



NORTHERN ONTARIO HOCKEY ASSOCIATION

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CARD PROCESSING 2009-2010 SEASON

The following procedures shall be followed for the processing of cards:

- **Completed cards are to be sent to the NOHA office**
- Player Registration Certificates (cards) are to be completed before the player participates in their first league game
- R.4.9 will be followed – cards must be submitted before the team participates in their fourth league game
- All applicable releases, tryout forms, residential move forms, Hockey Canada appeals must be submitted with the Player Registration Certificates (cards)
- R.4.25 will also be followed – if a manager or coach of a team allows a player to participate without submitting the proper releases, residential move forms, etc, he may be suspended for up to one (1) year
- For House League teams, player registration certificates must be submitted to the NOHA Office before the team's fourth league game or November 15th – failure to comply will result in a fine of \$50.00 per offending team – please refer to R.11.2
- As of December 1st, if cards are not received, team will be suspended and referees will be withdrawn. Games cannot be rescheduled that are missed for this reason. Associations are responsible for the payment of Officials.
- Coaches/trainers/managers must register for the first available clinic or they will be removed until properly certified as per NOHA regulations
- For any cards held at the NOHA Office, a letter will be sent to the team (rep) or association (house league) with an explanation of deficiency
- Players are suspended from participation **immediately** until proper information (release, residential move form) is received at the NOHA office AND by NOHA Council Director – if Council Director is not copied, the team will be suspended
- After 14 days notice to resolve deficiencies, team will be declared illegal and Association advised with a copy of notice to league they play in – team names will be listed on the NOHA website stating that the team has illegal players
- Tournament permits will not be issued to any team that has any outstanding deficiencies
- Once the required information is received at the NOHA Office, the “held” card will be processed and forwarded
- For staff cards being held due to certification, these cards will be processed once the clinic registration information is received at the NOHA office
- Tournament permits will not be issued until the team's staff and player registration certificates (cards) have been completed
- Tournament Permits must be submitted to the NOHA office two (2) weeks prior to the tournament

PLEASE NOTE THAT LACK OF PROPERLY COMPLETED AND PROCESSED CARDS ALSO LEAVES THE PARTICIPANT WITH NO INSURANCE COVERAGE.