

## **INTRODUCTION**

This Managers Manual comes as a result of many requests from Associations and Teams within the NOHA. It is intended to assist Associations and Teams by supplying them with a reference guide on NOHA Bylaws, Regulations, and Policies. It should be useful to both the “experienced” Manager and the “new kid on the block”. If you have any changes, amendments or suggestions to make, please send them in writing to the NOHA office.

This manual is intended as a reference and guideline only. In all cases, the exact wording of the NOHA Bylaws and Regulations and Hockey Canada Official Playing Rules will take precedence over any explanation used in this manual.

The Northern Ontario Hockey Association is divided into nine (9) Districts. Each District is represented by a Council Director. There are also five (5) Officers on the NOHA Board. These individuals are very knowledgeable and a good source of information. If you have any questions regarding residence rules, releases, affiliation, etc., please contact them.

*No one knows your District better than your Council Director.*

As you receive updated forms, please replace the ones in this manual.

**This book should be kept in a place that is accessible to Association Executive Members and Team Staff for information purposes. It should be pointed out to everyone that removal of this book or any of its contents renders it useless to the next user!!**

**IMPORTANT DATES TO REMEMBER**

May 1	Final date for entering Junior A & B teams
May 15	Final date for entering AAA teams
June 15	Final date to apply to host NOHA Tournament of Champions
Aug 15	Association/League Membership Fees Due
Sep 1	Final date for entering Juvenile teams, AA-D
Oct 1	Final date for entering Minor teams, AA-D
Oct 15	Final date to register Association and team affiliations with NOHA Office.
Nov 15	Registration fee for NOHA Tournament of Champions due
Nov 15	House League Player Registration Certificates must be submitted to the NOHA Office
Jan 10	Final date for releasing all Minor Hockey players. Senior and Junior teams must reduce their rosters to 21 registered players, two of whom must be Goalkeepers. Affiliated players may move up only five times after this date in order to remain eligible for the lower category team.
Jan 15	Final date to submit 19 at Large Affiliation List.
Jan 20	New AAA team and/or league applications must be submitted to the NOHA office.
Feb 10	Final date for player registration
May (first weekend)	NOHA Annual Meeting

## **MEMBERSHIP FEES**

*Please refer to By-law Number One of the NOHA Constitution.*

Each Association will pay a membership fee annually. The form “Association/League Membership Dues” is to be completed in full and submitted to the NOHA office with the membership dues by August 15<sup>th</sup> of each year.

Once the membership dues have been received at the NOHA office, Associations may submit the “Team Application Form” or “Application for House League Cards”, completed in full, with the appropriate payment to receive staff and players registration cards.

The Entry Fee per team for “rep” teams is as follows:

Junior teams - \$310.00	Midget AAA - \$290.00
PeeWee-Bantam AAA - \$285.00	Novice to Midget (AA – D) - \$150.00

There is also an Insurance Fee (set each year by HC) as well as Assessment Fees per card.

The Entry Fee per team for house league teams is as follows:

\$45.00 per team

The same Insurance Fee as well as Assessment Fees are in effect for house league teams.

**No cards will be issued if the Association Membership Dues, Team Application Form or Application for House League Cards are not completed in full and payment is not included.**

## **CARD REFUNDS**

Any unused cards must be returned to the NOHA Office by May 31<sup>st</sup> of each year to receive a refund. Also, any individuals who were double-carded (coaching two teams; referee and coach; etc) are entitled to a refund. It is the responsibility of the local Association to submit a list of those involved to be eligible for the refund.

## **CANADIAN FLAGS**

It became policy within the OHF in 1994, that all teams registered on HC certificates and all on-ice personnel shall be required to wear or have embossed on their jerseys a standard Canadian Flag patch either on their left sleeve or on their upper right chest.

## **STOP PATCHES**

*Refer to Regulation R.1.26*

A standard STOP patch is to be placed on the back of all players' sweaters above the numbers and below the sponsor/name bar.

## **MOUTHGUARDS**

*Refer to Regulation R.1.27*

A motion was passed at the NOHA AGM in May, 2004, making it mandatory for all players registered with the NOHA to wear a mouthguard while participating in all on-ice activities.

Specifications: Be of any colour, not be clear or translucent in colour; be of one-piece (1) construction; be easily sized by the participant or the participant's parents; be of an even thickness from the front to the back of the device; engage the biting surface of all the teeth of the upper jaw and the lower jaw; maintain alignment of the upper and lower jaw in a neutral position; be able to be attached externally to the face mask or shield, or be form fitted or custom fitted to the teeth, in the case of non-contact play will provide not less than one (1) millimeter of shock absorbent thickness between the teeth of the upper and lower jaw of a player, and in the case of contact play will provide not less than two (2) millimeters of shock absorbent thickness between the teeth of the upper and lower jaw of a player.

## **NOHA CONSTITUTION/HC PLAYING RULES**

NOHA Constitutions and HC Playing Rules are sent to each registered Minor Hockey Association as well as each registered Rep team within the NOHA. Extra copies are available for a fee from the NOHA office.

## **NOHA DELIVERIES**

All packages for the NOHA Office must be sent **prepaid** to 108 Lakeshore Drive, North Bay, via mail, courier, etc. and **NOT** sent to the Bus Station unless the sender is willing to pay the delivery charges from the Bus Station to the NOHA Office.

## **INSURANCE AND INJURY REPORTING**

Associations and teams should be familiar with the HC Insurance Program and the forms required for reporting an accident or player injury. Hockey Canada has issued an information guide outlining their Risk Management, National Insurance Programs, and Harassment & Abuse Guidelines. The booklet is entitled “Safety Requires Teamwork/Fair Play Means Safety For All”. Everyone should be familiar with this booklet. They are distributed to all NOHA Council Directors at the beginning of the season to be given to all local Associations. Each team should be distributing this booklet to all players and staff.

The “Hockey Canada Injury Report” form is included in this package. This form must be completed in full or it will be returned, therefore, delaying the processing of any claims. The front page of this form should be completed if a team is just reporting an injury and there could be complications in the future. If the player was seen by a Physician or Dentist and a claim is being made, then the back of the page must be completed.

If any costs were incurred, these should be submitted to your health care provider at the same time as submitting the injury report form to the NOHA. Once you receive a reply and/or reimbursement from your health care provider, if there is an outstanding amount, please forward the letter (original) to the NOHA for submission to Hockey Canada.

The box entitled “Health Insurance Information” must be completed in full and **all** questions answered or the form will be returned. Please note that the majority of players registered with the NOHA are of minor age and therefore, full-time students. This would make the players the responsibility of their parents and their health care coverage.

It should also be noted that Hockey Canada will reimburse claimants for the cost of an ambulance ride and the completion of the Injury Report Form. You must submit a completed Injury Report Form along with the original of the receipt to the NOHA for reimbursement.

**Teams who are travelling out of province should be purchasing additional coverage, such as Blue Cross, as the HC insurance program reimburses in Canadian dollars. Therefore, if an ambulance ride in Ontario is \$50.00 but \$300.00 in the USA, you will be reimbursed only \$50.00. It should also be noted that expenses incurred while travelling out of province or out of country must be first claimed through OHIP. Then claims should be sent to Blue Cross or claimants health care provider and then to Hockey Canada (through NOHA). The appropriate form is enclosed in this package or may be obtained from [www.gov.on.ca](http://www.gov.on.ca).**

*Hockey Canada, Ministry of Health or your Health Care Provider always require original receipts so keep copies of everything submitted.*

## **CERTIFICATES OF INSURANCE**

Any teams or associations planning to host an event outside of scheduled games or practices, ie selling of raffle tickets, dry land training, etc, must complete the “Insurance Certificate Request” form that applies to their request and forward it to the NOHA office at least two (2) weeks prior to the event. The request will then be forwarded to the OHF Office who in turn will deal with the insurance company. Once approval or non-approval is received at the NOHA office, it will be forwarded to the team or association. If teams are requesting the “Certificate of Insurance”, they should also be advising their local association of their plans.

The OHF revamped the insurance program in the 2006-2007 season. Please visit the NOHA website – [www.noha.on.ca](http://www.noha.on.ca) – under “Downloadable Forms” – for the OHF Insurance Guide. The current forms for this season are also available here.

**Please note that parent-child games are not covered under the HC Insurance Program.**

## **DIRECTORS AND OFFICERS LIABILITY INSURANCE**

Associations now possess Directors and Officers liability insurance through Hockey Canada.

## **TEAM PLANNING**

A successful season begins with planning and preparation. This preparation starts as soon as you are assigned a team. As well as reading your local Association’s Guidelines and/or Constitution, you should be preparing a tentative plan that includes the following:

- league participation
- tournament participation
- practice times
- fundraising
- league play-offs
- NOHA Tournament of Champions
- equipment purchases (if necessary)
- major and/or minor sponsors
- bank account and signing authorities
- budget
- player and parent commitment to the team
- parent obligation to work fundraising activities
- team philosophy (# of players; shortening bench; discipline)

As a team, you should become familiar with special league/association rules governing re-scheduling of games, weather cancellations, league contacts, reporting of game results, play-offs, affiliations, tournaments (out of town) and local tournament commitments. If your local association has an Equipment Manager, he/she should be contacted as soon as possible to ascertain the availability of sweaters and other equipment or to outline your requirements for the season.

### **PARENT MEETING**

A parent meeting should be held prior to making the final roster selections for a team. This would allow a parent or child to remove themselves from the team if they are not in agreement with the team's plans for the season and a team the option of signing another player. It is recommended that a member of the association executive or convenor be present at the meeting to answer any questions or concerns. You may also wish to invite the local referee-in-chief to explain any rule changes for the season. An agenda should be given to all attending the meeting and minutes taken. The parent meeting should "spell out" all items listed under "Team Planning". A copy of the Northern Ontario Hockey Association Parents Pledge is enclosed in this package. You may wish to give this to the parents to read, sign, and return to the Team Manager.

### **FUNDRAISING**

Fundraising will be a major source of income for your team and ideas should be well thought out in advance. Associations normally have a policy on fundraising and all teams should be aware of this. Also, some associations schedule a general fundraiser and all teams must participate. Some fundraising ventures will require an approved "Certificate of Insurance". Ensure that the form is completed in full and sent to the NOHA office a minimum of two (2) weeks prior to the event. Please remember to take into account the age and capabilities of the players involved. Also, be prepared to "spell out" your fundraising plans and expectations to the parents of the players on your team.

### **PLAYER INFORMATION**

A team binder should be kept with the following information:

- birth certificate (photocopy)
- medical history (example included in package)
- player card (completed, signed and processed)
- photograph

This binder should be available at all times. The medical information will be required by the attending Physician should the player need medical attention at a hospital. The

information on the medical form will also assist in the completion of the “Injury Report Form”. *Remember, parents are not always in attendance at all practices or games or may not have the medical information on hand required for an emergency trip to the hospital.*

### **BUDGET**

A proposed budget should be prepared and distributed at the parent meeting. Some associations require a monthly financial statement be submitted by each team. You should also be aware of city and provincial licensing requirements in your area for lotteries, 50/50 draws, etc. if you intend to use these as fundraising activities. Parents should also be given a monthly financial statement. Each team should be aware of who is responsible for expenses such as tournament permits, equipment (repairs/purchase), replacement of lost cards, tournament entry fees, etc.

### **TRAVEL PLANS**

Your travel plans should include all exhibition and league games, as well as tournaments you have or will be entering. Local associations should be advised of your tournament plans. Don't forget to request a tournament permit from the NOHA office well in advance of the tournament. If travelling out of province (USA or overseas), teams should be looking into additional insurance coverage such as Blue Cross.

### **EXHIBITION GAMES**

All teams competing in Exhibition games must first obtain approval from their NOHA Council Director a minimum of 24 hours in advance of the scheduled game time. The Council Director will require the following information: teams playing; location of game; date of game. If both teams belong to the same District, they must both advise their NOHA Council Director. The team requesting the game will also need to contact the Referee-in-Chief or his designate to arrange for officials. If the above is not followed, **participants carry no HC insurance during these games.**

If you have any players under suspension, exhibition games will count towards their suspensions **only if the exhibition games were scheduled and approved by the NOHA Council Director before the suspension was received.**

**A copy of the game sheet is to be forwarded to your NOHA Council Director following the game.**

## **OFFICIAL GAME REPORT (GAME SHEETS)**

Managers and/or Coaches are responsible for the information provided on game sheets. **All affiliated players must be identified by the letters “AP” next to their name.**

Each team should be checking with their local association or league as to the disbursement of game sheets. If there is a league/association statistician, please be aware as to who's responsibility it is to forward the results of each game.

As per R.8.5 of the NOHA Constitution, please note that each team is responsible for monitoring and recording any suspensions received. Managers/Coaches are also responsible for obtaining a copy of the game sheet and checking for suspensions received during the game.

## **TOURNAMENTS**

*Please refer to Regulation 13.3 of the NOHA Constitution.*

Teams should be aware of their association's requirements for notification of tournament plans for the season. Teams (house league and “rep”) must submit a “Team Tournament Permit Request Form” (completed in full) to the NOHA Office and enclose the following fees:

Tournament within NOHA - \$10.00

Tournament outside the NOHA - \$10.00

Team Tournament Permit Request Forms must be submitted to the NOHA office two (2) weeks prior to the tournament. Requests received after this may be subject to an additional charge of \$25.00.

Once this form is received with payment and the team's processed cards are in the NOHA office, the “Team Tournament Permission” will be forwarded to the team (rep) or association (house league). **The NOHA office will not accept faxed requests.**

It is the responsibility of each team to ensure there is not a conflict with league play-offs or the NOHA Tournament of Champions. When attending tournaments, teams should expect to arrive at the arena a minimum of one hour before their first scheduled game time in order to register and ensure everything is in order. If they do not already have them, they should also be given the rules and regulations of the tournament.

Teams participating in unsanctioned tournaments do so at their own risk. The HC insurance for participants is null and void.

## **TOURNAMENT SANCTIONS**

Associations must apply to host a tournament. Teams may not host tournaments. The “Application for Hockey Tournament Sanction” must be completed in full, accompanied by the tournament rules and regulations and invitation, applicable payment attached, and submitted to the NOHA office at least **60 days** prior to the tournament. The Application **must be signed by the local Association President**. Once approved, a “Tournament Sanction Permit” will be forwarded to the Association. The sooner a tournament is sanctioned, the sooner it will be placed on the NOHA website and the more publicity it will receive. Tournament hosts (Associations) are responsible for checking teams’ players and staff cards upon arrival and requesting tournament permits from same.

As per R.13.6 of the NOHA Constitution – Sanctioned tournament fees payable to the NOHA office are as follows:

### **Involving Canadian teams only:**

NOHA fee	\$25.00 per sanction
HC Inter-Branch fee	\$50.00 per tournament
HC fee	\$10.00/team from outside the Branch (OHF)

NOTE: The HC Inter-Branch fee will be returned after the tournament if no team from an outside Branch participates.

**Please refer to Regulation Number Thirteen – Minor Tournament Regulations in the NOHA Constitution or the “Application for Hockey Tournament Sanction” form for costs involving teams from the USA or other HC Branches.**

**A schedule must be submitted to the NOHA Office and the Council Director 10 days prior to the tournament. A final schedule along with the financial reconciliation and original game sheets are to be submitted within thirty (30) days of the completion of the tournament. Failure to complete the forgoing will result in a \$100 fine and possible loss of future tournament sanctions.**

NOTE: Host Branch refers to the OHF and its member partners are the NOHA, GTHL, OMHA, MHAO, and OWHA. Other HC Branches are Ottawa, Thunder Bay, and Quebec.

## **PLAYER REGISTRATION CERTIFICATES**

*Please refer to Regulation Number Four in the NOHA Constitution.*

Each team accepted shall pay an annual entry fee, insurance and assessment fees before receiving certificates for registration of players. See B.1.11 for entry fee and deadline for each division and category. In Novice, Atom, PeeWee, and Bantam, each team will be issued 19 Player Registration Certificates and 5 Team Officials Registration Certificates. As per HC rule 9(C), a maximum of 5 Team Officials may occupy the players bench. No team shall be permitted to sign more than 19 players (see regulation R.4.5). Teams in the Midget division will be issued 25 Player Registration Certificates and 5 Team Officials Registration Certificates. The team may not sign more than 19 players at any given time and if a 20<sup>th</sup> is to be signed, then 1 must be released. Junior teams are issued a maximum of 40 Player Registration Certificates. (Please refer to R.4.19, R.4.20, R.4.21 for further clarification).

Player Registration Certificates must be in the NOHA Office before any player participates in his/her team's fourth league game. If the team is attending a tournament prior to their fourth league game, then the certificates must be in the NOHA office earlier to obtain a Tournament Permit.

For House League Teams, each team will receive 15 Player Registration Certificates and 5 Team Officials Registration Certificates (stamped "House League Only") once the annual entry fee, insurance and assessment fees have been received at the NOHA Office. As per HC Rule 16 (a) (b), teams are allowed to dress a maximum of 19 players. Certificates must be in the NOHA Office before any player participates in his team's fourth league game or by November 15<sup>th</sup> of each year. (refer to R.11.2). If a team wishes to participate in a tournament prior to November 15<sup>th</sup>, then the certificates must be forwarded to the NOHA Office to obtain a Tournament Permit. Failure to comply with R.11.2 will result in a fine of \$50.00 per offending team.

It is the team's responsibility to ensure that all players, coaches, trainers and managers certificates are properly completed. Certificates will not be processed until properly completed and all necessary documents are received. It is recommended that the Team Manager arranges a meeting of the parents and players to complete and sign the cards. **Do not send cards home with players.** The Certificates must be sent to the NOHA intact (2 copies) for processing. All processed cards will then be returned to the Team Contact (rep teams) or Association (house league).

The following documents **may** be required to complete the processing of certificates:

- birth certificate
- "Minor Hockey Player Transfer Form (for Residential Moves)"
- "Player Tryout Permission and Release Form"

**The final date for signing players (rep and house league) is February 10<sup>th</sup> of each season.**

All teams, both rep and house league, should make note of the following regulations:

**R.4.11** - “It is the team manager’s responsibility to check age proofs before submitting them to the NOHA Executive Director. Players overage, accidentally or otherwise, or proof of age bearing evidence of alteration, may result in disqualification of the team concerned.”

**R.4.15** – “Any management or player found guilty of allowing false information to appear on a player’s certificate shall be suspended for a minimum of two years.”

**R.4.24** – “In any game, teams must produce player’s certificates for all players appearing on the referee’s report if requested. This rule does not give the right to any one team to protest.”

**R.4.25** – “Any manager or coach who allows a player to take part in any game without a player’s certificate or NOHA authorization shall be reported to the President by the referee in charge and may be suspended for a period of up to one year.”

**R.4.28** – “All managers, coaches, and trainers shall be subject to the discipline, supervision and control of the NOHA Board of Directors and must carry a card issued by the HC permitting them to sit on the player’s bench during games.”

### **RESIDENCE**

*Please refer to Regulation Number Five of the NOHA Constitution.*

In Minor Hockey throughout Hockey Canada, the rule is simple – **a player registers with the Minor Hockey Association designated by his/her place of residence. (Residence is defined as where the player lives with his parents.)**

If a player wishes to tryout for a team outside of his residence, then he must first complete an **NOHA Player Tryout Permission and Release Form**, obtain the appropriate signatures, and present this to the Association or Team holding the tryouts.

### **TAMPERING**

Teams cannot send invitations to individual players who are not their property to come to tryouts. Even though you state that players must have an NOHA Player Tryout Permission and Release Form from their present club/association – it is still tampering if you send invitations.

Teams can advertise in the local media “open practices or tryouts” at which players must have the NOHA Player Tryout Permission and Release Form to participate.

## **RELEASES**

*Please refer to Regulation Number Six of the NOHA Constitution.*

Any player who wishes to sign with a team outside of his residence Association, must obtain the appropriate releases to do so. This player may **not** participate in any games until such releases are obtained.

The **NOHA Player Tryout Permission and Release Form** must be attached to a players' HC Registration Certificate when sent to the NOHA office. The lack of this document will delay the processing process.

Please note, it was passed at the NOHA AGM in May, 2001, that house league teams will follow the same rules as the "rep" teams. Therefore, a player wishing to play for a house league team outside of his residence will require a release from his home association.

Once a player is signed to a card, if released, the back of the card must be completed and signed by the **Association**. Team management do not have signing authority (except single entry teams) for the release of players. **Do not give the Player Registration Certificate to the player or parents.** The card must be sent back to the NOHA office.

**The final date for releasing players (rep and house league) is January 10<sup>th</sup>.**

There is a document called "Player Releases Clarification 2007-2008" on the NOHA website (front page). It deals with commonly asked questions about releases. For further information, please refer to the NOHA Constitution or contact your NOHA Executive Member.

## **AFFILIATION**

*Please refer to Regulation Number Seven in the NOHA Constitution.*

Affiliation is an important part of an Association. Teams and Associations should think seriously about Affiliations before completing the forms. If an Association has both "rep" and house league teams registered, then a Club Affiliation system allows players to move between more than one team. Once a team enters into a Team to Team affiliation, then a Club affiliation is erased from within an Association. The Affiliation at Large is generally used by Junior teams as opposed to Minor Hockey Associations. **All affiliations must be registered with the NOHA office by October 15<sup>th</sup> of each year. All affiliations must be renewed annually.**

Once a player has participated in his 6<sup>th</sup> league and/or play-off game after January 10<sup>th</sup> with an affiliated team or teams, he belongs to the last affiliated team he played for. Exhibition and tournament games do not count as part of the six (6) games. The

exception to this rule is goaltenders – they must actually play in the game to count towards their six (6) games.

The local Association should have a policy governing the “call up” of affiliated players. Requests may have to go through a convenor before a coach is contacted. This is also minor hockey, so a players’ parents should also be consulted before a final decision is made. It should also be noted that a players’ current team schedule should take precedence over the affiliated team’s schedule.

There are three (3) types of affiliation available to teams and associations.

### Club Affiliation

A Club Affiliation means that all teams within an Association are affiliated with each other. **The determining factor is common signing officers for the purpose of registration and releases.** If an Association has both “rep” and house league teams registered then a PeeWee AA team could affiliate with players from the PeeWee house league team as well as the Atom AA team. Affiliated players must come from a team of a lower division (Novice, Atom, PeeWee, Bantam) or category (AA, A, B, C, D). You may not affiliate **laterally**. That means, an Atom House League team cannot affiliate with players from another Atom House League team. Club Affiliation is the most common form of affiliation within Minor Hockey Associations.

### Team to Team Affiliation

A Team Affiliation means that one team will affiliate with a designated team of a lower category or division. If a team within an Association decides to be part of a Team to Team Affiliation, then a Club Affiliation is not possible within an Association. One team can affiliate with another team from a different Association as long as they belong to the same District and no other affiliation is in place.

### Affiliation at Large

An Affiliation at Large allows a team to list up to a maximum of 19 players they wish to affiliate with. These players can come from teams registered within the same District and no other affiliation is in place. Players listed on an Affiliation at Large must be approved by the NOHA Executive Director before participating in any game as an affiliated player.

**Any of the above-noted forms of affiliation are not in place until written approval has been received from the NOHA Executive Director.**

## **SUSPENSIONS**

*Please refer to Regulation Number Eight of the NOHA Constitution.*

Please note, it is the responsibility of each team (Manager or Coach) to record and monitor any suspensions given to players or team personnel and to “sit out” the individual(s) as per the OHF Minimum Suspension List.

If a player or team personnel receives an additional suspension, these games will be served once formal notification has been received by the team.

The NOHA office does not send out notification of suspension for one (1) game suspensions.

## **TEAM OFFICIALS REGISTRATION CERTIFICATES**

Team Officials Registration Certificates will be held at the NOHA Office if **all** staff members do not have the proper certification. Each team must have a certified Coach and certified Trainer. The Trainer certification allows them to be on the ice or behind the bench at all times. Assistant Coaches must have coaching certification and Assistant Trainers must have the Trainers certification. Managers are required to have Speak Out certification. Managers can assist the Coach on the bench (open the doors) or on the ice (if necessary) if they have completed a Team Officials Registration Certificate. Once all staff have attended the appropriate clinics and obtained their certification, the certificates will be processed (stamped) and mailed to the team contact. Coaches, Trainers, and Managers involved with two teams must complete Team Officials Registration Certificates for **both** teams.

**It is NOHA Policy that anyone registered as a Coach, Assistant Coach, Trainer or Manager must attend a Speak Out clinic effective for the 2006-2007 season.**

Teams should make note of the following regulations:

**R.1.20** – “The Hockey Trainers Certification (HTCP) Level One, must be achieved by at least once carded official of each team in the NOHA and anyone who signs as a Trainer must have at least Level One of the HTCP.”

**R.1.21** – “The Hockey Canada CBET NCCP Development 1 or higher clinic must be completed by all persons who wish to be carded Coaches within the NOHA. Each team must have at least one carded Coach. Equivalency will be considered on an individual basis by the NOHA Coaching Committee. Coaches certified prior to August 2004 must have successfully completed the Hockey Canada Coaches Program Coach Level or higher.”

**R.1.22** – “The Hockey Trainers Certification Program (HTCP) Level One, must be achieved by at least one Team Official on each NOHA insured House League Team and anyone who registers as the Trainer for this team.”

**R.1.23** – “The Hockey Canada Initiation Program Instructors Clinic must be completed by all on-ice personnel involved with teams in the divisions of Novice House League and below.”

**R.1.24** – “The Hockey Canada CBET NCCP Development 1 or higher clinic must be completed by all Coaches, Atom and above, who are registered on NOHA insured House League teams. Each team must have at least one certified Coach on their team. Coaches certified prior to August 2004 must have successfully completed the Hockey Canada Coaches Program Coach Level or higher.”

**R.1.25** – “The Hockey Canada Speak Out (Harassment and Abuse) Clinic must be completed by all Coaches, Assistant Coaches, Trainers and Managers who are registered with the NOHA (both rep and house league).”

The NOHA Development Programs are explained in detail at the back of the NOHA Constitution.

**Please note, coaches registered with Initiation (Tykes, Squirt, Anklebiters) and Novice House League teams must attend an Initiation clinic to obtain their certification.**

### **BODYCHECKING – ATOM LEVEL**

The Ontario Hockey Federation received the permission of Hockey Canada to conduct a pilot project on introducing bodychecking at the Atom level (rep only). As part of this agreement, it became mandatory for coaches and assistant coaches of Atom rep teams to attend a bodychecking clinic. The study was implemented in September, 1998, and is currently on-going. For the 2007-2008 season, the following two Branches: Ottawa District Hockey Association (ODHA) and Ontario Hockey Federation will still be running a bodychecking pilot project.

### **NOHA TOURNAMENT OF CHAMPIONS**

*Please refer to Regulation Number Nine in the NOHA Constitution for the rules and regulations governing the NOHA Play-offs.*

Any Association wishing to host a Tournament of Champions in any category must forward their request to the NOHA office by June 15<sup>th</sup>. The NOHA Play-off Committee will select the host sites for each category by September 1<sup>st</sup>.

Please note that Clubs/Associations that have not participated in the previous season's play-offs may not be eligible to apply to host unless no other requests are received.

Attendance at the NOHA Play-offs is mandatory, therefore, it should be part of a team's yearly plan. The registration fees must be received in the NOHA office by November 15<sup>th</sup>. There will be a late fee of \$25.00/team if this date is missed.

At the NOHA AGM in 2006, a motion was passed amending Regulation R.9.17. The change determines which weekends the play-offs will be held on. "The Tournament of Champions in all categories will be held in the month of March. The schedule will be Novice and Pee wee on the first weekend, Atom and Bantam on the second weekend, and Midget on the third weekend."

**Tournament Permits are not required to attend the NOHA Tournament of Champions.**

### **CRITERIA FOR CHANGE OF CATEGORY FOR NOHA TOURNAMENT OF CHAMPIONS**

*Please refer to the Policy Section at the back of the NOHA Constitution.*

Teams are placed in the same category/classification as their Association was the previous season. These categories are based on population.

All requests to change category (move up or down) for the NOHA Play-offs must be in the NOHA office by **November 15<sup>th</sup>** of each season.

This request must have the approval of the local Association (in writing) as well as approval from your Council Director.

### **HOUSE LEAGUE TEAMS**

*Please refer to Regulation Number Eleven of the NOHA Constitution.*

House League teams are now registered on HC Player Registration Certificates stamped "House League Only". Initiation (Tykes, Anklebiters, Mickey Mouse) teams are registered on HC Minor Novice Player Registration Certificates stamped "Initiation".

It is important to note that players may not register on two (2) teams. That is to say, they cannot register on a Novice team in Nickel Centre and another Novice team in Copper Cliff. This is known as "double-carding". Also, if a player starts the season with a house

league team and then wishes to move to a “rep” team, he must first obtain his release (the President and Secretary of the Association must sign the back of his card) from the house league team. The same also applies if a player wishes to move from the “rep” side to the house league side. Both the card with the players release and the new signed card must be sent to the NOHA office for processing.

House League teams may also be affiliated with “rep” teams as long as the affiliation is registered with the NOHA office by October 15<sup>th</sup> of each season.

A motion was passed at the NOHA Annual Meeting in May, 2001, that House League teams/players will follow the same rules as “rep” teams for releases. Therefore, if a child resides in North Bay and wishes to register with a team in West Nipissing, he/she must obtain a release from West Ferris Minor Hockey.

House League teams must submit their cards (both copies) to the NOHA Office by their fourth league game or November 15<sup>th</sup> for processing.

**Teams/Associations should note they have no HC insurance coverage if the cards are not submitted.**

### **HARASSMENT AND ABUSE POLICIES**

*Please refer to the NOHA Policies Section at the back of the NOHA Constitution.*

The “NOHA Speak Out Policies and Procedures” can be found in the NOHA Constitution under “Policies”. All teams should be aware of these policies and adhere to them.

All Associations should have in their possession the NOHA Speak Out Policies and Procedures. This information is also available on the NOHA website under Risk Management.

All Associations are also to report documentation of their Harassment and Abuse efforts to the NOHA office on the “Local Association Harassment/Abuse Monitoring Form” by May 1<sup>st</sup> of each year.

All Associations should have prepared or be in the process of producing their own policies on Harassment and Abuse.

The OHF Speak Out Policies are available on the OHF website at [www.ohf.on.ca](http://www.ohf.on.ca).

Hockey Canada produces a booklet entitled “Fair Play Means Safety for All – A guide to understanding abuse and harassment for parents and guardians”. This booklet is distributed to all teams and associations at the beginning of the season and should be distributed to all players and staff members.

**Manager's Manual 2007-2008 List Of Attachments**

Certification Requirements

Association Membership Application

Application for Admission

Team Application Form

OHF Canadian Flag Order Form

McDonald's STOP Patches Order Form

OHF Letter Regarding Body Checking

HC Injury Report Form

Insurance Certificate Requests

- ❖ Facility & Ice Rental
- ❖ Dryland Training Program
- ❖ Dryland Training Instructor
- ❖ Special Events & Fundraising
- ❖ Special Events with Alcohol

Player Medical History Form

Exhibition Game Request to Council Director

Team Tournament Permit Request Form

Tournament Sanction Form

Player Registration Certificate

Team Official Registration Certificate

OHF Residential Move Form

NOHA Player Tryout Permission and Release Form

NOHA Minor to Junior Permission to Skate

NOHA Minor to Junior Release Form

Player Releases Clarification

Affiliation Declaration

Affiliation at Large List

OHF Minimum Suspension List

OHF Penalty Codes

Tournament of Champions Application Form

Criteria for Change of Category

House League Teams Application

Association Harassment and Abuse Monitoring Form

Contact Lists – NOHA Directors; Referees-in-Chief; Divisional Offices

Revised NCCP (CBET) Overview

NOHA Code of Conduct

NOHA Speak Out Policies and Procedures

Risk Assessment Tool & Rating

Position Design and Description

NOHA Minor Hockey Association Staff Application Form

Local Association Harassment/Abuse Monitoring Form

Speak Out policies for NOHA Officials

NOHA Complaint Form

NOHA Privacy Policy