

# RAIDERS COMPETITIVE TEAM MANAGER'S MANUAL 2023-2024

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## SECTION 1 – GENERAL INFORMATION

### Manager Checklist

- ❑ Contact NMHA Competitive Ice Scheduler
- ❑ Ensuring Budget is submitted on time
- ❑ Open team bank account -with treasurer
- ❑ Information:
  - Player information sheet
  - Medical information sheet
  - Parent volunteer request
- ❑ Obtain team sweaters and socks - with coach
- ❑ Complete team registration form and return to Registrar- Janet Shouldice
- ❑ Establish method of communicating information to parents
  - E-mail, TeamSnap etc
- ❑ Tournaments
  - Submit all required information by due date ( i.e team roster, travel permit)
  - Communicate information to parents regarding game times, arenas, hotel and maps
  - assist with tournament logistics
- ❑ Exhibition games
- ❑ With the trainer coordinate injury reports & trainer information
- ❑ Ensure the trainer has created a binder with the medical sheets and has it with him/her on the bench at all times.
- ❑ Respect In Sport – Activity Leader Online Course
- ❑ Gender Identity and Expression Course
- ❑ Ice Schedules
- ❑ Practice ice, game changes, reporting off-ice activities

## Hockey Office

Location: Walter Baker Sports Center, Room 203  
Telephone: 613-825-1590 or 613-228-0695  
Email: [office@nepeanminorhockey.ca](mailto:office@nepeanminorhockey.ca)

**Office Hours:** Monday 5:30-7:30, Thursday 5:30-7:30, Saturday 9-12:00

Each team has a folder in the Hockey Office in which important information will be placed from your convenor. Please check this folder on a regular basis and do not remove the folder from the office.

## Sweaters

Sweaters are provided by the NMHA and can be picked from the Sweater Office, located in Dymon Storage, 300 Greenbank Road. An email will be sent advising teams of the pick-up dates.

A \$1000 deposit will be added to your ice bill and refunded at the end of the season when the jerseys have been determined to be in the same condition they were handed out. Team representatives must understand that the deposit is only a usage deposit and does not constitute the replacement costs of sweaters or sponsor tags.

At the end of the season, sweaters are to be returned washed and on hangers in the sweater bags provided.

Any missing and/or wilfully damaged sweaters/tags will be charged to the team at replacement costs per set. (i.e. one home and one away jersey). Any returned sweaters showing signs of adhesive being used will be automatically charged as damaged sweaters. Competitive replacement costs are \$250.00/set and \$10.00/sponsor tag not returned.

**No glue or other adhesive products are to be used on the sweaters. All sponsor tags, name tags, badges and letters (i.e. "C" and "A") are to be sewn on by hand.**

This information must be passed on to your team parents to avoid being charged at the end of the season for any damage incurred.

Team representatives must check over their jerseys prior to distribution to the players. Please note and report any damages or irregularities to the Sweater Director ([vp.operations@nepeanminorhockey.ca](mailto:vp.operations@nepeanminorhockey.ca)) so you are not charged at the end of the season for any damage which your team was not responsible for.

**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 returning up to a maximum of the \$1000 Jersey Deposit.**

## **Name Tags**

Name tags are to be ordered from one of our tendered suppliers -

- Barrhaven Source For Sports [www.barrhavensourceforsports.ca](http://www.barrhavensourceforsports.ca)
- MegaCity Promotions [www.megacitypromotions.com](http://www.megacitypromotions.com)
- GADAR Promotions [www.gadarsportswear.com](http://www.gadarsportswear.com)

Each supplier may have their own process, it is up to each team to order, pay and pick up their respective name tags.

Each player must wear a ‘competitive’ name tag. They are to be sewn on just under the ‘STOP’ logo.

## **Socks**

All players must wear the official NMHA hockey socks. Each player will receive two pairs of socks at the start of the season. One pair is covered by the NMHA and the second pair will be paid for by the player (to be included in team budget). Socks can be picked up in the hockey office.

## **Ice Policies and Other Ice Related Information**

### **NMHA Competitive Ice Scheduler**

Gray Savoie is the NMHA Competitive Ice Scheduler for the 2023-2024 season. He can be reached at [Competitive.Ice.Scheduler@nepeanminorhockey.ca](mailto:Competitive.Ice.Scheduler@nepeanminorhockey.ca)

\*\*\* prior to contacting Gray, please carefully review the user guide on NCSS\*\*\*

### **Overview**

Scheduling for the competitive teams is handled by the NMHA Competitive Scheduling System (NCSS), an online database system. Using this system, the team’s Ice Contact and the NMHA Competitive Ice Scheduler are jointly responsible for maintaining the team’s schedule.

### **Team Ice Contact**

Each team will designate one person (the Ice Contact), usually the Manager, to handle all matters relating to scheduling for that team.

The contact information for the Coach and the Ice Contact, just one of each, must be entered into the NCSS.

### **Practice Ice Allocation**

The guideline used to allocate NMHA practice ice to each competitive team is based on the ratio of 2.0 to 1.5 to 1.0 for AA, A and B teams respectively.

This means that, over the length of the season, for every hour of practice a “B” team gets, an “A” team should get 1.5 hours and “AA” teams should get 2 hours.

To allocate the above amounts in hours on a regular weekly basis, 33.5 hours of practice ice is required. However, from experience, this is not usual. On average we receive 26 hours of practice ice per week.

If more hours are received, they will be distributed based on the ratio. In addition, the overall activity of the team will be looked at, and on a busy week a team may only receive the minimum and on a slower week we will try to fill in the gaps.

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

Where possible we will try to schedule practice times to reflect the length of your games. i.e. Atom teams will receive 50 minutes practice times to reflect their actual game time of 50 minutes.

Also, please note practice ice is allocated with the following in mind:

- Practice ice times are generally from 5:00 to 10:00pm during the week and from 6:00am to 10:00pm on the weekend;
- The earlier practice times will tend to be given to the Novice and Atom teams, followed by Peewee and Bantam, with the Midget teams tending to have the later practices;
- Saturday and Sunday practices will be evenly distributed.

Practice ice will be posted on a weekly basis at the start of the season. This is due to the fact that the ‘AA/A’ and ‘B’ leagues start at different times. The schedule should be available no later than the Thursday of the previous week.

Once all league games are entered into the NCSS by the Competitive Ice Scheduler, practice ice will then be posted on the NCSS for up to a month at a time. Until that happens (approx. mid October) we will try to give you as much notice as possible.

If the team has NMHA ice that it cannot use, post it for sale in both the NCSS and the NMHA Swap Shop.

## **League Games**

The Competitive Ice Scheduler will enter into the NCSS all the Nepean teams' league games issued by the league.

## **Game Changes**

This document specifies the NMHA requirements for game changes only. The team must also follow the procedures as required by their respective league.

Game changes, with a few minor exceptions, must all be entered into the NCSS by the Ice Contact.

The Competitive Ice Scheduler will ensure that the NMHA Referee/Timekeeper Assigner is aware of all game changes. **However, it is the responsibility of the team Manager to contact Jay Kleiman (nmhaofficials@gmail.com) 72 hours before all rescheduled games to confirm officials for that game.**

It is the responsibility of the team and League Convenor to ensure that centrally assigned referees are notified of all game changes.

## **Other Team Activities**

Ice Contacts must enter all the team's other activities into the NCSS system. These include such things as tournaments, off-ice training, team purchased ice and exhibition games. Teams will not be assigned practice ice on the same day as any of the submitted activities.

Should a practice be allocated at a time when your team is otherwise busy and the activity has not been entered into the NCSS system, the ice is yours to either trade or sell. The NMHA will not take back any practice ice once it has been assigned.

## **Finances**

Practice ice will be billed monthly. Other charges to the team will include the competitive surcharge, socks, Raider Development sessions, and the insurance charge for extra team staff. Ice invoices and the current state of a team's account with the NMHA will be posted on the NCSS.

Amounts due must be paid in full and on time at the Hockey Office. Should you have any questions concerning the amount billed, please pay the posted amount in full, and then notify the Competitive Ice Scheduler of any discrepancies. Once reviewed, any necessary adjustments will be made to the team's account.

Note: All cheques submitted to the Hockey Office must have the full team name, and a contact person's name & phone number on them. Cheques without this information will not be cashed.



**Failure to keep your ice account in good standing will result in any further practice ice for your team being withheld until your current account balance is paid in full.**

### **Christmas and March Break Ice Requirements**

At the appropriate time, each team will be requested by the Competitive Ice Scheduler to forward their ice requirements by email for both Christmas and March Break. This will ensure that teams not requiring ice during those time periods will not have ice allocated.

### **Ice Swap**

This service was initiated with the intention of making the best possible use of NMHA ice assigned to teams, and works well if used properly. When not used, ice is wasted. To make it work requires the cooperation of all coaches, managers and convenors. If you have ice you are not going to use, list it with the Swap Shop so that all NMHA teams can have equal access to it.

To sell or buy ice, use the Ice Swap Shop found on the NMHA website at [www.nepeanhockey.on.ca](http://www.nepeanhockey.on.ca)

Have Ice to Sell?	Post on the NMHA website and NCSS
Want to buy ice?	Check the NMHA website and NCSS
How is Payment to be made for the ice?	The purchaser pays the team to which the ice was originally assigned.

## **SECTION 2 – COACH'S CORNER**

### **NMHA Coaching and Ethical Philosophy**

#### **Introduction**

As a member and representative of NMHA, it is important that you maintain a high degree of professional conduct both on and off the ice. You and your 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.
- I will abide by the policies of the NMHA Competitive Program.

#### **The Coach and their Responsibilities**

##### **1. Selection and Approval of Team Officials**

- Your selection for Team Manager must attend the mandatory NMHA Managers Clinic.
- Each team must have a CHA carded trainer (minimum Level 1).
- A list of proposed parent volunteers (i.e. managers, trainers and assistant coaches) must be submitted in writing to your Division Director prior to the start of tryouts for all divisions without committee tryouts for proper evaluation and approval. No parent manager, trainer or assistant coach will be allowed on the team staff if they were not on this list.

## **2. Rules of Team Discipline**

- The NMHA has initiated a standard set of team rules for all teams at the competitive level. As head coach, it is your responsibility to uphold these rules.

## **3. Program Evaluation/ Coaching Evaluations**

- Every coach shall maintain an annual plan (help will be provided if necessary) which shall be submitted to the NMHA Director or Convenor, to be forwarded to the Technical Director once the schedule has been completed and the team has been selected.
- The coach shall work with the Technical Director in any questionnaires or program evaluations which might be given to any team during the course of the season.
- The coach shall be evaluated twice during the season – at the beginning of November and at the end of the season by the players, parents, the NMHA Division Director and the Technical Director. The coach shall also complete a self-evaluation to be handed to the Director and Convenor to be forwarded to the Technical Director. The coach, in conjunction with his staff, shall complete a year-end review of their team and program.

## **4. NMHA Competitive Tournament**

- The participation of the team in any NMHA tournament is mandatory for the divisions and levels offered.

## **5. Contracting Professional Assistance**

- The coach will support the following NMHA programs as identified by the Technical Director:
  - Off-ice conditioning program;
  - Raider Development Nights for Major Atom, Minor Peewee, Major Peewee;
  - Minor Atom power skating;
  - Goalie Mentor Program; and
  - Any other program deemed as mandatory by the Technical Director.
- Approval from the Technical Director must be obtained beforehand concerning the hiring of any professional assistance for their team. This is to ensure that quality instruction is maintained and a professional database is maintained within the club.

## **6. NMHA Dress Code**

- Coaches will be dressed appropriately for games. This means shirt and tie, dress pants and shoes. An approved team jacket or other dress jacket is acceptable for games. Baseball caps are not allowed.
- Assistant coaches (or other bench staff) must also be dressed in shirt and tie, dress pants and shoes with an approved team jacket or dress jacket.
- Trainers must be dressed as other bench staff or wear a NMHA-approved track suit for games.

#### **7. NMHA Competitive League Ethical Philosophy**

- A high level of commitment is required from all participants where the emphasis is on competing.
- A Fair Ice-Time policy exists with allowances for coaches to use game strategies as situations require.
- The coach must strike a balance between Fair-Play and competitiveness.
- You are expected to teach every tactical and situational aspect of the game to every player. Throughout the course of the season, the coach is expected to allow all players a reasonable opportunity to use these skills in a game situation.
- Every competitive coach is expected to have a good communication strategy especially with every player.

#### **8. Affiliation**

- The coach agrees to the NMHA affiliation policy as posted on the NMHA website and described in Affiliation Policy found under the NMHA Competitive Program Policies & Procedures section below.
- The coach will endeavour to ensure that he has a full roster for each game by making arrangements that sufficient affiliates are called up to fill out the roster when required.

#### **9. Website and Team Communication:**

If you choose to use a tool, such as TeamSnap, you must provide the NMHA with the URL to post on the website. If any sections of your website are password protected, you are to provide a username and password to your Competitive Director. The Competitive Committee/Technical Director will retain the right to post messages as needed on your team website.

#### **10. Camps, Clinics and the Raider Development Fund**

A percentage of profits from our Raider Development Programs (camps and clinics) support our Raider Development Fund (RDF), which provides funds for the Competitive Program. Coaches are prohibited from running their own camps/clinics for profit during the time period commencing with the Annual NMHA AGM and up until the final season game or practice. All coaches will be given the opportunity to coach at the Raider Development Programs.

#### **11. Spring/Summer Teams (non-sanctioned AAA hockey)**

The coach agrees that the primary focus will be his NMHA team and that any involvement in spring/summer non-sanctioned hockey will not impact the coaching of the NMHA team.

## **Coach Agreement**

The NMHA Competitive Coach Agreement can be found in Appendix D.

## **NMHA Code of Conduct**

The 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. Appendix 'C' identifies 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-medical 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.

## **Police Records Check**

Volunteer Letter

ANYONE AGED 18 OR OLDER AND WHO IS VOLUNTEERING WITH THE NMHA MUST OBTAIN A VALID LEVEL 3 – VULNERABLE SECTOR CHECK (VSC) FROM OTTAWA POLICE SERVICES (OPS). PLEASE NOTE: VULNERABLE SECTOR CHECKS MUST BE CONDUCTED BY THE LOCAL CANADIAN POLICE SERVICE WHERE AN APPLICANT LIVES. TO APPLY FOR YOUR LEVEL 3 – VSC:

- download, print and complete the [latest Volunteer letter from NMHA](#). (updated August 2021; previous versions are no longer accepted)
- submit the completed letter along with your online VSC application here (<https://www.ottawapolice.ca/en/about-us/Level-3—Vulnerable-Sector-Check.aspx>)

You received your VSC back from OPS, now what?

- send an email to [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca)
- state your volunteer position in your email
- attach the completed VSC document in PDF format

How long is my record check valid for?

- a VSC is valid for three years from the date of issue from OPS

I forgot when my VSC expires, how can I check this?

- send an email to [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca) to enquire on the expiry date of your VSC.
- please provide your full legal name that would have been used on your VSC application

### [Volunteer letter from NMHA](#)

#### **1. Policy Objective**

The Nepean Minor Hockey Association is committed to creating and maintaining a safe environment for its participants. An integral part of the NMHA's screening process for volunteers and employees is the use of Police Record Check (PRC) to identify any person (volunteer or staff) who may harm children or vulnerable adults.

#### **3. Policy Statement**

It is NMHA policy that:

- Volunteers and employees working closely with players and holding positions of authority be screened utilizing Police Record Checks (PRCs);
- The PRC is a mandatory personnel screening tool;
- PRC's are required for each volunteer and employee once every three years;
- NMHA volunteers and employees must complete the PRC process, at the very latest, one month after assuming their respective roles in the NMHA. Every effort should be made to complete the PRC process before an individual assumes their respective role in the NMHA.

#### **4. Application**

This policy applies to all NMHA Directors, Convenors, employees and all NMHA House League and Competitive Program coaches, assistant coaches, trainers and managers.

#### **5. Policy Requirements**

- (a) Individuals submitting applications for volunteer positions or employee positions must complete *Consent for Criminal Records Check form*. Applications that are incomplete or filled out incorrectly will not be considered until revised accordingly;
- (b) NMHA Directors must complete *Consent for Criminal Records Check form* within two months following the Annual General Meeting in May. Directors failing to complete the form within the required time frame will relinquish their respective appointment to the NMHA Board of Directors;
- (c) NMHA employees, coaches, assistant coaches, managers and trainers must complete the *Consent for Criminal Records Check form* within one month after assuming their respective NMHA role. Individuals failing to complete the form within the required time frame will relinquish their NMHA role;
- (d) The NMHA President is responsible for the screening of office staff and all members of the NMHA Board of Directors, ensuring that each and every individual completes a *Consent for Criminal Records Check form* prior to conducting their respective role in the NMHA;
- (e) NMHA Directors are responsible for the screening of volunteers and staff, within their respective areas of responsibilities, ensuring that each and every individual completes a *Consent for Criminal Records Check form* within one month after assuming their respective role in the NMHA;
- (f) The NMHA Director of Risk and Safety is responsible for the processing of Police Record Checks on behalf of the NMHA through local police forces;
- (g) PRC's that result in a positive hit indicates that the individual has a conviction for a criminal offence and/or has a pardon for a sexual offence;
- (h) The NMHA Director of Risk and Safety will contact any individual who receives a positive hit to request a confidential, written disclosure of their Criminal Record. This information will then be brought forward to an NMHA Committee consisting of the NMHA President, Vice President and Director, Risk and Safety. A hearing will be held to discuss the matter and to assess the relative risk(s) to the NMHA, particularly from the players' perspective, taking into consideration the position held by the individual, the nature of the offence and the time frame of the conviction. Where appropriate, the Committee will utilize the services of the local police community to provide advice. The Committee will determine an appropriate course of action, including, but not limited to, the suspension and/or release of the individual from their NMHA responsibilities. The individual will be informed of the results within twenty-four (24) hours of the decision having been made. Decisions that result in the release of individuals from their NMHA responsibilities will be forwarded to the HEO Chairperson, Risk and Safety Committee in the interest of preventing high risk individuals from involvement in another minor hockey association within the HEO;
- (i) Refusal to provide written disclosure of a criminal record or any record of a sexual offence (including a pardoned sexual offence) will cause the individual to be ineligible for a volunteer position within the NMHA. In addition, the HEO Chairperson, Risk and Safety Committee will be advised accordingly.

## 6. Monitoring / Records

- (a) The NMHA Director, Risk and Safety will maintain a master list of individuals who have completed the PRC process within each three year period;
- (b) The NMHA House League and Competitive Programs Directors will provide the NMHA Director, Risk and Safety with updated and accurate lists of all volunteers associated with each team each season in order to cross reference names so as to ensure compliance with the program. These lists should be made available as soon as individuals are assigned volunteer responsibilities;
- (c) The NMHA Registrar will provide the NMHA Director, Risk and Safety with a copy of each team list as they are approved to facilitate the maintenance of the master list.

## 7. Frequently Asked Questions (FAQs)

- **What type of Police Record Check do I need to get?**
  - Anyone aged 18 or older and who is volunteering with the NMHA must obtain a valid Level 3 – Vulnerable Sector Check (VSC) from Ottawa Police Services (OPS). Please note: vulnerable sector checks must be conducted by the local Canadian police service where an applicant lives.
- **Can I submit a record check that I received from a third party provider?**
  - NO. Vulnerable sector checks must be conducted by the local Canadian police service where an applicant lives. It is assumed the majority of our members would live in the Ottawa area and as such, we will only accept VSCs completed by Ottawa Police Services.
- **How do I complete a record check?**
  - To apply for your Level 3 – VSC you will need:
    - a) volunteer letter from NMHA. This should be accessible on our website.
    - b) Level 3 VSC applications can be submitted through Ottawa Police Service’s website. The application link is available on the NMHA Website.
    - c) once you receive your PDF electronic document back from OPS, please forward it to [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca)
- **Does the use of Police Record Checks as part of the NMHA screening process suggest that volunteers can’t be trusted?**
  - No. The use of Police Record Checks addresses the fact that people seek out voluntary organizations to cause harm. Like most forms of insurance, PRC’s are designed to prevent theft, property damage and physical and emotional abuse.
- **What should a volunteer know about screening?**
  - Individuals should understand that the screening process is confidential and is not dependent on the applicant but on the position being filled. Screening



ensures the best match for the position is made and vulnerable individuals are protected.

- **I'm on the NMHA Board of Directors. Do I have to be concerned about the screening of volunteers?**
  - Absolutely! The NMHA Board of Directors is ultimately responsible (and as a result, potentially liable) for the services and programs run by the NMHA. It is in your best interests, as well as those that the NMHA serves, to establish ground rules that guide staff in designing appropriate screening measures.
  
- **On what basis can an organization refuse an applicant for a volunteer position?**
  - An applicant can be refused if his or her interests and experience do not meet the requirements of the position or if their background makes them unsuitable to work with vulnerable people.

#### **8. Policy Approval Date**

This NMHA Policy was approved by the NMHA Board of Directors at the NMHA Board Meeting of April 16, 2001.

#### **Police Record Check Identification Requirements**

Effective May 1, 1997, it was a requirement that clearly legible copies of two pieces of proper identification accompany each consent form, both of which confirm the person's name and date of birth. Please ensure that when a piece of identification has the date of birth on the back that copies of both sides of the identification are submitted with the consent form. This is to ensure that the check is being performed with the correct spelling of the name and date of birth. This change has been approved by the RCMP who governs criminal record information in Canada.

The following is a list of identification which provides both the name and date of birth of an individual:

- Ontario Drivers Licence \*
  - Government/Military Employment Card
  - Passport \*
  - Age of Majority Card\*
  - Birth Certificate
  - Baptismal Certificate
  - Hunting/Fishing Licences
  - Outdoors Card
  - Indian Status Card
  - Hospital Cards
  - Canadian Blood Donor Card
  - Immigration Papers
  - Canadian Citizenship Card
- (\*) Photo ID is preferred where possible

**Any request should not contain Health Cards as identification for the following reason:**

Section 2.2(1) of the *Health Cards and Numbers Control Act* makes it an offence to require another person to produce their Health Card except for purposes related to the provision of provincially funded health care. Section 3(2) of the *Act* imposes a fine of not more than \$5000.00 or not more than six months imprisonment for an individual who contravenes section 2(1). Section 3(3) imposes a fine of not more than \$25,000.00 on a corporation that contravenes section 2(1).

Failure to provide proper identification will result in the return of the application unprocessed. Due to the sensitive nature of the information being searched, NO EXCEPTIONS will be made.

## **NMHA Competitive Program Policies & Procedures**

A complete list of NMHA Competitive Program policies can be found on the NMHA website under “Programs | Competitive”. Other relevant NMHA policies, applicable to both House League and Competitive can be found under the “About the NMHA” section of the website.

### **"Playing Up" Policy**

What follows is the NMHA Competitive Program Policy on Raider players “Playing Up”, i.e. joining and playing on a team with older aged players, on a full-time basis. This policy is the result of consultations, feedback, and a strong desire to ensure the best possible hockey experience for all NMHA members. No NMHA player in Novice, Atom or Pee wee may attend tryouts for teams other than those at their own age level. For Midget and Bantam aged players, the higher-level coaches may make a request to the Competitive Committee, seeking permission to have a younger player come to their tryouts. Permission will only be granted by the Competitive Committee on an exception basis, after consulting the player and his or her parents, the affected coaches, and the NMHA Executive Technical Director.

### **Parent Involvement in Competitive Tryouts Policy**

Parents of children "trying-out" for a Raider team are not to be involved in the selection process.

Involvement includes not only on ice activity but extends to working with or for the Head Coach in any capacity during the try-out process. The only exceptions are when a parent is also a Head Coach or when the Head Coach has sought and received permission from the Competitive Chair to involve a parent. Violation of this policy will not be tolerated.

### **Injury in Tryouts Policy**

What follows is the NMHA Competitive Program Policy related to the handling of situations where, because of injury, a player is unable to participate in tryouts according to the schedule published at the start of each season. This policy covers injuries

incurred by a player prior to the start of tryouts, as well as injuries incurred during the tryout period.

In all cases, a medical certificate must be provided to the Competitive Committee as evidence that a player cannot participate in team tryouts. In addition, the nature of the injury and the expected return date of the player are also required. Upon returning from injury, each player must provide a medical certificate stating that the player has been cleared to return to play.

To determine the subsequent tryout status of the returning player, the Competitive Committee will consult with a variety of sources to obtain sufficient information about the player so that a reasoned decision can be made that considers both what is best for the player as well as the affected team or teams. The sources will include, but not be limited to, the current coach, previous coach, lower level coach, and any other appropriate source deemed relevant by the Competitive Committee

The decision of the Competitive Committee in determining the player's tryout status will be final.

### **Players Returning From Junior Tryouts Policy (rev. August 2007)**

Each year, the NMHA conducts tryouts open to all registered players and those on the NMHA waiting list. This process normally ends when the teams are selected and registered with the HEO. In Midget, there are special requirements to accommodate those players who attend junior hockey tryout camps and return after those tryouts end. Given our policy of open tryouts, it should be noted that no player returning from Junior is guaranteed a spot on any specific team.

With the increasing demand for hockey in Nepean, Midget level players are strongly advised to register for the season before tryouts begin, in order to guarantee a spot within the association. According to Hockey Canada regulations, no unregistered player can be placed on any team's official roster. Players on the waiting list are not considered as registered.

To determine their final rosters, the Midget coaches will work together to appropriately place players who return from junior camps. It is also expected that players attending junior camps will keep the NMHA Midget coaches informed of their intentions.

While it will be dependent upon the number of possible returning players, at the start of league play, each team's roster is envisaged to be:

- Midget AA – 15 on the official roster, plus at least 2 affiliated B players for each game and practice;
- Major Midget B – for each team: 16 on the official roster, of whom at least 1 will affiliate and play full time with the AA team, 1 affiliated House player for each game and practice.

As of October 15, all rosters will be finalized. Affiliated players who are not kept are still available to the higher level teams, as part of our Club system (see Affiliation Policy). After October 15, players returning from junior camps will be handled on a case-by-case basis.

Teams can register up to 19 skaters and 2 goalies, per Hockey Canada regulations.

### **Equipment Policy**

What follows is a confirmation of the long-standing NMHA Competitive Program policy on Raiders Equipment. The NMHA believes that all Raider teams, while participating in game play, should present a consistent look. This look is anchored by the Nepean Raiders Sweaters. In support of this, Players are required to wear black helmets and pants. Hockey gloves must be consistent with the Raiders colour scheme (Red, Black, Grey, White).

This policy in no way supersedes the requirements of Hockey Canada with respect to required equipment.

In order to have a consistent look, each team's name tags must have the same presentation style for the entire team. Therefore, to ensure this consistency, new name tags can be obtained each year through the NMHA office. Player name tags will be placed above the numbers (i.e. across the shoulders) while sponsorship tags will appear under the numbers. Name tags will be white background with black lettering on white sweaters, and black background with white lettering on black sweaters.

Jerseys are not to be tucked into hockey pants. Sponsor tags on the jersey must be visible.

It is also expected that teams and players will take necessary care of the game sweaters so that they are presentable at games. **Garment bags** or other similar protection **must** be used to minimize the wear to the sweaters. The sweaters must also be reasonably clean and in proper repair. Game sweaters are to be worn only for games and not for practice.

Failure to comply will result in the player being warned and reminded of this policy. Continued violation will result in suspension.

### **Fair Ice Policy**

Competitive hockey demands:

1. A high level of commitment to team success and individual development is required from all participants;
2. Excellent communication between coaches and players; and
3. A balance between fair playing time and competitiveness.

To meet these demands, the following fair ice policy is mandated for this organization:

The basic assumption for all players and teams is that there will be an equal sharing of ice time, based on position; i.e. defence vs. goal vs. forward. There are a number of circumstances during which this equal ice time requirement may be superseded, including, but not limited to, team disciplinary measures, suspensions or injuries. It is also recognized that, to a reasonable extent, coaches may use ice time as a motivational tool.

A key concept is that coaches are expected to teach every tactical and situational aspect of the game to every player. Throughout the course of the season, the coach is expected to allow all players a reasonable opportunity to use these skills in a game situation. In the older age groups (i.e. Bantam and Midget), this will allow a coach, over the course of a season, to establish specialty teams, both for competitive reasons as well as to allow players to play to their strengths. Coaches may also choose to use certain players in key situations or during the last few minutes of a close game to give the team its best chance to win. This could result in some players finishing games with more ice time than others but only on a

limited basis. **Players' ice time may not be equal in each and every game, but should be roughly equal over the course of the season.**

Concerns about the implementation of this policy should be expressed first to the head coach, in keeping with the team's stated communication policy, and then to the NMHA Division Convenor. The Division Convenor can then use any resource including, but not limited to, the Club Head Coach to assist in resolving the issue.

**Note:** In cases where a coach is obviously and blatantly abusing ice time, complaints will certainly be investigated and appropriate corrective actions taken. But parents who take unnecessary measures (e.g. using a stopwatch to time shifts) at games should possibly re-evaluate their decision to allow their son or daughter to play hockey at this level.

### **Affiliation Policy**

What follows is the NMHA Competitive Program policy on the use of affiliated players. Please note additional information on the HEO Affiliation Policy can be found in SECTION 5 – HEO POLICIES.

This policy was drafted by the Competitive Committee and was circulated to all Raider Head Coaches (2001-2002). With the introduction of AAA hockey this policy was revised in 2007 and once again in 2018 following the introduction of the 19-Player Affiliation system implemented by Hockey Canada

The NMHA believes strongly in the affiliate program and desires to see affiliated players used as often as possible.

Regardless of the level affiliating to or from, the team requiring an affiliate **must obtain permission from the affiliate's head coach prior to playing a game** or attending a practice. This ensures that suspensions and other issues are known and understood.

Using an affiliated player without permission is equivalent to the use of an ineligible player and the Head Coach must serve a 5-game suspension.

### **19-Player Affiliation System**

Player affiliations must be approved by your Division Director prior to being sent to the Registrar and added to your team roster. Below is a list of rules that must be followed:

- A team may affiliate up to a maximum of 19 players, two of which must be goaltenders.
- Prior to playing up on the affiliating team, the player's name must be added to the team list as an affiliate with an 'approved' status.
- A player can only be affiliated with ONE team of a higher division or category at a time.
- Affiliates can be added to the team any time during the season up to the January 10th deadline.
- The coach wishing to use a player as an affiliate MUST ask permission of the coach of the player's registered team prior to asking the player. Each time the player is to be used as an affiliate the players' coach MUST be asked (coach to coach). Please see below for rules on resolving conflicts.
- Only players that will be used should be affiliated.

- Each player has a **maximum of fifteen (15)** games as an affiliate, total for all teams. Only regular season and playoff games count toward this limit. There is no maximum for goalies.
- Teams and players will be advised when a player approaches the limit.

### **When Using an Affiliated Player**

- Check with the coach of the player's team before calling the affiliated player for a game or practice. The sections below detail team priorities and reasons for denying permission.
- Suspensions are always served with the registered team (it does not matter which team the player incurred the suspension). There can be an exception for out-of-town tournaments. Contact the District Chair should a player incur a suspension at an out-of-town tournament.
- Only players that will be used should be affiliated.

### **1. Affiliated Player Reporting Procedures**

All coaches/managers are to send an email to [Affiliation@nepeanminorhockey.ca](mailto:Affiliation@nepeanminorhockey.ca) to advise of each affiliate's participation in a game **BEFORE** the game is played. The coach of the team using the affiliate as well as the coach of the affiliated player must be included in cc.

When reporting via email, please identify the "subject" of email to be:

**Affiliation-Team Name - Game Date.** The email should include the following information:

**Team affiliating to:** i.e. Major Atom B White

**Name of player being replaced:**

**Jersey number:**

**Reason for absences: (injury, illness, etc.)**

**Affiliate player's first and last name:**

**Affiliate player's registered team:** i.e. Atom C, Team A (do not use teams made up name; it needs to be their official NMHA name)

**Date of the affiliation/game:**

**Type of Game:** League/Playoff/Tournament/Exhibition

**Game # (for league games):**

### **2. NMHA Competitive team to NMHA Competitive team**

There remains a requirement to notify and obtain agreement from the affiliate's regular coaching staff of your intention to use a player as this ensures that suspensions and other issues are known and respected. Similarly, coaches using affiliated players must notify the affiliate's regular coaching staff following a game 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.

To this end the following guidelines must be followed:

- Where 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

### **3. NMHA to AAA Affiliation**

The Ottawa Senators AAA organization will be using the 19-player special affiliation list as defined by Hockey Canada Regulation E. The regulation stipulates that a player who is affiliated under this list cannot be affiliated to any other team.

Any NMHA player that signs an affiliate card with an AAA team is **automatically excluded** from affiliation to any other NMHA team.

### **4. 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 of your intention to use a player; this ensures that suspensions and other issues are known and respected.

To this end the following guidelines must be followed:

- Where 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

Similarly, coaches using affiliated players must notify the affiliate's regular coaching staff following a game 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.

## **NMHA Coach Influence in Non-NMHA Related Activities Policy**

What follows is the NMHA Competitive Program Policy on Coaches Influence on non-NMHA related activity. There have been concerns raised by our membership about coaches imposing restrictions against non-NMHA hockey related activity. The most frequently heard complaint is that players are told by coaches that they may not participate in high school hockey and play on a Raider Team. This policy is intended to clarify the NMHA Competitive Committee's position on this issue. Coaches may not, under any circumstance, prohibit or discourage any activity which does not directly conflict with team events. Players are expected to attend all team activities, properly prepared and sufficiently rested to participate. Coaches are responsible to assess the player's preparedness and ensure that they are not unduly fatigued. Should players be unable to participate, coaches may impose sanctions according to team rules.

## **Competitive Clothing Policy** *(revised August 2018)*

As part of the effort to establish both the operation and the look of a "Club System", Nepean Minor Hockey has upgraded its logo and licensed suppliers to provide clothing with that logo. There is a wide variety of clothing available and it may be purchased through the hockey office or directly from any of the suppliers.

The approved suppliers are:

- Barrhaven Source For Sports [www.barrhavensourceforsports.ca](http://www.barrhavensourceforsports.ca)
- MegaCity Promotions [www.megacitypromotions.com](http://www.megacitypromotions.com)
- GADAR Promotions [www.gadarsportswear.com](http://www.gadarsportswear.com)
- XS Promotions [www.xspromotions.ca](http://www.xspromotions.ca)

A portion of all sales will be used to help support Nepean Minor Hockey. The Competitive Committee of the NMHA endorses this program and will ensure its support by Nepean competitive teams. To that end, it is the policy of the Competitive Committee that all new clothing purchases by competitive teams, which contain Nepean logos and/or the Raiders name, be done through the hockey office or directly with one of the suppliers.

Any NMHA Competitive team, requesting to put a sponsor logo or name on any off ice apparel (such as tracksuits/jackets) will adhere to the NMHA Competitive Sponsorship Policy regarding off-ice apparel.

Any NMHA Competitive team, requesting to put a sponsor logo or name on any off-ice apparel (such as track suits/jackets) will adhere to the NMHA Competitive Sponsorship Policy regarding off-ice apparel.

The Sponsor's logo may be added to the left sleeve of a jacket/shirt or the left leg (above the knee) of any track pants. The logo must not exceed the measurements of 2.5 inches wide by 2.5 inches high.

Sponsorship Logos found in any other area of the apparel will be rejected by the NMHA Competitive Committee and the players will not be permitted to use them.



### **Competitive Player Dress Code** *(revised August 2022)*

Players of Major Pee wee and above are expected to arrive and leave each game as per the following dress code: Golf shirt, slacks, track pants or khakis (no jeans) and team jacket. Shirts must be tucked in and the players have a neat & tidy appearance. Novice to Minor Pee wee dress code is a track suit with t-shirt and running shoes. Winter boots are allowed at all age groups in inclement weather.

### Competitive Coaching Staff Expenses Policy (revised August 2022)

The intent of this policy is to provide structure to the process of reimbursing head coaches and their coaching staff for expenses incurred while traveling as a result of a team game event. All teams are to provide funds to reimburse the coaches expenses.

Payments described below are to cover the expenses of all non-parent team officials. This reimbursement will consist of a payment to cover expected travel costs for regularly scheduled league games, outside of Ottawa and a flat "per tournament night" payment plus travel costs to be made based on the number of out-of-town tournaments and the number of overnight stays at each. A schedule will be published each year indicating the following:

1. The flat rate to cover travel costs for league games played outside the city of Ottawa boundaries. (This may vary by league and division).
2. The per out-of-town tournament overnight flat rate. (This is applicable to all AA, A and B teams)
3. The mileage rate to be paid for tournament travel. (This is applicable to all AA, A and B teams)

Exceptions will be made to this for provincial championships, Silver Stick and other unpredictable tournament events.

The flat rate to cover league games should be paid for each game scheduled in the out-of-town team's arena. It is suggested that reimbursements be made in two installments, the first as soon as possible after the start of league play and the second after Christmas. The per-tournament fees should be paid prior to leaving for the tournament.

Questions can be directed to any of the Competitive Committee contacts on the NMHA Contacts web page. In keeping with our Policy on Reimbursing Coaching Staff expenses noted above, the following schedule is to be used for the 2022-2023 playing season

The flat rate for out-of-town league games is set as follows:

Out-of-town teams	Estimated KMs	Amount per game
Upper Ottawa Valley "UOV" (Pembroke and beyond)	300	\$150.00
Seaway; Ottawa Hockey Academy	250	\$125.00
Brockville	190	\$95.00
RSL; Casselman-Embrun; Perth- Lanark; UOV (Arnprior)	140	\$70.00
EOC; Clarence-Rockland	110	\$55.00
MTK	100	\$50.00
Canton	105	\$95

**NOTE:** The above payments must be reduced at the rate of **\$.50/km** if the coach takes team-provided transportation to any of the league games.

This amount is based on the estimated round trip driving distance reimbursed at \$0.50/km. This should only be paid where a coach(es) is providing his/her own transportation and should not be reimbursed if the coach(es) take team provided transportation. Team officials are to be reimbursed for each game scheduled in the out-of-town team's arena listed above. The total reimbursement should be calculated based on the number of games scheduled against the out-of-town teams listed above multiplied by the amount per game listed. The table above is based on the teams declared at the "AA", "A" and "B" League meetings held prior to the season. Again, it is recommended that payments be made in two installments. The first, based on 1/2 the scheduled out-of-town games, at the beginning of the year and the second in January. The January payment may be adjusted upwards or downwards to reflect any substantial changes to this year's projected schedule.

#### **Non-Parent Coaches**

1. The per-tournament overnight rate is set to: actual hotel cost (including applicable taxes) plus \$65. This amount is to cover both hotel, meal and incidental expenses for the team's head coach. According to the policy, this will be paid for each required overnight stay at a tournament.
2. *Mileage rate to cover travel to tournaments is set to: \$.50/km. This should only be paid where a coach is providing his/her own transportation. The maximum claim may not exceed 1000 km for each tournament.*

#### **Non-Parent Assistant Coaches**

1. The per-tournament overnight flat rate is set to: \$110/night for all non-parent assistant coaches on a team. This amount is to cover hotel, meal and incidental expenses for all assistant coaches. For example, for a team with 2 non-parent assistant coaches, the amount provided for both coaches is \$110 (i.e. \$55 each per night).
2. No mileage rate is provided.

Please familiarize yourself with the policy that guides this schedule.

#### **Competitive Transfers Policy** *(rev. June 2012)*

The objective of the NMHA is to provide, for all players within its boundaries, a place to play hockey. This objective is supported by Hockey Eastern Ontario Minor (HEO) residency regulations and Hockey Canada rules. However, there are occasions when players ask for a transfer to another association to play competitive hockey.

Transfers for tryout purposes at the competitive level are permissible under the following circumstance:

- The player is registered in the NMHA; and
- The player has attended NMHA tryouts, has been released, and wishes to try out for a higher-level team in another District or Association.

In all cases, to apply for a transfer, the requesting player must:

- Have attended NMHA tryouts and been released;
- The player must obtain a tryout approval signed by the receiving organization's President or their delegate, the receiving District Chair (should they require it), the NMHA President or their delegate, and the Nepean District Chair.

If a player trying out for another District or Association is released; they have three (3) days to notify the NMHA of their release. Failure to notify the NMHA of their release within this time period will result in their removal from the NMHA active player list. Players making the roster of a competitive team in another District or Association must complete a transfer request, as per the usual process.

If a player attends tryouts in another District or Association, the NMHA is under no obligation to hold a position for the player on any of our competitive teams.

Detailed information on the HEO Competitive Transfer procedure can be found on the [HEO website](#).

No player may try out or attend any on-ice activity with another District or Association without the approvals identified above.

### **Tryouts, Player Assignments and Late Release Policy**

The NMHA holds open tryouts each year to assemble the best teams with the best players at each division and level. We encourage all players to attend all tryout sessions. However, when a player attends a tryout session, either at the AA, A or B levels, it is with the understanding that the player is attempting to obtain a roster spot at that level.

In keeping with this principle, should a player attend tryouts at any level, be offered a roster position at that level, and then refuse the offer, the player will be considered as refusing an assignment within the Competitive Program. As such, he/she will be automatically released from the Competitive Program and reassigned to the NMHA House Program. That player will not be allowed to try out at any lower level.

For combined tryouts (e.g. combined "AA" and "A") and parent coaches, it must be noted that the coach's child has been previously evaluated by the Competitive Committee as an appropriate player for that level.

At a minimum, coaches will maintain a list of 6 players: three forwards, two defensemen and one goaltender.

Due to circumstances such as long-term injury or illness, a player moving out of the district, re-evaluation of players by the coaches or any other circumstance, a requirement may exist to fill a roster position on a higher-level team.

**Examples:**

Example 1: A player attends major peewee AA tryouts and is offered a roster spot but refuses, stating they want to play A. This player will be released from the Competitive Program, reassigned to the NMHA House Program, and not allowed to tryout at the A or B levels.

Example 2: A coach can approach the Competitive Committee up until the end of November to seek the release of a player. The coach may do this if he sees that the skill of the player is not adequate for the level or there are behaviour or discipline issues with the player. If the reassignment is approved by the Committee then the coach will follow the procedure listed above to call up a player.

## **SECTION 3 – COMMUNICATION WITH PARENTS**

### **Getting Information from Parents/Guardians**

- A) Prepare handouts for the parents/guardians requesting:
- General Information – player’s name, address, neighbourhood, telephone number, birth date, parents/guardians first and last names, work telephone numbers, email address, cell numbers
  - Confidential Medical Information
- B) A copy of the player’s birth certificate may be required at tournaments (i.e. Bell Capital Cup).

### **Giving Information to Parents/Guardians**

- A) Prepare a team list for players and parents/guardians. It should include sweater number, player’s name, address, telephone number, parents/guardians first and last names, team officials, addresses and home phone numbers.
- B) Team schedules posted in TeamSnap are helpful to inform parents/guardians of scheduled games, practices, exhibition games, tournaments, and other team events.

### **Coach Evaluations**

The dates for the evaluations are:

1. Mid-Year – to be electronically distributed by November 15<sup>th</sup> and to be returned by November 30<sup>th</sup>
2. Year-end – to be electronically distributed by February 1<sup>st</sup> and to be returned by February 16<sup>th</sup>

## **SECTION 4 – BUDGETS**

### **Fundraising**

There is information on the NMHA website and at the Hockey Office on fundraising events that you could use to raise money to offset team expenses.

### **Managing Team Finances**

#### **Budget Guidelines**

- A) Prepare a “Team Plan” and a “Team Budget” in consultation with the coach (samples attached)

Have a meeting with the parents/guardians to outline the Team Plan and Budget for the year. Submit a copy of your budget to your Convenor after it has been presented and reviewed by the parents/guardians.

- B) Each team account must have two signatories who are to be either parents or guardians of a team member. Coaches and/or Assistant Coaches are excluded from being a signatory.
- C) Prepare at least one **Interim Financial Statement** for the parents/guardians (i.e. December). A copy must be submitted to your Convenor.
- D) Prepare a **Final Financial Statement** for the parents/guardians at year-end. A copy is to be submitted to your Convenor.

Examples of items to be included in your team budget:

**Revenue**

Player Fees

Suggested Payment Schedule:

½ at beginning of season

¼ on November 1<sup>st</sup>

¼ on December 1st

Fundraising

All team members must participate in team fundraising activities – all proceeds go to the team not the individual player

**Expenses**

Practice Ice

Exhibition Games

Ice, referees, timekeepers

Tournaments

Entry fees, player exchange mementos

Competitive Surcharge

Use \$250/player for all teams for budget purposes to start with (actual rates to follow in December/January)

Team Supplies

Pucks, pylons, whistles, first aid kit, etc.

Team Administration

Long distance telephone charges, postage, envelopes, paper, etc.

Coaches Accommodations

Refer to Coach Reimbursement Policy

Refundable Deposit - Sweaters

\$1000

Social Expenses

Year end party, players awards, etc.

## **Preparation of a Team Plan & Budget**

The forms in the appendix and the information sent to you are provided as an aid in the preparation of your team's budget for the 2023-24 season.

You can use copies of these forms to prepare your budget manually. I am also attaching a sample financial tracker that has formulas already included. The data in the document is for example purposes only. When you create a new copy, delete the content of the original taking care not to delete the formulas.

## SECTION 5 – HEO POLICIES FOR MINOR HOCKEY

### Obtaining Your Official Team Registration List

Competitive team lists will be generated by the NMHA Registrar as early as possible after teams are formed. All teams require an ‘official’ signed off team list to participate in tournament and league games. The following steps are to be followed, with **steps 1 and 2 being completed within 5 days of team formation**. Steps 3, 4 and 5 will be arranged between the Team Manager and NMHA Registrar.

1. Manager to advise registrar and provide the following information in the [roster form](#):
  - i. a list containing names and sweater numbers for all players selected;
  - ii. for each member of the coaching staff: name, date of birth, and month/year/location where certification obtained;
  - iii. Manager’s name and email address.
2. Team Manager submits roster NMHA Registrar for approval. (registrar@nepeanminorhockey.ca)
3. NMHA Registrar creates a team list and advises the team manager that the list is ready.
4. NMHA Registrar approves team list, and advises team manager “official” team list is ready.

Changes throughout the season require the NMHA Registrar to be notified.

Please remember that anyone who will be on the ice or behind the bench must be listed for coverage under the Hockey Canada insurance policy.

All team officials must have a valid Vulnerable Sector Police Record Check and have all the other required certifications for their role to be added to the roster.

Coaches, and trainers can use the HEO tools, available on their website, to determine what certifications they need and if any are missing to sign up for the course required.

Also for players to be affiliated to a higher team they must be on an official team roster at the lower level.

### Team Travel

A [Travel Permit](#) must be filled out and signed by the NMHA President, or designate ( Jeff Pollard), for any trip outside the boundaries of Hockey Eastern Ontario. When travelling to the USA a “[USA Hockey & Hockey Canada Travel Permit](#)” must also be completed.

If a parent/guardian does not go on a trip with their child, have a “[Permission to Travel](#)” form signed by the parent/guardian.



These forms are available at the hockey office or on the HEO website <http://www.heominor.ca/forms>

Ensure that everyone has medical coverage particularly when travelling to the U.S. (it is inexpensive and very worthwhile)

### **Special Events**

If you are planning a Special Event that needs your team to be insured off ice, please fill out the Special Event Request form and send it to the HEO.

Forms can also be obtained from the HEO website at <http://www.heominor.ca/forms>

## SECTION 6 – GAME RELATED INFORMATION & REPORTING

### League Information

Level	HEO Minor AA-A	B
League Name	<a href="#">OEMHL AA/A</a>	<a href="#">OBMHL B</a>
Coaches/Manager Meeting	U13-U18 Coaches Meeting (Kemptville)  U9-U12 6:00-7:30 p.m U13-U18 7:30-9:00 p.m.  Tues. Sep. 12th, 2023  <span style="color: red;">Meeting is mandatory. One representative per team must attend.</span>	Walter Baker Rec Center (Food Court Area) U10-U11: Sunday October 1 - 9:30 am U12-U14: Sunday October 1 - noon U15-U18: Sunday October 1 - 2:00 pm  <span style="color: red;">Meeting is mandatory. One representative per team must attend.</span>
Number of Games	30	30
NMHA Rep	Jamie Leppard	Mike Hollingworth
League President	Mike Spencer	Paul MacInnis

### Game Sheets

Game sheets are provided free of charge from your league for all league games, and are distributed at the respective league's coaches meeting at the start of the season. For exhibition games, game sheets can be purchased at the hockey office.

For home games, it is your responsibility to see that the game sheet is made out in plenty of time to give the opposing team the opportunity to fill it out before game time.

The home team is responsible to obtain two copies of the game sheet and ensure the league receives a copy.

Please remember that the manager and coach need to check the game sheet after the game for any suspensions of players or coaches. The suspensions must be reported to the District Chair or designate, and it is the head coach's responsibility to ensure that the suspension is served. Further details follow in the next section.

The HEO Handbook can be referred to for key roles and responsibilities for reporting suspensions. Any appeals of suspensions go directly to the HEO Council Discipline and Appeals Committee. Refer to the HEO website at <http://www.heominor.ca/> for more information.

## Game Sheet Reporting

All game sheets that record a “suspension” are to be emailed to your convenor within 24 hours of the game’s completion. You can do this by taking a picture of the game sheet. Please ensure you have the entire game sheet (front/back) captured and that it is legible.

All game sheets for league, tournament, exhibition, playoff games must be reported.

The convenors by division are as follows:

Division	Contact
Novice Convenor (U9)	Tony Farago
Atom Convenor (U10/U11)	Kim Delorey
Pewee Convenor (U12/U13)	Pat Lam
Bantam Convenor (U14/U15)	Keith McEwen
Midget Convenor (U16/U18)	Pierre Bellefeuille

## Reporting Suspensions

### Procedures for Reporting Suspensions Incurred & Suspensions Served

The Ottawa District Minor Hockey Association has developed a *Code of Discipline (COD)* that must be adhered to by all Associations within the District. The COD is published in the *‘HEO Handbook and Directory’* which is usually available shortly after the season starts. A copy of this handbook will be provided to each team. The COD is also posted on-line at <http://www.heominor.ca/documents>. Please familiarize yourself with the COD, as the **responsibility for ensuring it is followed rests ultimately with the head coach and team officials.**

Always refer to the COD noted above! As a guide, suspensions are incurred when the following infractions have been assessed.

Infraction:	Example of how infraction could be recorded on scoresheet:
Checking From Behind -Minor	CFB (2) + GM55 <b>New Code: 7.5 (a)</b>
Checking From Behind – Major	CFB (5) + GM41.03 <b>New Code: 7.5 (b,e)</b>
Check to Head	HC (5) + GM41.13 <b>New Code:7.6 (b)</b>
Fighting	FT (5) + GM30 <b>New Code:7.10(b)</b>
Fighting with Instigator (of a fight)	INS (2) <b>New Code: 7.10 (b)</b>
Fighting with Aggressor (in a fight)	AGG (2) <b>New Code: 7.10 (b)</b>
Game Misconduct	GMxx (10) <a href="#">see new codes</a>
Gross Misconduct	GRMxx (10) <a href="#">see new codes</a>

Match Penalty	MPxx (10) <a href="#">see new codes</a>

As it relates to the administration of suspensions, here is what is expected to take place:

Whenever a suspension is incurred (during exhibition, tournament, league, and playoff games) it is required that **one League official** and **one Association official** be advised. In addition, these two individuals are to be advised whenever a suspension has been served (during tournament, league, and playoff games). Every time a suspension has been incurred and games where suspensions are served, a copy of the game sheet must be included in the communication with the League and Raider Competitive Contact.

- The first individual is the ‘League Official’ or ‘**League Convenor**’ for the division in which your team plays. Each league will publish the reporting procedures to be followed. These instructions are usually distributed and reviewed at the initial coaches meeting held by the league prior to the start of the season. It is this individual who will receive and retain all scoresheets in which suspensions were either incurred or served (i.e. exhibition, league, tournament, and playoff games).
- The second individual is the District Chair, or his delegate. As has been done for the last several years, there will be one “**Raider Competitive Contact**” ([suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca)) for all competitive teams. Particulars about any suspensions incurred or served are to be communicated to this individual.

Please refer to the following procedures for more detail.

## 1. BEFORE ALL LEAGUE, PLAYOFF & TOURNAMENT GAMES:

- 1.1 Complete scoresheet and identify any suspensions being served in that game (i.e. beside the individual’s name with the notation ‘SUSP 1 of 1’, ‘SUSP 1 of 2’, etc. Referees will validate this by initialing the scoresheet. It is important to note that the scoresheet is the ‘official record’ of the game, and proves that a player has served a suspension.

## 2. AFTER EACH AND EVERY GAME:

**Email the game sheet as noted above**

### 2.1 SUSPENSIONS INCURRED

Always review the scoresheet! If there are penalty codes M, GM, GRM, MP or GE that were incurred during the game they are to be reported as follows:

#### 2.1.1 League and Playoff games:

1. An email is to be sent to [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca) along with an entire copy of the game sheet as soon as possible after the game. For tournament play, before the next game.

Scan and email is best, a legible smartphone photo is acceptable.

You will be notified of any sanctions incurred by the player

2. You are also required to
  - a) Report all suspensions on your team to your respective '**League Convenor**' (as per League instructions)
  - b) Report all suspensions on your team to the '**Raider Competitive Contact**' including expected games to be served (see instructions that follow this section)

### **2.1.2 Tournament and Exhibition Games:**

**Note:** a copy of the game sheet must be included in all emails notifying the league and association of a suspension.

## **2.2 SUSPENSIONS SERVED**

If any suspensions were served during the game (i.e. identified on score sheet at start of game):

### **2.2.1 League and Playoff games:**

An email is to be sent to [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca) along with an entire copy of the game sheet as soon as possible after the game. You must scratch the player from your roster and note on the game sheet the suspension count. (e.g. "suspended 1 of 2" etc.)

Scan and email is best, a legible smartphone photo is acceptable.

You will be notified of the suspension being served and any remaining sanctions against the player (if applicable).

You are also required to

1. Report all suspensions on your team to your respective 'League Convenor' (as per League instructions)
2. Report all suspensions on your team to the 'Raider Competitive Contact' including expected games to be served (see instructions that follow this section)

### **2.2.2 Tournament games:**

- a. Report this to your '**Raider Competitive Contact**' only if the game is NOT one that was identified when suspension initially reported in 2.1.1 or 2.1.2 above (see instructions that follow this section)
- b. Forward a copy of the score sheet to your '**League Convenor**'

### 2.3 LOGGING OF SUSPENSIONS

It is most important that you also maintain your own log of suspensions. See the next page for details that you should maintain for suspensions incurred (2.1 above) and/or suspensions served (2.2 above).

### 2.4 APPEALING OF SUSPENSIONS

Should you decide to appeal a penalty for which a suspension has been incurred, you must advise HEO, in writing, and within 72 hours of the completion of the game. Your appeal is to be accompanied by a cheque in the amount of \$225 to cover the appeal fee. Minor Council Discipline and Appeal (D&A) will only consider an appeal for an infraction of three games or more. Hearings are generally held every Tuesday evening during the season at the HEO office.

The NMHA is not directly involved in appeals incurred by competitive teams.

#### Video Review

Minor Council D&A will also consider video reviews of infractions where no call was made by the officials for infractions that result in a suspension of 3 games or more. The video must be submitted within 72 hours of the completion of the game and the \$125 review fee must be submitted with the video.

### 2.5 REPORTING OF SUSPENSIONS TO ‘RAIDER COMPETITIVE CONTACT’

All suspensions are to be directed via email to [suspensions@nepeanminorhockey.ca](mailto:suspensions@nepeanminorhockey.ca). You are already required to email the game sheet.

Please note that the NMHA requires that you report all infractions of M, GM, GRM, MP and GE (i.e., misconducts, game misconducts).

It is essential to realize that if any player or team official does not serve a suspension for a penalty incurred both the player and the coach are dealt with severely. If you have any questions, or unsure if there is a suspension, contact District Chair [REDACTED]. Acting upon incorrect advice will not be an excuse for not serving a suspension.

When reporting via email, please identify the ‘Subject’ of the email to be:  
**‘Suspension Report – Team – Date’.**  
(i.e. Suspension Report – Midget AA – Nov 25)

Whenever an infraction is incurred that results in a suspension, the following information is required to be reported:

Game Information (once per game):

Team: Raiders Minor PeeWee A  
Date: Sept 26, 2012  
Game #: 34  
Opposition: Ottawa Valley  
Location: Sportsplex 1

Suspensions Incurred and CFB Information:

For each infraction, using the scoresheet as your source, please provide:

Sweater #: 8  
Last Name: Smith  
First Name: Bob  
Infraction: CFB (5)  
Penalty Minutes: 5  
Period: 3  
Time Remaining (if 3rd period): 5:23  
# of games suspended for this infraction: 1

(based upon Code of Discipline)

Games to Sit Out (for each suspension incurred in game):

For each suspension noted above, please provide the following information:

<u>Player</u>	<u>Game Number</u>	<u>Date</u>	<u>Game Location</u>	<u>Opponent</u>
Smith	35	Sept 28	Earl Armstrong	Gloucester

Subject: put "Suspension Served - Game 1 of 1 - Major Atom B White"

Body of Email: Good evening,

Please find the game sheet attached showing that Rebecca Shewfelt (#28) served his 1 game suspension tonight (Jan 16, 2018).

\* Should reported games be altered, please advise Greg Clarke of the changes, otherwise no further information will be required from you on the specific suspension.

## SECTION 7 – RISK & SAFETY

There are a number of basic safety practices that must be followed:

1. Each Coach will ensure that, under no circumstances, will a player be allowed on the bench without his or her equipment (this is an insurance stipulation that is mandatory). Injured players that want to be on the bench must wear their equipment.
2. It is required that Coaches wear helmets at practice or whenever on the ice (see HEO Helmet Regulation)
3. Adhesive tape, stickers or paint should not be put on the player's helmet or goalie's mask.
4. Remember to complete an accident report whenever a player is injured and return it to the Hockey Office immediately

We are all responsible if we don't play safe. There is a Risk and Safety Manual in the Hockey Office should you require further information.

### Accident and Insurance

Whenever an accident occurs, an HEO Injury Report - <http://www.heominor.ca/forms>) must be filled out no matter how minor the injury. Please remember to do this and return it to the hockey office within 48 hours.

Please read the guidelines set out by the HEO.

As soon as a player is registered, he/she is insured.

Please refer to the “**Safety Requires Teamwork**” booklet which you should receive at the start of the season. It provides you with the information needed.

### Risk and Safety Management

Please follow the guidelines in your “**Safety Requires Teamwork**” booklet, and in the following pages.

### Respect In Sport Program

All volunteers who come in contact with players must have the Respect In Sport qualification.

To get this qualification, complete the Respect in Sport online training course. One important point is that the Respect in Sport course is a national offering and all Nepean



volunteers must access it via the HEO link and select the NMHA as their home Association. If, by chance or error, a volunteer mistakenly selects another Branch and/or Association, that member should contact the NMHA Registrar on how to report the qualification to HEO. (<http://www.hockeyeasternontario.ca/pages/safety/respectinsport.htm>)

## Rowan's Law

\*\*\* new requirement as of 2019/20 \*\*\*

What is Rowan's Law?

In May 2013, 17-year-old Rowan Stringer died as a result of a head injury she sustained while playing rugby with her high school team. In the week prior to her final game, Rowan had been hit twice, and likely sustained a concussion each time. These concussions were not recognized, and she continued to play. When she was hit again in her last game, she suffered what is known as Second Impact Syndrome – catastrophic swelling of the brain caused by a second injury that occurs before a previous injury has healed. Rowan collapsed on the field and died four days later in hospital.

A coroner's inquest was convened in 2015 to look into the circumstances of Rowan's death. The coroner's jury made 49 recommendations for how the federal government, as well as Ontario's government ministries, school boards and sports organizations, should improve the manner in which concussions are managed in this province.

What are the requirements?

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

- 1) In accordance with Rowan's Law HEO Participants/Coaches/Bench Staff/Volunteers are required to submit a signed Acknowledgement Form confirming that they have reviewed the HEO Code of Conduct and the Concussion Awareness Resources at this website [www.Ontario.ca/concussions](http://www.Ontario.ca/concussions) BEFORE that participant can register/participate in the their hockey season.
- 2) In addition, you must review the Concussion Code of Conduct, appropriate to your age group:
  - a) Ages 10 and under:  
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-10-and-under>
  - b) Ages 11 to 14:  
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-11-14>
  - c) Ages 15 and up:  
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-15-and-up>
- 3) confirm that you have reviewed both of these resources every year.

## Gender Expression & Identity Course

\*\*\* new requirement as of 2017/18 \*\*\*

All volunteers who come in contact with players must have completed the Gender Expression & Identity Course. The new training module for team officials is designed to support trans-inclusive hockey in Ontario, Understanding Discrimination based on Gender Identity and Gender Expression Training.

To get this qualification, complete the Gender Expression & Identity online training course. One important point is that the course is a national offering and all Nepean volunteers must access it via the HEO link and select the NMHA as their home Association. If, by chance or error, a volunteer mistakenly selects another Branch and/or Association, that member should contact the NMHA Registrar on how to port the qualification to the HEO. (<https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=111725>).

## 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 helmet. There are no exceptions to this rule.

Specifically, the HEO regulation is as follows:

### ***13.0 Helmet Regulations***

- a) Effective September 1st, 1999 any coach, trainer, assistant coach or volunteer who is on the ice at practice must wear a CSA approved hockey helmet affixed and securely fastened to their head.
  - i. First Offence - Any on-ice participant found to be in violation of this regulation will be given a warning by a person in authority. This warning may be verbal or written, and shall be reported to the District Chairperson
  - ii. Second Offence - An automatic suspension from all hockey activities until a formal hearing is held by the District's Discipline and Appeals Committee.
  - iii. Third Offence - An automatic suspension from all hockey activities until a formal hearing is held by the HEO Council Discipline and Appeals Committee.
- b) Goaltenders are required to wear commercially available neck protectors and throat protectors (commonly referred as "cow catchers") at all levels in the HEO, unless the goaltender's helmet is equipped with a Type 3 facial protector distinguishable by a blue sticker bearing the CSA certification mark.
- c) Only approved stickers supplied by the helmet manufacturer can be affixed to helmets. The team must be able to provide proof from the manufacturer that they are approved upon request.

d) All helmets require ear protection.

Source: *HEO Regulations 2006-2007*

### **Hockey Canada Injury Report**

Hockey Canada has a program of General Liability and Accidental Medical Treatment insurance which are described in the booklet Hockey Canada "Safety Requires Teamwork" included with this document. A reading of this booklet is recommended. 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.

The Hockey Canada Injury Report can be obtained on the HEO website at <http://www.heominor.ca/documents>

### **Completion of Injury Reports**

In the event of an injury, a Hockey Canada Injury Report must be completed and forwarded to the NMHA Office along with a copy of the score sheet (where appropriate).

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.

<http://www.heominor.ca/forms>

### **Emergency Response/Action Plan (EAP)**

We are implanting an Emergency Action Plan (EAP) for every team in the NMHA again this year. 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 and you will also need to have alternate people in case of absence.

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

A copy of the EAP form is included with this manual.

The three EAP individuals 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 someone who is 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:

- Having the knowledge of the location of all 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 have a list of emergency numbers in their possession at all times 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.
- Always be aware of the best route to and the location of the facility that the team is using
- 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 it's address
  - Give an explanation of 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 teammates 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 then 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

## SECTION 8 - TOURNAMENTS & EXHIBITION GAMES

### Contacts for Tournaments & Exhibition Games

For tournaments, HEO has a sanctioned tournament list which you can access at their website: <http://www.heominor.ca/>

For exhibition games, you can call other associations for names of people you can contact for your division, contact your respective NMHA league rep, or contact the respective league directly.

## SECTION 9 - REFEREES & TIMEKEEPERS

### League and Playoff Games

For the following divisions and levels, officials are provided and paid for by the NMHA for league and playoff games:

- Novice A, B (U9)
- Atom AA, A, B (minor and major- U11)
- Minor Peewee AA, A, B (U12)
- Major Peewee B(U13)
- Bantam B (minor and major- U15)
- Midget B (minor and major- U18)

The following divisions, at the AA level have officials centrally assigned by the league; however, managers are required to pay the officials (referees/linesmen), in cash, at each game. Timekeepers are paid by the association.

- Major Peewee AA -U13
- Bantam AA (minor and major- U15)
- Midget AA (minor and major- U18)

The fee schedule is below.

Any changes to the regular season or playoff schedule must go through the convener. After that it is the manager's responsibility to re-confirm back within 72 hours of the new game, via email, to the assignor (Jay Kleiman: [nmhaopofficials@gmail.com](mailto:nmhaopofficials@gmail.com)). If a game is cancelled within 72 hours of puck drop, the team is responsible to pay the officials, including the assign and admin fees U13 AA and up.

### Exhibition Games

You must provide and pay for officials for exhibition games. Payment is made directly to the referees, in cash, 10 minutes before the game. (Please try to have the correct amounts for each individual official as per the schedule that follows for timekeepers and game officials. Include the assigning fee with the “referees” payment.)

To request referees and/or timekeepers, please call or email Jay Kleiman, the referee and timekeeper assigner at 613-884-7732 or [nmhaopofficials@gmail.com](mailto:nmhaopofficials@gmail.com)

For each game where officials are assigned, there is an “Assigning Fee”.

- If the game is booked **more than 72 hours** in advance, the assigning fee is **\$8.25** per game, including a \$2.00 admin fee.
- If the game is booked **72 hours or less** in advance, then the assigning fee is **\$14.50** per game, including a \$2.00 admin fee.

If a game must be rescheduled, the team manager must call the assignor 72 hours before the new scheduled game time. This lead time will ensure the change is recorded and officials assigned, and, should there be a discrepancy, it can be attended to in a timely fashion. The onus is on the team manager to adhere to this procedure. If a game is cancelled within 72 hours of puck drop, the team is responsible to pay the officials, including the assign and admin fees.

See the next page for a complete list of the Referee and Timekeeper Rates for 2023-2024 (also available on the HEO website).

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

	Length	Position	AAA	A/AA	B	HL
<b>U21</b>	60 min game	Referee				\$36
		Lines				\$27
		2-Officials				\$32
	70 min game	Referee				\$39
		Lines				\$30
		2-Officials				\$35
	90 min game	Referee				\$49
		Lines				\$39
		2-Officials				\$44
	120 min game	Referee				\$61
		Lines				\$45
		2-Officials				\$53
<b>U18</b>	60 min game	Referee	\$40	\$36	\$33	\$31
		Lines	\$31	\$28	\$27	\$25
		2-Officials	\$36	\$32	\$30	\$28
	70 min game	Referee	\$42	\$38	\$35	\$32
		Lines	\$33	\$31	\$28	\$27
		2-Officials	\$38	\$35	\$33	\$30
	90 min game	Referee	\$53	\$48	\$45	\$43
		Lines	\$41	\$38	\$36	\$35
		2-Officials	\$47	\$43	\$42	\$39
	120 min game	Referee	\$63	\$59	\$56	\$54
		Lines	\$48	\$45	\$41	\$42
		2-Officials	\$56	\$52	\$49	\$48
<b>U15</b>	60 min game	Referee	\$37	\$33	\$32	\$28
		Lines	\$29	\$26	\$24	\$23
		2-Officials	\$33	\$30	\$28	\$26
	70 min game	Referee	\$42	\$38	\$35	\$32
		Lines	\$33	\$31	\$28	\$27
		2-Officials	\$38	\$35	\$32	\$30
	90 min game	Referee	\$52	\$46	\$43	\$41
		Lines	\$39	\$36	\$34	\$33
		2-Officials	\$46	\$42	\$39	\$37
	120 min game	Referee	\$62	\$56	\$53	\$51
		Lines	\$46	\$43	\$41	\$40
		2-Officials	\$54	\$50	\$47	\$46

	<u>Length</u>	<u>Position</u>	<u>AAA</u>	<u>A/AA</u>	<u>B</u>	<u>HL</u>
<b>U13</b>	60 min game	Referee	\$35	\$31	\$28	\$26
		Lines	\$28	\$25	\$23	\$22
		2-Officials	\$33	\$28	\$26	\$24
	70 min game	Referee	\$37	\$33	\$30	\$28
		Lines	\$30	\$27	\$25	\$24
		2-Officials	\$34	\$30	\$27	\$26
	90 min game	Referee	\$45	\$41	\$38	\$37
		Lines	\$36	\$34	\$32	\$31
		2-Officials	\$42	\$38	\$35	\$34
	120 min game	Referee	\$57	\$53	\$50	\$48
		Lines	\$43	\$40	\$38	\$37
		2-Officials	\$50	\$47	\$44	\$43
<b>U11</b>	60 min game	Referee	\$32	\$27	\$25	\$24
		Lines	\$26	\$23	\$22	\$22
		2-Officials	\$29	\$25	\$24	\$23
	70 min game	Referee	\$34	\$30	\$29	\$26
		Lines	\$29	\$26	\$25	\$24
		2-Officials	\$32	\$28	\$27	\$25
	90 min game	Referee	\$43	\$39	\$36	\$35
		Lines	\$35	\$32	\$30	\$30
		2-Officials	\$39	\$36	\$33	\$33
	120 min game	Referee	\$53	\$49	\$46	\$45
		Lines	\$41	\$38	\$37	\$36
		2-Officials	\$47	\$44	\$42	\$41
<b>U9</b>	60 min game	1-Official	\$23	\$22	\$22	\$21



## **SECTION 10 – OTHER**

### **Arena Finder**

For maps to arenas go to [www.arenamaps.com](http://www.arenamaps.com)

### **Dressing Room Security**

Ensure that the dressing room door is locked during all games and practices to avoid theft. Also, ask players not to bring valuables to the arena.

Cell phones are banned from changerooms, all cell phones should be collected before practices/games and placed in a secure bag and left with a parent volunteer. All phones to be returned upon completion of practices/games.

You may be expected to leave car keys when you obtain the dressing room key at some rinks. The manager, or designated parent, should always have the dressing room unlocked promptly after the game so that the players can go directly in and avoid any potential problems in the hallway.

Also, someone should ensure the cleanliness of the room. The condition of the dressing room should be checked before it is occupied by your team, as well as after all players have left. Look for articles left behind, and make sure there is no damage. Any damage to a dressing room should be reported to the rink attendant immediately. This is good public relations for the NMHA.

### **Year End Party**

This is the fun part of the season. Consider holding it in a community field house, a sport complex, a restaurant, amusement centre, etc. Don't forget awards!

### **Souvenirs**

Pucks, hats, jackets, pennants, pins, mugs, etc. are available at the Hockey Office.

### **Publicity for Team**

You can highlight tournament successes as well as seasonal play along with a team picture on the NMHA website. Please email your write up and picture to Pat Lam at [vp.operations@nepeanminorhockey.ca](mailto:vp.operations@nepeanminorhockey.ca). Nepean This Week and other neighbourhood papers welcome articles from minor hockey. The same can be done on the league website of your respective leagues.

## **Parent & Player Game**

Parent and player games are not permitted as parents and players will not be insured by the Hockey Canada insurance program.

## **Restrictions**

Some 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.

## SECTION 11 - OFFICIALLY LICENSED NMHA APPAREL

The catalogue of NMHA apparel can be accessed online at:

<http://www.nepeanhockey.on.ca/html/Apparel.html>

## SECTION 12 – NMHA CONTACTS FOR 2023-2024

- ❑ Vice President – Jamie Leppard
- ❑ Division Convenors
  - Novice (U9) – Tony Farago
  - Atom (U10)- Kim Delorey
  - Atom (U11) – Kim Delorey
  - Pee Wee (U12) - Pat Lam
  - Pee Wee (U13 ) – Pat Lam
  - Bantam (U14)- Keith MacEwen
  - Bantam (U15)– Keith MacEwen
  - Midget (U16)- Pierre Bellefeuille
  - Midget (U18) – Pierre Bellefeuille
  - Hockey Development – Bob Byrnes 613-852-4240 (cell)
- ❑ Manager Liaison – Maggie Ziade

\*\*\*see NMHA Contacts page on the website for email addresses\*\*\*

### League Representatives

- ❑ A and AA – Jamie Leppard
- ❑ B – Mike Hollingworth

### Suspension Reporting & Affiliated Player Reporting

- ❑ Craig Shouldice – suspensions@nepeanminorhockey.ca
- ❑ Craig Shouldice – affiliation@nepeanminorhockey.ca

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### NMHA Discipline & Appeals

- ❑ District Chair -

### NMHA OFFICIALS

- ❑ Referee-in-Chief – Jeff Deavy
  - ❑ Alternate Referee-In-Chief/ Director of Officials – Jamie O'Neil: 613-866-6983
  - ❑ Timekeeper Coordinator – Chantal Mallette 613-828-4953
  - ❑ Coordinator of Game Incidents & Appeals – Silvio Plescia: 613-866-2959
  - ❑ Referee & Timekeeper Assigner (All Levels) – Jay Kleiman 613-823-7732
  - ❑ AA/A Referee-in-Chief – Tom Meagher: 613-521-7229
-

## **Arenas**

- ❑ Nepean Sportsplex – 613-727-6683
- ❑ Walter Baker Sports Centre – 613-825-2460
- ❑ Merivale Arena – 613-224-3168
- ❑ Bell Arena – 613-828-9629
  
- ❑ Goalie Equipment: [goalieequipmentrental@nepeanhockey.on.ca](mailto:goalieequipmentrental@nepeanhockey.on.ca)
- ❑ Sweaters: [vp.operations@nepeanminorhockey.ca](mailto:vp.operations@nepeanminorhockey.ca)

## **Office Administrator**

- ❑ John Mason – 613-825-1590 or 613-228-0695

## **Other NMHA Directors**

- ❑ President – Helen Tyson
- ❑ V-P (Competitive Chair) – Jaime Leppard
- ❑ Hockey Office Personnel – John Mason 613-295-8865
- ❑ Registrar – Janet Shouldice 613-435-3782
- ❑ Treasurer – Tony Farago
- ❑ Past President – Brenda Newman
- ❑ Sponsorship –
- ❑ Communications –
- ❑ Risk & Safety – Kapil Uppa.
- ❑ Tryout Coordinator – Jaime Leppard
- ❑ Technical Director – Bob Byrnes 613-829-0983
- ❑ Competitive Ice Scheduler – Gray Savoie
- ❑ Ice Coordinator – Emma Grimes
- ❑ Website –
- ❑ Administrative: [office@nepeanminorhockey.ca](mailto:office@nepeanminorhockey.ca)

## **Appendix 'A' – NMHA Behaviour Guidelines/Code of Conduct**

### **COVID-19 Guidelines for all NMHA members**

- All NMHA members (players/staff/parents/spectators/officials/timekeepers/NMHA Staff / Volunteers) are expected to know and abide by the Hockey/Canada/HEO/NMHA Covid-19 safety measures and protocols.
- Details of these safety measures and protocols can be found on the NMHA website.

### **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.

### **Guidelines for Spectators**

- Display good sportsmanship. Always respect players, coaches, and officials.

- Act appropriately; do not taunt or disturb other 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.

### **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, the Ottawa and District Minor Hockey Association 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.

## Appendix 'C' – Budget Forms

**\*\*\* please use template document sent in September 2018 for accurate estimates\*\*\***

### TEAM PLAN

Team Name:	
Coach:	
Assistant Coach:	
Assistant Coach:	
Assistant Coach:	
Trainer:	
Manager:	
Signing Authorities:	

# of Tournaments	
# of Exhibition Games	
# of Practices	
# of League Games	
# of Players	

Practices - Ice	Practice Length	# Practices Planned
	1.0 hr	
	1.5 hrs	
	2.0 hrs	

Exhibition Games – Ice	Game Length	# Home Ex. Games Planned
	1.0 hr	
	1.5 hrs	
	2.0 hrs	

Exhibition Games – Officials	Referees Timers / Scorers	# Home Ex. Games Planned

Tournaments	# Tournaments Planned	Avg. Entry Fee



\*Subtotals are be carried forward to the Team Budget

**TEAM BUDGET WORKSHEET** Team Name

**Practice Ice**

Practice Length	# Practices Planned	Rate for Ice	
1.0 hr	0	\$220.00	\$0.00
1.5 hrs	0	\$323.00	\$0.00
2.0 hrs	0	\$430.00	\$0.00
			<b>\$0.00</b>

**Exhibition Games - Ice**

Game Length	# Home Ex. Games Planned	Rate for Ice	
1.0 hr	0	\$220.00	\$0.00
1.5 hrs	0	\$330.00	\$0.00
2.0 hrs	0	\$440.00	\$0.00
			<b>\$0.00</b>

**Exhibition Games - Officials**

For	# Home Games Planned	Rate for Officials**	
Referees	0		\$0.00
Assigning Fee	0	\$7.50	\$0.00
Timers / Scorers	0	\$10.00	\$0.00
			<b>\$0.00</b>

**Tournament Registration Fees**

# Tourn. Planned	Avg Entry Fee	Tourn. Cost
0	\$0.00	\$0.00

*and/or list below*

Tournament Name	Entry Fee	Tourn. Cost
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

**\$0.00**

**Coach Reimbursement**  
 \*\*\* see updated policy on NMHA website \*\*\*

Tournament Name	Dates	# of Nights	Rate / Night	Tourn. Cost	
				\$0.00	Coach
			\$100.00 (divided b/w staff)	\$0.00	Non-Parent Asst coaches
				\$0.00	Coach
			\$100.00 (divided b/w staff)	\$0.00	Non-Parent Asst coaches
				\$0.00	Coach
			\$100.00 (divided b/w staff)	\$0.00	Non-Parent Asst coaches

**Mileage**

Estimated KM	Rate / km	
	\$0.50	\$0.00
	\$0.50	\$0.00
	\$0.50	\$0.00
	\$0.50	\$0.00

<b>Team Travel Expenses</b>		Tournament Name		Trans. Cost		
(for team buses, and bus driver expenses)						\$0.00
						\$0.00
<b>\$0.00</b>						
<b>League Related Items</b>						
<b>**\$265 used for budget purposes</b>						
Competitive Player Surcharge	<input type="text" value="17"/>	players @	\$265.00			<b>\$4505.00</b>
<b>Coach Reimbursement (Flat Rate)**</b> *** see updated policy on NMHA website ***						
	Minor Atom – A	** \$410.00	<input type="text"/>	<input type="text"/>		
	Major Atom, Minor/Major Peewee, Minor/Major Bantam, Minor Midget – AA	** \$590.00				
	Major Midget – AA	** \$598.00				
<b>Team Travel Expenses</b>						
(for team buses)		Travel to		Trans. Cost		
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>\$0.00</b>						
<b>Team Administration</b>						
Socks	<input type="text" value="17"/>	players @	\$12.00			\$170.00
Trainers Kit						\$0.00
Trainers Material / Courses						\$0.00
Banking and Admin						\$0.00
<b>\$0.00</b>						
<b>Refundable Items</b>						
Sweater Deposit		\$1000 per team				\$1,000.00
<b>\$1,000.00</b>						
<b>Off-Ice Activities</b>						
Team Party - Start of Year						\$0.00
Team Party - Mid-year						\$0.00
Team Party - End of Year						\$0.00
Team Building Activities						\$0.00
<b>\$0.00</b>						
<b>Other Expenses</b>						
(eg. Player awards, etc)	Description					
	<input type="text"/>					
	<input type="text"/>					
<b>\$0.00</b>						
<b>Total Budget</b>						<b>\$0.00</b>

**NOTE: Rates noted with \*\* may be amended**

## NMHA Team Budget – 2023-2024

Team

Coach

**Practices - Ice**

**Exhibition Games - Ice**

**Exhibition Games - Officials**

**Tournaments**

**Coach Reimbursement**

**Team Travel Expenses**

**League Related Items**

**Competitive Player Surcharge**

**Coach Reimbursement (Flat Rate)**

**Team Travel Expenses**

**Team Administration**

**Refundable Items**

**Off-Ice Activities**

**Other Expenses**

**TOTAL BUDGET**

**Number of Players**

**Per Player Share of Budget**

## Appendix 'D' – NMHA Competitive Coach Agreement

### The Nepean Minor Hockey Association Nepean Raiders Competitive Coaching Agreement

I, \_\_\_\_\_, accept your offer to Coach a Raider competitive team within the Nepean Minor Hockey Association, at the \_\_\_\_\_ level for the 2023-2024 season.

The following terms and conditions form part of this agreement and in accepting this appointment it is understood that:

1. I will abide by the aims and objectives of the Nepean Minor Hockey Association as outlined in the NMHA Constitution and the NMHA Coaching and Ethical Philosophy;
2. I have read and I agree to abide by the NMHA Fair Ice Time Policy for Raider competitive teams;
3. I will abide by Section 3 of the NMHA Coaching and Ethical Philosophy in selecting my assistant coaches and other team staff;
4. I agree to implement the NMHA Competitive Team Rules;
5. I agree to participate in any NMHA tournament if my division and level is offered;
6. I agree to contract professional assistance as identified in Section 5 of the NMHA Coaching and Ethical Philosophy;
7. I agree to support and participate in any mandatory program identified by the NMHA Technical Director.
8. It is my responsibility as Coach to ensure:
  - a. I have obtained (or will obtain) the required coaching certification by December 1<sup>st</sup> of the current season;
  - b. That my team has a qualified trainer with proper certification; and
  - c. I will ensure that each Assistant Coach will have obtained at least a Coach Level certification by December 1<sup>st</sup> of the current season.
9. Budget updates are provided, on a routine basis or as required, to the Convenor, and, that team funds are administered independently from myself, or my spouse, and appropriately in consultation with team parents;
10. All monies owing to the NMHA for ice time, sweaters, timekeepers, referees, etc., will be paid by the due dates. These due dates are normally noted on the invoice or posted in the hockey office.

11. All sweaters, being the property of the NMHA, will be my responsibility as Coach and must be returned in the manner and by the dates specified by the Director. Failure to return the sweaters may result in the forfeiture of the sweater deposit;
12. I will be responsible for the conduct of all team personnel, both on and off the ice, whether in Nepean or elsewhere;
13. I will be responsible for ensuring that players and team officials refrain from verbally or physically abusing game officials, and that the utmost respect is shown towards these individuals at all times. I will help the Convenor to achieve similar respect for game officials and for opposing teams and their supporters from parents of my players;
14. I will respect the policy on the use of affiliated players as set out by the NMHA;
15. I recognize that coaching my own child is a privilege, not a right, and that I will not show favouritism to my child at the expense of other team members;
16. I will respect the code of conduct set out by the NMHA.
17. I will respect all policies of the NMHA Competitive Program.
18. I have read “ change room security’ and will enforce the new cell phone policy.
19. I understand and acknowledge that the NMHA may cancel this agreement at any time, and the Coaches and/or team officials associated with the team may be released for failure to abide by the NMHA rules, some of which are set out above, or for any reason that, in the opinion of the Competitive Committee, is contrary to NMHA principles or policies. This agreement may also be cancelled by the NMHA for any reason which the Association feels may be detrimental to the players or the Association, or contravenes Hockey Canada, Hockey Eastern Ontario (HEO), or Hockey Eastern Ontario Minor (HEO) rules and regulations.

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Competitive Chair

\_\_\_\_\_  
Date