



House League: Team Officials Manual

2024-2025

NEPEAN MINOR HOCKEY ASSOCIATION
HOUSE LEAGUE TEAM OFFICIALS' MANUAL
2024-2025

Documents / Forms for House League

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

NMHA Contacts

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

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

Role	Email
NMHA President	president@nepeanminorhockey.ca
Vice President Administration	vp.admin@nepeanminorhockey.ca
VP Operations	vp.operations@nepeanminorhockey.ca
VP Finance	vp.finance@nepeanminorhockey.ca
Director of Risk and Safety	risk.safety@nepeanminorhockey.ca
VP Programs	vp.house@nepeanminorhockey.ca
House 1 Director U7, U11, U15	house.director1@nepeanminorhockey.ca
House Director U9, U13, U18	house.director2@nepeanminorhockey.ca
Comp 1 Director U9, U12, U14	competitive.director1@nepeanminorhockey.ca
Comp 2 Director U13, U15, U18	competitive.director2@nepeanminorhockey.ca
Sponsorship	sponsorships@nepeanminorhockey.ca
Social Media	communications@nepeanminorhockey.ca
TeamSnap Support	vp.operations@nepeanminorhockey.ca
Website	vp.admin@nepeanminorhockey.ca
Registrar	registrar@nepeanminorhockey.ca
NMHA Referee & Timekeeper Assigner	nmhaopofficials@gmail.com
District 10 Chair - Nepean	district10chair@nepeanminorhockey.ca
Manager Liaison (House)	manager.liaison.house@nepeanminorhockey.ca
Tournament Coordinator (House)	tournament.house@nepeanminorhockey.ca
Coach Mentor	coach.mentor@nepeanminorhockey.ca
Jersey Director	jersey.director@nepeanminorhockey.ca
Affiliations	affiliations@nepeanminorhockey.ca
Goalie Equipment – Rental	goalie-equipment-rental@nepeanminorhockey.ca
Suspensions Coordinator	district10chair@nepeanminorhockey.ca

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Hockey Office Information

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

Email: office@nepeanminorhockey.ca

Website: www.nepeanhockey.on.ca

Fax: (613)-825-1591

Payment Options

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

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Coach Checklist

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

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Manager Checklist

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

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Trainer Checklist

- Volunteer Requirements
 - Trainer Level 1 certification in addition to general requirements for all volunteers
- Team Forms
 - Medical information forms are confidential once completed and are to be brought to every ice time
- Supplies
 - A Trainer is required to have a designated Trainer Kit which is brought to every ice time
 - Trainers are required to wear a **secured** helmet when on the ice

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Section 1 – General Information

Team Jerseys

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

Jersey Pick-Up

An Email from the Jersey Director/ VP Operations on dates/timings/location and details for jersey pickup will be communicated to Coaches/Manager to arrange for pick up. Instructions/details will be included in the email.

Damage Report

Teams will be required to complete the Jersey Damage Report and email it to the VP Operations and Jersey Director **within 48 hours** of receiving the jerseys.

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

Jersey Contract

Upon pick up, the team representative will sign the Jersey Contract outlining requirements for the care and return of each jersey and the 2 jersey bags.

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

Jersey Deposit

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

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

Jersey Exchange

Only the Head Coach or Team Manager are to email their jersey exchange request to the Jersey Director and VP Operations. The email must include:

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

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Jersey Returns - The Team Manager or the Head Coach shall return the jerseys to the NMHA as per the guidelines sent out by the Jersey Director/VP Operations. Note that all name tags, C's and A's must be removed and jerseys washed and hung on wire hangers and placed in numeric order in the jersey bag.

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

Name Bars/Tags & Sponsor Tags

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

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

Please ensure all tags are ordered together in one email. In the subject header please include:

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

In the email, include:

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

Payment is to be made directly to the supplier.

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

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

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

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

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

Socks

Each player will receive one pair of socks at the start of the season from the NMHA.

Ice Policies and Other Ice Related Information

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Ice Allocation

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

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

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

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

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

2024-2025 Practice Ice Costs

Full ice: \$230.00 per hour
Half-ice: \$115.00 per hour

Available Ice

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

Obtaining your Official Team Registration List (Roster)

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

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

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

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

If there are changes to your team at any time, for example player movement due to team balancing, notify the Registrar **immediately** and an updated roster will be issued. Please see

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the section of this manual on Affiliated Players for information on adding affiliate players to your official team roster.

Coaches/Managers must keep a copy of the official team roster and bring it to every game – league, tournament or exhibition as proof of player eligibility. Anyone who will be on the ice or behind the bench, in addition to the Team Manager, **must** be listed on the official team roster for coverage under the Hockey Canada insurance policy. A treasurer is **not** required to be on the roster.

Sponsorships

NMHA Team Sponsorships

- Unless otherwise specified by the sponsor, each \$500.00 sponsor is assigned to a specific team by the NMHA and becomes the team's only NMHA-recognized official sponsor.
- The sponsored team will receive a \$250.00 credit toward their team expenses.
- Teams are not permitted to solicit extra donations from assigned official team sponsors.
- Whenever possible, and as appropriate, the sponsor's name should be used in conjunction with the team's name (i.e., NMHA "Myers Devils U13 Tier 2 Team D") in all official team correspondence & tournament registrations.
- The team manager must provide the sponsor with a copy of the team's schedule.
- The NMHA will provide each team with a sponsor plaque for all association-level sponsors. Teams are responsible for providing recognition to all tournament sponsors or team donors.
- For teams with sponsor tags, specific instructions will be sent to the team manager.
 - Additional details on tags can be found under jerseys

Tournament Sponsorship Opportunities

- All teams are permitted to seek additional tournament sponsorships to defer costs including registration fees, coach expenses (as applicable) and team travel costs. Sponsorship & donation limits, from **all sources** are set at:
 - House League: \$2,500.00 per team
- Teams **cannot** approach current NMHA sponsors to solicit funds. A list of all current sponsors can be found on the NMHA website.
- The NMHA will provide the team with a Donation & Tournament Sponsorship Agreement, authorizing the team to solicit sponsorship funds. This must be presented to and completed by all prospective donors and/or sponsors and submitted to the NMHA with the team budget or as soon as it is received by the team. All amounts must be reported on the team budget with the accompanying documentation.
- Unreported funds are a direct offence to the reporting procedures within the NMHA therefore teams will be fined 50% of any sponsorship funds acquired and not reported. **All financial records must be available at any time upon request.**
- All donations and tournament sponsorship funds go to the entire team regardless of who obtains the funds.
- Teams may only solicit what they require within their sponsorship limits. Surplus funds will be transferred to the NMHA and used to reduce ice and equipment costs for all

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minor hockey participants.

- Teams may create a team banner, booklet or similar memento to provide recognition for a tournament sponsor which may only be used at the specified tournament; It cannot be used during regular season or playoff games. In no way can a tournament sponsor replace or supersede the team's official sponsor.
- Teams receiving donations must provide recognition to the team's donor.

Section 2 – Team Finances

Budget Guidelines

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

Team Banking Procedures

- Choose a team treasurer and second signatory (usually the team manager)
- All community accounts require **two signing authorities**. Treasurer and second signatory **cannot** be:
 - Head Coach
 - Assistant Coach
 - Anyone related to the coaches, including spouses
 - Must be two parents/guardians from different families
- Choose a financial institution and request a community account. Most banks in the Nepean area are fully advised on how our teams are to operate their banking.
- Teams are required to open a team account (community account). This should be completed as soon as possible following team formation.
 - **Please take a copy NMHA Banking Letter** when opening your account – this document can be found on the NMHA website as [Bank Letter-2024-2025](#)
- One team bank account, with chequing and deposit privileges only. ATM cards may be issued on a **deposit-only** basis on the team account (no withdrawals under any circumstances).
- The account is to be open under the **team's name**. For example, NMHA U13B Team A. The NMHA claims no responsibility for the team's banking activities.
- **Do not use the NMHA's address** on the bank account. Address should be that of the Manager or Treasurer.
- All teams are to operate their bank account for the current season and are responsible to close their bank account promptly once all the financial affairs are taken care of at season's end, **no later than June 1**. Issue year end refunds to parents via cash or

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etransfer (if available).

- Under **no circumstances** are NMHA teams to facilitate banking through personal accounts.

Team Fees

Team fees must be collected by December 15.

Team fees are not optional and are not based on player participation in tournaments, fundraising initiatives etc.

Each member of the team is required to contribute their portion of the team fees.

Team fees can be collected in one or two installments.

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

Use of Team Fees Policy

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

Teams can collect a **maximum of \$400 per player for U11 – 18 and \$350 per player for U9** in extra fees (over & above hockey registration fees). The only additional income for teams must be in the form of legitimate fundraisers, sponsorships or donations which must be reported and submitted as part of the team budget to the Manager Liaison.

Allowable team budget expenses:

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

Non-allowable team budget expenses:

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

Financial Assistance

Financial Assistance is available to those in need in accordance with the [NMHA Financial Assistance Policy](#) on the NMHA website. The Financial Assistance form is available on either from the NMHA website, or it can be provided to families. A completed form can either dropped off at the hockey office or mailed to the NMHA to the attention of the VP Finance. There are several other supporting documents required, which are listed in the policy. If approved, the VP Finance will write a cheque or e-transfer funds directly to the team. Any year-end refund of

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team fees to those under the financial assistance program are returned to the NMHA.

Financial assistance has a deadline of no later than December 1st for applications.

Team Additional Ice Repayment Policy

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

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

The policy on repayment is as follows:

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

Budget Planning Summary

All house league budgets must be submitted to the NMHA. An example of a Team Budget template can be found at the end of this document. You may also request a copy from the Manager Liaison – House.

Note that ALL expenses and revenue from all sources MUST be included in the budget.

Section 3 – Volunteers, Course & Clinic Information

Volunteers for House League – General Information

House league teams will require the following volunteers:

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

Other optional roles:

- On-ice help
- Fundraising Coordinator
- Event Planner

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

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

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

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

Trainers

Every team must have a certified Trainer on the bench for all on ice activity. Teams have until the end of December to have a certified trainer. For games and practices occurring before a trainer is certified, teams can ask the opposing team trainer to act as cover should someone need to go out on the ice to check on a player. Trainers are allowed behind the bench until their course is taken, but not on the ice.

All trainers walking on to the ice surface to check on a player must wear a secured helmet. Be sure to have a spare helmet as part of the team trainer kit.

Courses & Clinics – Description

- **New for the 2024-25 season, all volunteers with NMHA need to sign an attestation form.** The attestation form will remain valid for the length of the volunteer's VSC validity. When a volunteer needs to renew their VSC, they will also resign an attestation form. Given this is the first year to implement the attestation form, some volunteers will resign in as little as one year and other not until three years.
- **In addition, all volunteers on the official roster over the age of 18, are required to have a valid VSC. There is no fee to apply for a VSC, and the volunteer letter can be found on the NMHA website under the volunteer tab.**
The Manager Liaison House will send the attestation form to all managers so that they can coordinate the completion of the form by every volunteer on the team. The signed forms must be returned for the full team to the Director of Risk and Safety at risk.safety@nepeanminorhockey.ca.
- Read and review **Rowan's Law** concussion awareness resources.
- Complete the **Respect in Sport: Activity Leader Program** online course.
 - Note there is also a Respect in Sport *Parent* Program however, volunteers must complete the *Activity Leader* program.
- Complete **Gender Identity & Expression** training; a mandatory free online course.
- Complete a **Police Record Check (Vulnerable Sector)**.
- Accept the NMHA Code of Conduct.
- In addition to the above, **Coaches** must successfully complete the Coach Level course corresponding to the level being coached. This will consist of:
 - **HU Online: Online E-learning for Coach Level 1 or 2** (approx. 6 hours) – there is a fee for this course
 - **Coach Level (1 and/or 2):** 1-day clinic in class, with 2 hours on-ice

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

Rowan's Law Concussion Awareness Resources

Respect in Sport Activity Leader Program

To visit the Respect in Sport website and read more about the programs, go to <https://www.respectgroupinc.com/respect-in-sport/>.

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

Gender Identity & Expression Online Course

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

There are two courses which will educate team officials to support trans-inclusive hockey in Ontario, understand discrimination based on gender identity and provide gender expression training:

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

Hockey University (HU) Coach 1 and 2 Online

For Hockey Canada members wishing to become a certified coach, the initial course requirement is through Hockey University This is a pre-requisite to attending the in-class/on-ice Coach Level clinic.

Coach Level: 1 and 2

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

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

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Note: Volunteers will need to bring their skates, hockey gloves, helmet, hockey stick along with pen and paper. For additional information and registration for the above, please visit: <https://www.hockeyeasternontario.ca/bench-staff/coaches/nccp-coaching-clinics/>

Trainer Clinic

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

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

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

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

Courses & Clinics – Payment, Registration & Cancellation

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

Please include:

- Full name
- Email address for e-transfer (if applicable)
- Team volunteering on (i.e., House U13B Team K)
- Role on the team
- Scanned/clear photo of the receipt for the course, including the amount
- Scanned/clear photo of certificate of completion

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

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

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

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Cancellation Policy

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

Section 4 – NMHA & HEO Policies for Minor Hockey

These policies can be found in its entirety on the NMHA website under: [House League Policies](#)

NMHA Player Allocation Policy – House League

Players are allocated to teams based on evaluation results during the sort out process. Players will be assigned to teams such that the balancing of the teams in terms of skill shall be the priority. To provide the optimum balance between teams, friend requests will **not** be considered.

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

Team Re-Balancing Policy

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

House League Equal Ice Policy

The NMHA Equal Ice Policy states that no player will intentionally get more or less ice time than another. This includes power plays, penalty kills, overtime periods, playoffs etc.

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

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

Affiliated Players

The policy can be found at: [House League policies](#)

Affiliation Rules as Mandated by Hockey Canada highlights:

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

- Each team is permitted to sign up to 19 players as affiliates, two of which must be

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goaltenders.

- No player is permitted to be part of more than one (1) affiliated players list in a particular category at any given time during the season. For example, U13 and U15 are two separate categories. This means that a House U13B goalie can affiliate to a U13 House A team AND a U15 House B team.

General Affiliation Information

- The purpose of affiliation is to allow the higher category team the opportunity to ice the maximum allowable roster for every game.
- Each time the higher category team wishes to use a player, they must obtain permission of the Head Coach of the lower category team.
- Each player has a maximum of **fifteen (15) games** as an affiliate, total for all teams. Tournament and exhibition games do not count towards this maximum.
- **Goaltenders are unlimited.** Sitting as back-up does not count as an affiliated game.
- Teams need to keep track of the number of affiliations for a player.
- Teams participating in out of Branch tournaments would be well-advised to verify the affiliation regulations of the Branch to which they are travelling.

NMHA House League Affiliation Policy

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

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

- Skaters may affiliate “up” in age or category or in both age and category.
 - Example: A U13B skater can affiliate to a U13A team or may affiliate to a U15B or a U15A team.
- The affiliation of House A, skaters to higher age House B teams is not permitted.
- The number of skaters used in a game cannot exceed the number of skaters on the official team roster including affiliates.
- Goaltenders are the exception to this policy, with prior approval by the Division Convener.
- Prior to using the player in the game, you must contact the coach of the affiliate’s team to notify them that you are requesting the player. **DO NOT** make requests directly to the parents or the player until after you have obtained the consent of the affiliate’s coach. This is to make the requesting coach aware of any issues or suspensions which may prevent them participating in a game.

Requesting & Reporting an Affiliate

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

1. Requesting an affiliate player to be added to your official team roster:
 - You must notify your Division Convener of your intent to add the affiliate to your team’s roster. In the case of conflicts, the Convener will determine to which team the player will be affiliated.
 - You must contact the coach of the affiliate’s team to notify them you are requesting the player be added to your team’s official roster as an affiliate.

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- The Manager of the team must arrange with the Registrar to add the affiliate to your official roster and a new roster will be issued to the team. The Division Convener is to be copied on this request.
- The parents of the affiliated player must be included in the email thread.

An affiliate player playing in NMHA games is not required to be added to the affiliating team's roster. For all games outside of the NMHA, affiliated players must be on the affiliating team's roster.

2. Using and affiliate in a game:

- Ensure the process above for requesting an affiliate has been completed.
- Affiliated players must be designated on the official game sheet by the symbol "AP" after their name on the player's line-up roster.
- Every affiliation must be communicated to the, affiliations@nepeanminorhockey.ca with a copy to the Division Convener as follows:
 - Subject Line: "Affiliation – Team Name – Game Date". In the email, include:
 - Player's name
 - Player or goalie
 - Registered team
 - Team affiliating to
 - Type of game (league, playoff, tournament, exhibition)
 - Date of game
 - Player the affiliate is replacing
 - Reason for player absence

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

NMHA House League to NMHA Competitive Team

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

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

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

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

Team Travel

NEW – A team travel permit is now required for all tournaments both in and out of the NMHA district.

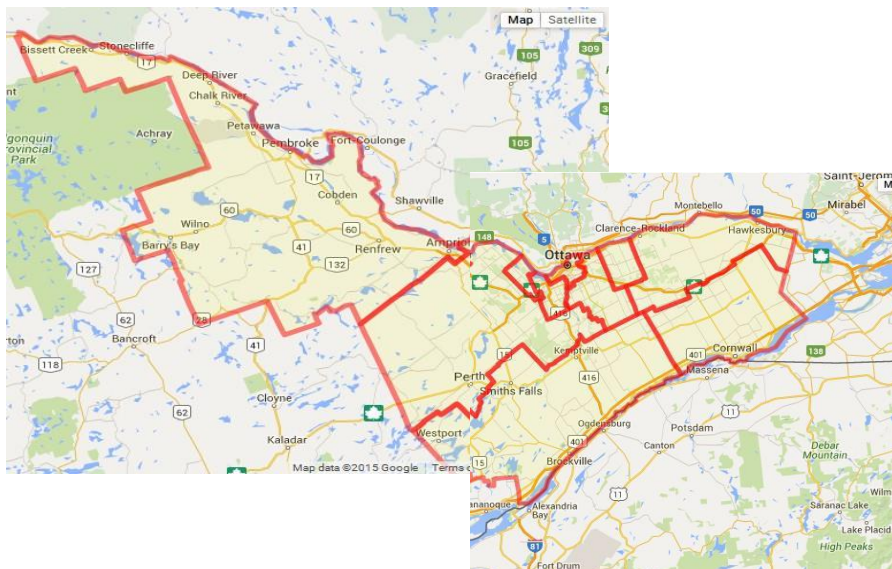
A [Travel Permit](#) must be filled out and signed by the NMHA District Chair, for **any trip outside the HEO District**. Teams travelling to the USA will require the regular Travel Permit as well as the [USA Travel Permit](#). Below are maps within which a travel permit is not required.

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

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

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

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



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Travel to the United States

All of our players, team officials and parents must have proper documentation to present at the border. If border crossings are open, while we may approve travel permits to the US, we strongly caution all teams to ensure that:

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

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

Section 5 – Game-Related Information and Reporting

Game Sheets

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

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

A template is found on the NMHA website: nepeanhockey.on.ca/team-staff/

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

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

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

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The Head Coach needs to check the game sheet after the game for suspensions of players or coaches. The suspensions must be reported immediately to the District Chair, district10chair@nepeanminorhockey.ca and the Convenor. It is then the Head Coach's responsibility to ensure the suspension is served.

Suspensions

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

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

If teams are unsure as to whether an infraction is suspendable, it should be reported to err on the side of caution.

Reporting a Suspension

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

It is the Head Coach's responsibility to ensure suspensions are served. A player under suspension who appears in a game, results in an automatic disciplinary hearing for the Head Coach before the HEO Minor Council Discipline and Appeals Committee under HEO regulations for minor hockey. If you would like to discuss a review or an appeal of the suspension, you must contact the district chair at district10chair@nepeanminorhockey.ca.

House League Discipline Policy

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

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

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

Section 6 – Tournaments and Exhibition Games

New – As part of the implementation of Hockey Canada’s Pathways program for U9 to U15 some new rules are in place and **highlighted in red text**.

Tournaments

Travel permits are now required for **all tournaments, both local and those outside of the HEO**, all tournaments can now be added to one permit. The travel permit must be accompanied by the team's official roster. If a team is not certain of all their tournaments, they can send separate permits. **This is required at all levels up to and including U21**

Permits are to be sent to:

Shawn Blank - District10chair@nepeanminorhockey.ca

Ingrid Meza-McDonald - President@nepeanminorhockey.ca

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

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

Game Changes

Email your Divisional Convener **as soon as your team has sent application for a tournament**. Provide at minimum **one month’s notice** to allow ample time for rescheduling games/practices.

- Coach and manager will receive login credentials for the NMHA Ice Scheduling System to add and manage their tournaments from the Divisional Convener.
- Choose applied status provide dates, location, as well as tournament name for any tournament your team has registered to.
- Choose and change to confirmed status as soon as your team is accepted into any tournament or has withdrawn. All tournaments **must** be entered in the ice system, to ensure that

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rescheduling is completed.

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

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

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

Exhibition Games

New - U9 - U15 all exhibition games must be tracked, as the limit you can have for the season is 4 total exhibition games.

The tracking will be kept by our District Chair Shawn Blank

In addition to the process outlined below, U9 to U15 teams must:

- If you are hosting the exhibition game, you are required to:
 1. Copy Shawn Blank (District Chair) when requesting referees, to approve and track these games as well as copy the VP of Programs and Development and your Division Convenor
- If you are attending a game that is hosted by another team:
 1. Send confirmation email of the time, location and acceptance from the other team, for approval of our District Chair and tracking and copy the VP of Programs and Development and your Division Convenor in all exhibition game communication, when seeking District Chair approval.

For U18 and U21 divisions, the process remains unchanged and is outlined below.

The following is applicable to all levels:

The following rules and procedures apply to exhibition games:

1. Teams may **only** play exhibition games against other sanctioned teams. A sanctioned team is one that is recognized by and registered through Hockey Canada or another official hockey body (Hockey USA, other international hockey bodies). All-star, spring hockey, pick-up or mixed teams are **not** considered sanctioned teams.
2. No team within the NMHA may play a game or practice with a school, church or other hockey team, except those teams that are within a league which is sanctioned by a branch of Hockey Canada or Hockey USA.

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3. Games of players versus parents or game of House League versus Competitive/Representative players are forbidden.
4. Teams may play tournament or exhibition games outside of HEO boundaries, which would specifically include games in Quebec or the US, only after acquiring an approved travel permit beforehand.
5. **All regular rules for team rosters, team discipline, fair play and affiliation apply as if it were a regular season game.**
6. Suspensions handed out during an exhibition game will be served as per the Code of Discipline and carry forward to regular season game play. Players who are suspended are **not** permitted to participate in exhibition games. Please note that exhibition games do not count towards a suspended individuals "games served".

Procedures (U18 and U21):

1. Acquire the ice for the game by purchasing your own or obtaining extra ice from the NMHA Available Ice. You can contact the Ice Scheduler at ice.scheduler@nepeanminorhockey.ca.
2. Contact the Referee and Timekeeper Assignor at nmhaopofficials@gmail.com and copy your Divisional Convenor to book the required referees/linesmen/timekeeper.
3. Duly completed game sheets are required.
4. Any suspensions must be reported within 24 hours by emailing our District Chair Shawn Blank.
5. Organizing teams must provide and pay for on-ice officials and timekeepers. Payment is made in cash, directly to the referees, 10 minutes before the game. Confirm amount due with the NMHA Referee and Timekeeper Assigner in advance of the game.

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

Section 7 – Communicating with Parents

Getting Information from Parents/Guardians

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

Providing Information to Parents/Guardians

It is important at the start of the season to establish an efficient means of communicating information to parents. Open lines of communication between Manager and Head Coach are essential to ensure smooth running and consistent messaging to parents/guardians. NMHA has granted each House League team a TeamSnap account for the 2024-2025 season.

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Section 8 – Risk & Safety

There are several basic safety practices that must be followed:

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

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

Dressing Rooms

The NMHA works to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of all players.

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

The Team Manager, or designated parent, should always have the dressing room unlocked promptly after the game or practice so that the players can go directly in and avoid any potential problems in the hallway.

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

To ensure player safety and reduce the potential for player injuries in the dressing room while changing, HEO, and the NMHA have adopted the following policy to be followed by all coaching staff during the hockey season.

Team officials are responsible for the safety and welfare of their players at ALL times during any sanctioned event. Supervision is the single most effective method of prevention when it comes to conduct-based issues.

Every volunteer is required to practice the “**two-deep**” method of supervision which means having at least 2 adults (who have taken Respect in Sport Activity Leader course) always providing supervision during the sanctioned event. If an incident occurs and proper supervision was not provided, this may result in sanctions against the individuals involved up to and including suspension.

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

Accident & Insurance Information – Hockey Canada Injury Report

Hockey Canada has a program of General Liability and Accidental Medical Treatment insurance which are described in the booklet [Safe Sport - Safety for All](#) found on the HEO website. It is strongly recommended that team officials read this booklet. Whenever an accident occurs, a [Hockey Canada Injury Report](#) must be filled out no matter how minor the injury. The completed this is to be sent to the NMHA Division Convener, VP Programs and Director of Risk & Safety within 48 hours. Also include a copy of the game sheet (where appropriate). As soon as a player is registered, they are insured.

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

Helmet Regulation

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

Police Records Check Policy

All NMHA volunteers must have a valid Police Record Check (PRC) for the Vulnerable Sector also known as a Vulnerable Sector Check. An individual can apply for the PRC directly online by using the NMHA Volunteer Letter. The letter is available on the NMHA website [Volunteer letter](#) or from the House Manager Liaison.

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

Completed VSC are to be sent to the Director of Risk and Safety. For the complete Police Record Check policy, please visit the NMHA website [VSC and volunteer letter](#)

Section 9 – NMHA Coaching and Ethical Philosophy & Behaviour Guidelines

Introduction

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

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[NMHA Coaching and Ethical Philosophy.pdf](#). It includes the NMHA Player Charter of Rights, Coaches ethical Guidelines and Ethical philosophy.

- House League Coaches are expected to implement the NMHA Equal Ice-Time policy which applies to every game.

NMHA Code of Conduct

The code in its entirety can be found at [NMHA-Code-of-Conduct](#).

This Code of Conduct identifies the standard of behaviour that is expected of all NMHA members, including players, coaches, parents, conveners, directors, volunteers and staff.

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

NMHA Behaviour Guidelines - Highlights

Guidelines for Parents, Players, Spectators, Coaches (and all NMHA Team Officials)

[Code of conduct - Guidelines](#)

NMHA Social Media Policy

The Executive of the Nepean Minor Hockey Association has adopted the following Social Media Policy. The Policy in its entirety can be found at this link: [Social Media Policy](#)

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

Social Media Guidelines

- Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- Refrain from divulging confidential information of a personal or team related nature.
- Use your best judgment at all times – pause before posting.

Social Media Violations

Violations of the NMHA Social Media and Networking Policy and may be subject to disciplinary action by the Nepean Minor Hockey Association.

Discipline

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

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Section 10 – Other Information

Year End Plaques

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

Special Events & Year-End Party

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

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

Restrictions

Some additional rules you may not be aware of:

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

Publicity for Teams

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

Souvenirs & NMHA Apparel

The NMHA office has a selection of pins available for purchase for tournaments against teams outside of the NMHA. Some of the items offered at the office are Nepean Raiders Official pins, Nepean Raiders hockey pucks, and Retired Nepean Raiders jerseys. Please use one of the NMHA's five approved vendors to purchase additional NMHA branded clothing, equipment & accessories.

Raiders Team Apparel Policy

The NMHA official logo is the only logo allowed on team clothing – jackets, track suits, hockey bags, garment bags, etc. The NMHA logo cannot be used in conjunction with a sponsor logo

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for team wear. Teams acquiring funds from a sponsor for team apparel may only include a sponsor logo on practice wear (practice jerseys) or other accessories such as toques, t-shirts, water bottles, etc.

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

Officially Licensed NMHA Apparel Suppliers

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

Barrhaven Source for Sports

www.barrhavensourceforsports.ca

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

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GADAR Promotions

www.gadarsportswear.com

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

MegaCity Promotions

www.megacitypromotions.com

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

XS Promotions

www.xspromotions.ca

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

Pro2col Uniform and Sportswear

www.pro2coluniform.com

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

Raffles

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

Warren MacDonald: wgmacd1976@rogers.com

Hockey Office: office@nepeanhockey.on.ca

VP Finance : vp.finance@nepeanminorhockey.ca

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

1. Create a ticket sample:
 - Name of team
 - Address
 - What the prize is
 - Draw date, time, and location
 - License #: When you send in the ticket sample to be vetted, simply put "Ottawa Lottery License No."
 - If the raffle is for alcohol, the ticket must say "Must be 19 years or older to participate"
 - Tickets must be numbered along with how many tickets will be sold
2. Contact the City of Ottawa By-Law Licensing. You will get a contact to whom you can email the ticket sample. By-Law Licensing Agent at 613-580-2424 ext. 12735
3. Advise the City the dollar value of your prizes. The cost of the permit will be 3% of the prize value.
4. The City will advise you if you need anything changed.
5. Complete an "Application to Manage and Conduct a Raffle Lottery". This form is found

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- on the Alcohol & Gaming Commission of Ontario (AGCO) website agco.on.ca/forms.
6. Once complete, you will need to meet with Warren MacDonald (accountant) to have him sign the form and give you a cheque for 3% of the prize value.
 7. Take the signed application and cheque to the NMHA for signature (Contact VP Finance) to sign both.
 8. Bring the signed application and signed cheque along with a copy of your sample ticket to the city: 735 Industrial Avenue 2nd Floor, K1G 5J1, hours 8:30am – 4:30pm
 9. They will then issue a license.
- 10. Make sure to include the license number and put it on your tickets before printing.**
11. Sell the tickets and deposit the funds into the team bank account.
 12. Conduct the draw at the published location at the published time.
 13. Winners need to be published – either on the team website, Team Snap or the NMHA website can be used.
 14. **Within one week** complete a Lottery Report, found on the AGCO website: http://www.agco.on.ca/forms/bi/6347_q.pdf. This report needs to also be signed by Warren and the NMHA VP Finance.
 15. A cheque for the full amount of the sales must be written to the NMHA in Trust.
 16. Once the City approves the paperwork (may take a few weeks), the NMHA will write a cheque to the team, minus the permit fee.
 17. All lottery dealings must be done in person.

City Contact Information:

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

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