Parents/guardians are encouraged to complete the surveys in a timely manner.

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## Section 8 – Risk & Safety

There are several basic safety practices that must be followed:

- Each Coach will ensure that, under no circumstance, will a player be allowed on the bench without their equipment (this is an insurance stipulation that is mandatory). Injured players that want to be on the bench **must** wear their full equipment.
- It is required that Coaches wear **secured** helmets at practice or whenever on the ice (see HEO Minor Helmet Regulation).
- Adhesive tape, stickers or paint should not be put on the player's helmet or goalie's mask (unless CSA Approved Stickers).
- Accident reports are to be completed whenever a player is injured and submitted to the hockey office immediately.

We are all responsible if we don't play safe.

### Dressing Rooms

With the support of HEO, the Nepean Minor Hockey Association (NMHA) will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of all players.

Please refer to the [Dressing Room Policy](#) and [Dressing Room Implementation Policy](#) on the NMHA website under *Volunteers > Team Forms & Manuals*.

Ensure that dressing rooms are **locked** during all games and practices to avoid theft. It is recommended that valuables are not brought to the arena.

- At some rinks, teams will be expected to leave car keys in order to obtain the dressing room key. The Team Manager, or designated parent, should always have the dressing room unlocked promptly after the game or practice so that the players can go directly in and avoid any potential problems in the hallway.

It is the responsibility of the team officials to ensure the condition of the dressing room before and after it is occupied by your team. **Any damage to a dressing room should be reported to the rink attendant immediately.**

The Risk and Safety Director of Hockey Eastern Ontario (HEO) has stressed the need for supervision of dressing rooms while players are in attendance before, during and after games or practices. Due to the need to ensure player safety and reduce the potential for player injuries in the dressing room while changing, HEO has adopted the following policy to be followed by all coaching staff during the hockey season.

Team officials are responsible for the safety and welfare of their players at ALL times during any sanctioned event. This includes while players are changing in the dressing rooms both prior to and



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after on-ice activities. Supervision is the single most effective method of prevention when it comes to conduct-based issues.

Every volunteer is required to practice the “**two-deep**” method of supervision which means having at least 2 adults (who have taken Respect in Sport Activity Leader course) always providing supervision during the sanctioned event. This not only protects the players, but also the Team Officials. The NMHA has adopted this policy and will adhere to it for the hockey season. If an incident occurs and proper supervision was not provided, this may result in sanctions against the individuals involved up to and including suspension.

Females are not allowed in dressing rooms while the players are changing in divisions of U13 and above. If a player or players on your team identify as female, please ask the rink to provide an additional dressing room.

### **Accident & Insurance Information – Hockey Canada Injury Report**

Hockey Canada has a program of General Liability and Accidental Medical Treatment insurance which are described in the booklet [Safety Requires Teamwork](#) found on the HEO website. It is strongly recommended that team officials read this booklet. It should be noted that the insurance provides coverage for registered players and team officials for certain **limited** medical/dental and disability claims. It is not a comprehensive medical or disability policy and will not pay complete medical expenses or loss of wages in the event of a disabling injury.

- Whenever an accident occurs, a [Hockey Canada Injury Report](#) must be filled out no matter how minor the injury.
  - Once completed this is to be sent to the NMHA Division Director, VP House League and Director of Risk & Safety within 48 hours. Also include a copy of the game sheet (where appropriate).
- Please read the guidelines set out by HEO.
- As soon as a player is registered, they are insured.

Hockey Canada Injury Reports must be submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider.

### **Helmet Regulation**

Hockey Canada, our national governing body, has a safety rule for all on-ice people at practices. Approved helmets are mandatory. Coaches, assistant coaches, trainers, managers, and any parent volunteers must wear a **secured helmet**. There are no exceptions to this rule, this is an official [NMHA Helmet Policy](#).

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## Emergency Response / Action Plan (EAP)

Each team should implement an Emergency Action Plan (EAP). The EAP consists of three (3) designated people who will have specific roles in case of emergency. These roles are explained in the following pages. Alternates will be needed in case of absence.

The EAP needs to be completed by the end of November. The team will maintain an Emergency Sheet with Emergency numbers which will be carried to all games and practices.

The three individuals in the EAP are:

### 1. Person in Charge

The Person in Charge would normally be the Trainer on an individual with the most specialized training in injury care. The duties of this person include:

- Initially take control and assess the situation with the injured player.
- Instruct the player to lay still.
- Instruct the bystanders to move away from the injured player.
- Not to move the player or remove any equipment.
- Evaluate the injury situation. This could be as simple as a sprained finger or as serious as an unconscious player. Determine the extent of the injury and the need for an ambulance or further medical care.
- If an ambulance is not required, determine the best action would be to remove the player from the ice surface.
- If an ambulance is required, signal the Call Person, give a brief description of the injury and instruct them to call an ambulance.
- Once the call is made, carefully observe the player for any changes in condition remembering to stay calm and reassure the player until medical services arrive.
- Throughout the situation always keep an even tone in your voice.

### 2. Call Person

This person is responsible for making the call when emergency services are required. This person should be normally present at all games and practices. This person should not be responsible for the bench and typically watches from the stands.

The Call Person's responsibilities include:

- Knowing the location of emergency telephones or pay phones in all facilities that the team uses.
- Carrying a list of emergency numbers both for local and any out-of-town locations. For out-of-town locations, verify if 911 services are available. The Call Person should always have a list of emergency numbers in their possession or use the one in the team's First Aid kit. These numbers must include: Police; Fire; Ambulance; Hospitals and General Emergency. If the Call Person does not have a cellular phone or if cellular service is not available, then ensure that they have change for the pay phone.
- Awareness of the best route to and the location of the facility that the team is using.

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- Communicating with the Person in Charge to determine and assist with emergency help and notification.

When making an emergency call, please remember:

- Always speak calmly and clearly.
- State to the dispatcher that this is a medical emergency.
- State your location, name, arena and its address.
- Explain the emergency (e.g. is the person conscious or unconscious, is there any bleeding, is respiration normal etc.).
- Give the dispatcher the telephone number from which you are calling in case they require further information or have someone wait by the phone.
- Provide the dispatcher the best route to the facility or enlist the help of someone that could give directions.
- Ask for an estimated time of arrival for the ambulance.
- Remain on the line until you are certain that the dispatcher has all the necessary information and your call is transferred.
- Report back to the Person in Charge to confirm that the call has been placed and the estimated time of arrival of the ambulance.

### 3. Control Person

The Control Person is responsible for controlling the crowd and other participants to ensure that the EAP is executed effectively.

The Control Person's responsibilities include:

- Ensuring that team-mates and other participants and spectators are not in the way of the Person in Charge and the injured player.
- Informing the Officials, Opponents and Arena staff of your EAP.
- Ensuring that there is a proper room to attend to the player if it requested by the Person in Charge or Emergency Personnel.
- Ensuring that the route for the ambulance to reach the injured is clear and available and them directing them to the injured player.
- Seeking highly trained medical personnel (e.g. doctor or nurse) if the Person in Charge feels that the injury is serious and needs immediate attention and cannot wait for the ambulance to arrive. This can be done by a loudspeaker or by having arena staff ask throughout the facility.

### Police Records Check Policy

All NMHA volunteers must have a valid Police Record Check (PRC) for the Vulnerable Sector also known as a Vulnerable Sector Check. An individual can apply for the PRC directly online by using the NMHA Volunteer Letter.

- The letter is available on the NMHA website: <https://nepeanhockey.on.ca/volunteer-letter/>
- Or from the HL Manager Liaison.

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To apply for a PRC, simply go to: <https://www.ottawapolice.ca/en/reports-and-requests/record-and-background-checks.aspx>

Completed VSC are to be sent to the Director of Risk and Safety. For the complete Police Record Check policy, please visit the NMHA website.

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## Section 9 – NMHA Coaching and Ethical Philosophy & Behaviour Guidelines

### Introduction

As a member and representative of the NMHA, volunteers' personal conduct on and off the ice is of principle importance towards attaining the objectives of the NMHA program. Team officials are responsible to uphold the following rules of conduct, ethics and procedures contained in the following documentation.

### NMHA Player Charter of Rights

Every player in our program has:

- The right to practice sport
- The right to enjoy and play like a child
- The right to practice sport in a comfortable milieu
- The right to be treated with dignity
- The right to be trained and surrounded by competent individuals
- The right to train with adaptations for the individual
- The right to practice sport in complete security and in a safe environment
- The right to have proper rest
- The right to try and fail
- The right to receive a hockey education

### NMHA Coaches Ethical Guidelines

- I am coaching in order to provide a hockey education to our players.
- I am coaching in order to work with my colleagues in a team environment.
- I am coaching in order to improve myself as a coach partaking in as many seminars, clinics and coaches' committee meetings as possible.
- I am coaching in order to teach the values of respect, responsibility, honesty and integrity to my players, understanding that I will be their best example.
- I will conduct myself in a responsible and professional manner with referees, parents, players, and members of the NMHA Board of Governors understanding that I represent the NMHA when fulfilling my responsibilities as a coach.
- I will implement an Affiliation Program with the concerned teams in my particular category.
- I will instruct my staff and personnel who are helping in any capacity with my team, to support and implement the Coaching and Ethical Philosophy of the Nepean Minor Hockey Association.

### NMHA House League Ethical Philosophy

- House League Coaches are expected to work in a team environment with their NMHA Director and Convenor, fellow coaches and other directors with the objective of trying to achieve a balanced division.
- House League Coaches are expected to implement the NMHA Equal Ice-Time policy which

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applies to every game.

### **NMHA Equal Ice Policy**

One of the principles of NMHA is that every house league player is entitled to an equal share of ice time. The equal ice principle applies to the entire game in both regular season and playoffs. All house league coaches have agreed to abide by this equal ice time policy. The policy in its entirety can be found on the NMHA website under *House League > House League Policies*.

- Winning results from good ice utilization in practice and equal rotation of players during the game.
- Every player should have the opportunity to practice and or play with the higher-level team.

### **NMHA Code of Conduct**

This Code of Conduct identifies the standard of behaviour that is expected of all Nepean Minor Hockey Association (NMHA) members, including players, coaches, parents, directors, volunteers and staff.

The NMHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect. To follow are specific guidelines for the behaviour of Parents, Players, Spectators, Coaches, On and Off-ice Officials and Administrators and forms part of this Code of Conduct.

During the course of all NMHA activities and events, members of the NMHA shall conduct themselves at all times in a fair and responsible manner. They shall refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the NMHA.

Members shall avoid behaviour that brings the NMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others.

NMHA members shall at all times adhere to NMHA operational policies and procedures, to rules governing NMHA events and activities and to rules governing any events and activities that the member participates on behalf of the NMHA.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy and guidelines of the NMHA. Such action may result in the member losing the privileges that come with membership in the NMHA, including the opportunity to participate in NMHA activities.

### **NMHA Behaviour Guidelines**

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### **Guidelines for Parents**

- Do not force your children to participate in sports but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Should you wish to confront your child's coach about a practice or game-related issue, wait 24 hours before doing so. Emotions can cause miscommunication and misunderstandings.
- Emphasize skill development and practices and how they benefit your young athlete.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice -- it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.
- If you enjoy the game, learn all you can about the game, and volunteer!

### **Guidelines for Players**

- Play for FUN.
- Work hard to improve your skills. Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Discuss an official's decision calmly and express your opinion clearly and without profanity or disrespect.
- Never appear for a game or practice while intoxicated by drugs or alcohol.

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### **Guidelines for Spectators**

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; do not taunt or disturb other players or fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety -- be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Never appear for a game while intoxicated by drugs or alcohol.
- Be supportive after the game . . . win or lose.
- Recognize good effort, teamwork and sportsmanship.

### **Guidelines for Coaches (and all NMHA Team Officials)**

- Winning is a consideration, but neither the only one nor the most important one. Care more about the child than winning the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Do not appear for games or practices while intoxicated by alcohol or drugs. Show respect for on- ice and off-ice officials at all times.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self- esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.



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### **Guidelines for On and Off-Ice Officials (Referees and Time Keepers)**

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that officials are "teachers." Set a good example.
- Make your calls with quiet confidence; never with arrogance.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a "zero tolerance" attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Use only Canadian Hockey Association-approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

### **Guidelines for Administrators (Directors, Volunteers and Employees)**

- Follow the rules and regulations of the Canadian Hockey Association, HEO Minor and the Nepean Minor Hockey Association to ensure that the philosophy and objectives of these organizations are promoted. In particular, this means the ice time provisions for each program and the codes of conduct for other participants.
- Work with on-ice officials, coaches, parents, and other administrators to provide a positive and safe experience for all participants.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs.
- Never appear for an Association event while intoxicated by drugs or alcohol.
- Communicate with parents by attending parent/player orientation meetings and/or by being available to answer questions and address problems throughout the season.
- Treat all players, coaches and other volunteers with fairness, to promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Perform your duties impartially, in furtherance of the aims of the NMHA. Do not use your position or influence to further purely personal objectives.

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## NMHA Social Media Policy

The Executive of the Nepean Minor Hockey Association has adopted the following Social Media Policy.

### Introduction

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Email, Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online. The policy will be applicable to all members of the NMHA, including Directors, Teams, NMHA members and staff, on-ice and off-ice officials, players, (as defined by Section 2 of our by-laws).

NMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. NMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can pre- sent.

The purpose of this policy is to educate the NMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate will be subject to disciplinary action by the NMHA.

### Social Media Guidelines

- NMHA holds all members who participate in social media and networking to the same standards as it does for 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 comments are on the record and instantly published and avail- able 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.
- Refrain from divulging confidential information of a personal or team related nature.
- Use your best judgment at all times – pause before posting. Once your comments are posted they can- not be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

### Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the NMHA Social Media and Networking Policy and may be subject to disciplinary action by the Nepean Minor Hockey Association.

- 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: any matter of a sensitive nature to a member Team, NMHA or any individual.
- Negative or derogatory comments about any member of the Team, NMHA, League staff, programs, stakeholders, players or any member of an opposing team.

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- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior.
- Online activity that contradicts the current policies of the NMHA.
- Inappropriate, derogatory, racist, or sexist comments of any kind.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

### **Discipline**

**The NMHA will investigate reported violation(s) of this policy.** Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy and guidelines of the NMHA. Such action may result in the member losing the privileges that come with membership in the NMHA, including the opportunity to participate in NMHA activities.

### **Summary**

All members of NMHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media.

NMHA members agree to adhere to all conditions set forth with in the Social Media Policy. It is understood that violating the guidelines set fourth within the policy will lead to appropriate disciplinary action against both parents and or child/player.

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## Section 10 – Other Information

### Year End Plaques

Each year the NMHA also pays for "Year End Plaques" for each team. The NMHA covers the cost for all the players and four bench staff: Head Coach, 1 Assistant Coach, Trainer and a Manager. Should teams require any more the team will pay an additional cost for them. Teams will be sent an email requesting that they complete the plaque request template once rosters are finalized. Due to the large volume of plaques being ordered, teams are asked to complete their requests within a specific timeframe. This ensures teams have their plaques in time for season close, and any year-end team activities.

### Special Events & Year-End Party

In some cases, a Special Event Request must be completed for team events where the team needs to be covered under Hockey Canada insurance. Such instances may include team facility rentals where the facility is requesting proof of insurance. Insurance coverage for each event is for registered participants (players and rostered staff) only. Many facilities have their own insurance (amusement centres as an example). The HEO should be contacted for additional information on insurance coverage and sanctioned events.

Examples of activities approved include dry land training, some fundraising activities, bottle drives, and bingos. Notes and conditions are provided for each approved activity. Examples of activities **not approved** are parent-player hockey games, dunk tanks, and car rallies.

The events & parties are the additional fun part of the season. Consider holding events at community field house, a sport complex, a restaurant, or amusement centre. These events allow for team bonding both on and off the ice.

### Restrictions

Some additional rules you may not be aware of:

- No all-star games allowed
- Only eligible players may go on the ice: all players must be registered.

### Publicity for Teams

You can highlight community involvement, tournament successes as well as seasonal play along with a team picture. The Barrhaven Independent and other neighbourhood papers welcome articles from minor hockey. Also, you can have team news posted on the NMHA website & social media. Send team news & photos to the NMHA Communications Director at [communications@nepeanminorchockey.ca](mailto:communications@nepeanminorchockey.ca).

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**Souvenirs & NMHA Apparel**

The NMHA office has a selection of pins available for purchase for tournaments against teams outside of the NMHA. Please use one of the NMHA's five approved vendors to purchase additional NMHA branded clothing, equipment & accessories

**Raiders Team Apparel Policy**

The NMHA official logo is the only logo allowed on team clothing – jackets, track suits, hockey bags, garment bags, etc. The NMHA logo cannot be used in conjunction with a sponsor logo for team wear. Teams acquiring funds from a sponsor for team apparel may only include a sponsor logo on practice wear (practice jerseys) or other accessories such as toques, t-shirts, water bottles, etc.

If teams are uncertain whether an item of apparel falls into one of the above categories, please contact NMHA President for confirmation at [president@nepeanminorhockey.ca](mailto:president@nepeanminorhockey.ca).

**Officially Licensed NMHA Apparel Suppliers**

The Nepean Minor Hockey Association has five approved suppliers who are able to provide team wear and accessories using the NMHA logo. All Nepean Minor Hockey teams must use one of these suppliers when ordering items with the NMHA logo. Their apparel catalogues can be found on the NMHA website.

**Barrhaven Source for Sports**

[www.barrhavensourceforsports.ca](http://www.barrhavensourceforsports.ca)

1581 Greenbank Rd, Ottawa, ON K2J 4Y6 (613) 823-9022

**GADAR Promotions**

[www.gadarsportswear.com](http://www.gadarsportswear.com)

1120A Morrison Dr, Ottawa, ON K2H 8M7 Tom MacDonald  
(613) 736-8288 x229

**MegaCity Promotions**

[www.megacitypromotions.com](http://www.megacitypromotions.com)

810 Greenbank Rd, Nepean, ON K2J 1A2 (613) 823-7880

**XS Promotions**

[www.xspromotions.ca](http://www.xspromotions.ca)

14 Benchland St, Nepean, ON K0A 2P0 613-825-0636

**Pro2col Uniform and Sportswear**

[www.pro2coluniform.com](http://www.pro2coluniform.com)

120 Walgreen Road, Carp, ON K0A 1L0  
613-836-8779

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## Raffles

Here are the steps required to hold a raffle for team fundraising. Leave ample time to complete this process, there is some driving involved (Industrial Road, City of Ottawa, NMHA Accountant Warren MacDonald and NMHA hockey office and/or VP Finance).

Warren MacDonald: [wgmacd1976@rogers.com](mailto:wgmacd1976@rogers.com)

Hockey Office: [office@nepeanhockey.on.ca](mailto:office@nepeanhockey.on.ca)

Tony Fargo, VP Finance : [vp.finance@nepeanminorhockey.ca](mailto:vp.finance@nepeanminorhockey.ca)

Familiarize yourself with the rules set out by the Alcohol & Gaming Commission of Ontario (AGCO) [www.agco.on.ca](http://www.agco.on.ca) and follow the steps below:

1. Create a ticket sample:
  - Name of team
  - Address
  - What the prize is
  - Draw date, time, and location
  - License #: When you send in the ticket sample to be vetted, simply put "Ottawa Lottery License No."
  - If the raffle is for alcohol, the ticket must say "Must be 19 years or older to participate"
  - Tickets must be numbered along with how many tickets will be sold
2. Contact the City of Ottawa By-Law Licensing. You will get a contact to whom you can email the ticket sample.

By-Law Licensing Agent  
613-580-2424 ext. 12735

3. Advise the City the dollar value of your prizes. The cost of the permit will be 3% of the prize value.
4. The City will advise you if you need anything changed.
5. Complete an Application to Manage and Conduct a Raffle Lottery. This form is found on the Alcohol & Gaming Commission of Ontario (AGCO) website [www.agco.on.ca](http://www.agco.on.ca) [http://www.agco.on.ca/forms/bi/6004\\_g.pdf](http://www.agco.on.ca/forms/bi/6004_g.pdf)
6. Once complete, you will need to meet with Warren MacDonald (accountant) to have him sign the form, and give you a cheque for 3% of the prize value.
7. Take the signed application and cheque to the NMHA for signature (Contact VP Finance) to sign both.
8. Bring the signed application and signed cheque along with a copy of your sample ticket to the city: 735 Industrial Avenue 2nd Floor, K1G 5J1, hours 8:30am – 4:30pm
9. They will then issue a license.
- 10. Make sure to include the license number and put it on your tickets before printing.**
11. Sell the tickets and deposit the funds into the team bank account.
12. Conduct the draw at the published location at the published time.
13. Winners need to be published – either on the team website, Team Snap or the NMHA website

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can be used.

14. **Within one week** complete a Lottery Report, found on the AGCO website:  
[http://www.agco.on.ca/forms/bi/6347\\_g.pdf](http://www.agco.on.ca/forms/bi/6347_g.pdf). This report needs to also be signed by Warren and the NMHA VP Finance.
15. A cheque for the full amount of the sales must be written to the NMHA in Trust.
16. Once the City approves the paperwork (a few weeks' time), the NMHA will write a cheque to the team, minus the permit fee.
17. All lottery dealings must be done in person.

City Contact Information:

Bylaw Services Assistant Business Licensing Centre City of Ottawa  
735 Industrial Avenue Ottawa ON K1G 5J1  
(613) 580-2424 ext. 12735

Business hours: Monday - Friday 8 a.m. to 4 p.m. (summer), 8:30 a.m. to 4:30 p.m. (after Labour Day)