

# New Hamburg Hockey Association (NHHA)



## Coaches Manual

An Incorporated Association

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# 1. Hockey Guidelines

- 1.1. In an attempt to help everyone understand the processes involved with Representative (Rep) and Local League Hockey, NHHA has put together this small guide to assist parents, players and coach volunteers.
- 1.2. These guidelines will attempt to explain the processes involved with player tryouts, Local League to Rep Player Movement, Affiliated Players (AP's), non NHHA associated players, and Non-Resident Players (NRP's) from outside of NHHA boundaries.
- 1.3. NHHA is governed by the rules set out by the following governing bodies, OMHA, Alliance Hockey (AH), Ontario Hockey Federation (OHF) and Hockey Canada (HC).
- 1.4. It is NHHA's responsibility to ensure that the rules of governance are followed as they apply to our organization. With this in mind the attempt of this guide will be to inform all members, players, parents and coaches how these rules apply to all hockey players. NHHA will attempt to explain which rules come from which association, and how they will apply to each member of NHHA.
- 1.5. If unsure of the explanation given within this guide, please contact an NHHA Director of Representative Hockey or the NHHA Local League Director for clarification.
- 1.6. Please be reminded that from time to time of the rules of the governing organizations change and for this reason NHHA may be required to adjust its current rules as set forth by our governing agencies.

## **Non-Sanctioned Hockey Participation**

- 1.7. Any team or individual player participation in games played outside of OMHA Sanctioned events is considered Non-Sanctioned. Therefore, participation in an event or against any team not sanctioned, will result in NHHA following the application of the Hockey Canada Non-Sanctioned Policy and removing participants (coaches and players) from NHHA for the remainder of the hockey season. NHHA will follow the OHF's Non-Sanctioned policy.

[www.ohf.on.ca/media/o2zj5kjr/ohf-unsanctioned-league-policy.pdf](http://www.ohf.on.ca/media/o2zj5kjr/ohf-unsanctioned-league-policy.pdf)

- 1.8. NHHA is part of many organizational OMHA Leagues depending on age category and team skill. Please refer to each leagues website for a list of opposing teams and league rules.

**Tri County** – Rep “AA/A/BB/MD” League Teams

**Southern Counties** – Rep “C/MD” League Teams

**Grand River Local League** – House League “LL” Local League Teams

**Beechey League** – Rep Under 21 (Juvenile “A”) League

- 1.9. No NHHA team is allowed to charge gate admission or collect a gate fee to spectators to watch a game.
- 1.10. The NHHA regular season leagues end by March. All teams then enter round robin playoffs and OMHA preliminary playoffs (for Rep teams). Seasons end in March based on scheduling and how far teams advance in their respective League or OMHA playoffs.
- 1.11. NHHA strives to ensure all players have the opportunity to learn the skills to be successful playing the game of hockey. All player development for skaters is managed and provided by team Coaching Staff Members by arranging development sessions in practices with coaches or paid instructors.
- 1.12. NHHA does provide goalie development separately from team practices to focus specifically on the unique skills required to learn to play and be successful as a goalie. These goalie sessions are offered during the season for a number of defined weeks to NHHA registered full time goalies at no extra cost. Signup is required as spaces are limited and fill on a first come, first serve basis.

**Team Captains, Alternate Captains (and putting C’s and A’s on sweaters)**

- 1.13. It is not mandatory to have Team Captains and Alternate Captains as the Coaching Staff Members may decide not to have any on their team as they are not usually assigned until at lowest the Under 13 age category.
- 1.14. If decided to do so, the Head Coach is to inform players and identify clearly what the Coaching Staff Members in a captain and alternates. The criteria chosen should be something attainable by all players. Suggestions include hard work in practice, good attitude, sportsmanship, etc.

- 1.15. Voting must be confidential so no player feels pressure to make a decision. The rule of the game prohibits goalies from performing the function of Team Captain or Alternate. This however does not prevent them from performing a leadership role on the team.
- 1.16. Teams are responsible for purchasing their own jersey letters and sewing them onto the jersey. Letters must be removed at the end of the season by the team prior to locker return. At no time are letters to be glued onto jerseys.

## 2. Representative Hockey Guidelines

### **Fair Play Policy**

- 2.1. The fair play policy has been created to provide Rep coaches, parents, & players, as a guideline and an understanding of what NHHA's expectations are in respect to balanced playing time for all players.
- 2.2. Players must receive a regular shift throughout the game and given opportunities to play on the Power Play and Penalty kill units. Shortening of the bench can happen at the coaches discretion in the final few minutes of tournament and playoff games with implications to the team's standing.
- 2.3. Goalies must receive equal ice time during exhibition and league games. Goalies should not sit for more than two consecutive games, unless for disciplinary reasons. During tournament or playoff games, Coaching Staff Members should attempt to utilize goalies in at least one-third of the games and should not sit for more than three consecutive games.
- 2.4. The Coaching Staff Members should inform parents and players upfront at the beginning of the season of their philosophy in terms of ice time as part of the Head Coaches Team Plan.
- 2.5. Players on Representative teams at the U11 and below age categories are encouraged for the opportunity to try as a goaltender in practice on occasion during the season. In reverse, goaltenders on Representative teams at the U11 and below age categories are encouraged for the opportunity to try as a player in practice on occasion during the season. Opportunity within the team or another NHHA would be available including attending the NHHA Goalie Clinic.

### **Representative Hockey Location Rules**

- 2.6. Under OHF rules a player is only able to sign one player card. This occurs when a player first registers to play hockey and is based on their home address location.
- 2.7. To play Rep hockey a player first must register with their home centre. Players who currently live in New Hamburg or Baden, or within 8 km (OMHA rule) of New Hamburg's post office, or live in the rural areas must register with NHHA. Players residing outside of this area must register with their home centre.
- 2.8. Some residential locations have a right of choice option for Rep level registration. For example, if a player lives in New Dundee they have the right of choice to register for Representative Hockey in Kitchener, New Hamburg, or Plattsville. After choosing an organization for the player's first year of registration, that organization becomes the player's home centre. They cannot choose a different centre to play Representative hockey for unless their residential address changes.

### **Representative Hockey Tryouts**

- 2.9. NHHA currently runs A Level Rep teams for Under 8 to Under 21 age categories. NHHA also currently runs BB Level Rep teams for Under 11, 13, 15, and 18 ages.
- 2.10. To participate on a Rep team, players must tryout for the team. Tryouts could occur in the spring of the current season or in the fall before the next season. Tryout times for each team and division will be posted on the NHHA website. All NHHA Rep teams will have tryouts for Head Coaches to select players for their team.
- 2.11. The player's age before December 31 of each year will determine what team he/she will be eligible to tryout for. If the player is seven (7) years old now and turns eight (8) on December 31 of the current year, the player is eligible to participate in Under 8 or above Rep tryouts. (OMHA, OHF rule).
- 2.12. Rep tryouts must be well organized by the Head Coach with on-ice helpers and off-ice helpers and evaluators. Tryout practices and exhibition games will be scheduled by the NHHA Ice Scheduler.

- 2.13. It is expected that all players wishing to play on a Rep team attend and fully participate in all tryouts held for that team. Any player unable to attend tryouts due to injury, illness, or any other reason must contact the head coach prior to the tryout. If the coach is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee. A non-refundable tryout fee MUST be received before the first tryout. Players will not be allowed on the ice without the tryout fee being paid.
- 2.14. Players are guaranteed the first 2 scheduled tryouts, at which time releases may be made and tryouts for the BB team. Players may only attend one BB tryout before being released to Local League so their season may commence.
- 2.15. Any volunteer on the ice must be an approved NHHA Coaching Staff Member from the previous season. Often other team Coaching Staff Members are asked to run the on-ice portion of tryouts and reciprocate for their tryouts.

#### **Representative “BB” or “C” Hockey Tryouts**

- 2.16. If a player is only interested in playing Rep BB/C hockey, they must first tryout and be released from the Rep A hockey team. This is to ensure all teams have the best players playing at the top levels of hockey.
- 2.17. If a player has not met with the qualifications as listed above, NHHA does have the right to not approve this player to participate to play on a BB/C team until these requirements have been met.
- 2.18. Rep A Head Coaches must provide all player releases to the BB/C Head Coach for players to be eligible to participate in BB/C tryouts.
- 2.19. There is no guarantee that a release from the Rep A team automatically constitutes that a player has made the BB/C team. There is no guarantee that NHHA will have BB/C teams in each division each year, if having BB/C teams at all.

### **Representative Body Checking Clinic**

- 2.20. NHHA will organize and provide a body checking clinic before spring tryouts for all players that are trying out for Under 14 or above representative teams. This clinic will teach players to safely and properly take and give a body check.

### **Representative Team Player Selection**

- 2.21. Wherever possible the Head Coach should identify/finalize team Coaching Staff Members after the player selection process is complete to allow a true tryout for all players.
- 2.22. NHHA requests that all Rep Head Coaches have at least one independent evaluator during the tryout process. This evaluator will have no affiliation with the team and provide their unbiased opinion to the Head Coach on players that could be selected for the team. The Head Coach has the final selection on players and will use the independent evaluators' recommendations to help select players for the team.
- 2.23. Head Coaches are required to select a minimum of 15 players and 2 goalies for their team roster. The Under 21 (Juvenile) team must select 18 players and 2 goalies on their team roster. Under 8 teams require 18 players which includes no defined goalies (players are to rotate trying goalie position). Requests for less players must be brought forth to the NHHA Coach Committee Chair or NHHA Rep Director, who must present at the monthly NHHA Executive meeting for approval with a majority vote.
- 2.24. Team rosters submitted to the NHHA Registrar that have less than the minimum number of players or goalies will not be submitted to OMHA without written approval from the board. Adding players / goalies must follow the OMHA roster size guidelines. If a team loses a player after they have been rostered (family move, AAA, other) the Head Coach will meet with the Rep Director, Player Development Director, Vice President and President to analyze the age group and collectively decide if another player will be moved/added from another team.
- 2.25. For the purposes of Development, NHHA recommends to Head Coaches of secondary representative teams that they seek to select a balance of each age group at the player and goalie positions. The coach should work with the NHHA Rep Director throughout their tryout to ensure their selections are balanced amongst the multiple age groups while also carefully considering the



talent level available and the ability for the team to compete in the league in which they will play in. In the event there is a significantly higher number of one particular age group rostered, the Head Coach will roster a higher number of AP's from the lesser age groups and have them attend practices regularly.

- 2.26. All NHHA representative teams (U10 and up) are required to carry two goaltenders. In the event that there are not enough registered for at least one goaltender on all teams in an age category, (A, B, LL), the NHHA Registrar will review at an NHHA Executive meeting prior to tryouts starting to determine direction to coaches if a representative team is forced to carry one goaltender for the season to ensure enough goaltenders are available for Local League.
- 2.27. Players who have not completed their NHHA player registration by the deadline will be moved off the team roster and placed on the registration waiting list, and another player will be asked to join the team.

#### **AAA Hockey Program**

- 2.28. NHHA is classified as an A level centre by the OMHA. The AAA hockey program provides an opportunity for more skilled players (Under 10 to Under 18 age categories) to play with other players of a similar skill level. Kitchener Minor Hockey is NHHA's AAA zone centre and is governed by Alliance Hockey. NHHA players who play for Kitchener AAA teams are not considered Non-Resident Players (NRP's).
- 2.29. If a player registered with NHHA (or living in the residential location zone) in the past and present wishes to tryout for Rep hockey with the Kitchener AAA team for Under 10 and above age categories, they can do so but first must obtain a permission to skate form from the NHHA Player Movement Coordinator. The same would apply if they want to tryout for a Junior Hockey team.
- 2.30. If a player makes the Kitchener AAA (or Junior Hockey) team after registering a player in NHHA the must inform the NHHA Registrar no later than September 30th to receive a refund equal to the registration fee paid. The player can now register and pay the registration fees to Kitchener Minor Hockey to play AAA hockey (or with their Junior Hockey team).

- 2.31. For the next season the player whom previous played Kitchener AAA (or Junior Hockey) in the previous season must again firstly register for NHHA and again has the choice to play in NHHA or tryout again for Kitchener AAA (or Junior Hockey).
- 2.32. If a NHHA registered player is released from Kitchener AAA (or Junior Hockey) tryouts they are still eligible to participate in Rep or BB tryouts with NHHA.

**Non-Resident Players (NRP)**

- 2.33. A Non-Resident Player (NRP) is defined as Under 12 to Under 18 age category player who plays Rep hockey for a team outside of their centres defined boundaries and signed to that team to a NRP card. Please refer to the OMHA Manual of Operations for all NRP rules.
- 2.34. Under 12 to Under 18 age category NHHA Rep A team Head Coaches can select up to three NRP's on their team roster from OMHA BB or below centres. Players from local BB centres and below are permitted to try-out for their nearest "A" center based on OMHA locational approval. For NHHA the closest OMHA "A" centres are:
  - Woolwich** - 85 Arthur St, Elmira
  - Dundas** - 133 King St W, Dundas
  - St Thomas** - Elmwood Sq Postal Outlet, St Thomas
  - Hespeler** - 640 Ellis Rd W, Cambridge
  - New Hamburg** - 30 Huron St, New Hamburg
- 2.35. NHHA Head Coaches and players are to verify if a player is eligible to tryout as an NRP for NHHA Rep A team, verify the player's home address to the addresses listed above using Google Maps. NRP's must tryout at center that is closest to their home address. The NRP must:
  - a. First register with their home association and pay their registration fees.
  - b. Request from their home association a NRP passport for the upcoming season to be eligible to tryout for NHHA 'A' team.
  - c. Pay the NHHA tryout fee of \$50.00 at the first tryout to the team Head Coach who forwards the money to the NHHA Treasurer.
  - d. Return to their home centre if not offered a roster spot. Note NRP's can only tryout for one centre.

- e. Accept a roster spot if offered. NHHA is responsible for rostering the player with Hockey Canada on the HRC profile. The Head Coach must notify the NHHA Registrar who must notify the NRP's home association by September 30<sup>th</sup>.
  - f. Contact their home centre for a registration refund.
  - g. Pay the registration and Rep fees for NHHA and register with NHHA for the season.
  - h. The NRP passport is valid for one season only. The player must return to his home center each season and repeat the process.
  - i. If the NRP accepts the offer to play, the NHHA Head Coach must provide the NRP with a "letter of commitment" for the current season within 14 days of tryouts starting or by September 15<sup>th</sup>, whichever is first. The player letter of commitment can be found on the NHHA or OMHA websites.
  - j. NRP players cannot be signed after September 15<sup>th</sup>.
  - k. NRP players cannot be released after September 15<sup>th</sup> without written permission from player's home center.
  - l. NRP players are encouraged to contact NHHA Head Coaches if interested in trying out for NHHA teams by using the NHHA website coaches contact information.
- 2.36. Under 12 to Under 18 age category NHHA players can tryout as a NRP for one:
- a. AAA (other than Kitchener, eg: Waterloo) team,
  - b. OMHA AA (eg: Guelph) team, or
  - c. OMHA BB or (eg: Ayr) below team (Reverse NRP).
- 2.37. In order for NHHA players to tryout as an NRP (for another AAA or AA centre), they first must be released from Kitchener AAA by the Kitchener team Head Coaches. Once released, players can request a permission to skate form to be completed by Kitchener Minor Hockey and can ask the NHHA Player Movement Coordinator for assistance if required.
- 2.38. In order for NHHA players to tryout as a reverse NRP (BB centre or below team), they first must be released from NHHA A and BB tryouts by the NHHA team Head Coaches. Once released, players can request a permission to skate form to be completed by the NHHA Player Movement Coordinator.

- 2.39. Since NHHA is an OMHA “A” centre, no NHHA player can try out for another “A” centre unless NHHA does not ice a team in the same major age category (but not minor) as per OMHA player eligibility. Additionally, NHHA players cannot tryout for any Alliance Hockey team other than Kitchener AAA (as a resident player) and one other AAA team (as a NRP).
- 2.40. Upon being selected to play for a team, All NRP players must sign the official OMHA Offer of Commitment form each season.

### 3. Local League Hockey Guidelines

- 3.1. NHHA Local League players will start their season with two evaluation practices scheduled by the NHHA Ice Scheduler. For Local League player evaluations practices, NHHA Convenors will schedule NHHA Coaching Staff Members to run the on-ice evaluation practices.
- 3.2. Local league players will be evaluated and rated by NHHA Coaching Staff Members and NHHA Convenors to fairly draft and divide players onto teams. These player evaluation ratings are strictly confidential and are not shared with anyone outside of NHHA Convenors and NHHA Coaching Staff Members.
- 3.3. All Local league teams shall target a maximum of 18 players (including goalies) for Under 8 and below teams and 15 skaters and 2 goalies for Under 9 and above teams. Team roster sizes larger than this must be approved by the NHHA Executive with a majority vote brought forth by the NHHA Local League Director.
- 3.4. For all Local League age divisions fair and equal play will apply as long as each player gets as reasonable a share of ice as possible (i.e., as equal as possible). The duty remains with every team Coaching Staff Members to ensure that each player gets a reasonable share of the ice time.
- 3.5. All teams must abide OMHA and league rules. There will be no Local League player changes or trades among teams without the consent of the NHHA Director of Local League. No player will be moved within Local League after the equalization deadline of October 1<sup>st</sup> of the current year unless otherwise approved by the NHHA Executive.

- 3.6. It is the responsibility of the team Head Coach to ensure that all player movement to or from the team is properly registered through the proper channels. Team Coaching Staff Members will advise player and parents as well as the NHHA Convenors when changes of players occur from teams.
- 3.7. Coaches must encourage goalie development and allow players to try goalie in all age categories, especially Under 13 age categories and below in practices and games during the season. Backup goalies are encouraged to dress as a player when not in goal.
- 3.8. All divisional Local League NHHA Convenors will ask for player interest for goalies during evaluation periods and if there were one or two goalies on a team the previous year. Where possible the NHHA Convenor will try to have a goalie that played on a team with two goalies in the previous year in NHHA on a team with one goalie the next year.

## 4. Team Rental Guidelines

### Arena Ice Rentals

- 4.1. Each team is provided about one practice time per week. If teams wish to purchase additional ice at their cost (allocated in their team budget), they are to contact other local arenas to make arrangements. Note additional practice times must be put in the team calendar on the NHHA website by the team coaching staff members so the NHHA Ice Scheduler is aware of any conflicts.
- 4.2. The NHHA Ice Scheduler will not re-schedule game conflicts with additional ice times purchased by teams. All additional ice purchases must have their own insurance as NHHA insurance does not cover non NHHA provided ice times. Some Local Arenas are:
  - a. **Wilmot Rec Centre** - 1291 Nafziger Rd, Baden, ON N3A 0C4 - 519-634-9225 ext. 355  
Email: Christi Lichti - [christi.lichti@wilmot.ca](mailto:christi.lichti@wilmot.ca)
  - b. **Wellesley Arena** - 1004 Catherine St, Wellesley, ON N0B 2T0 - 519-656-2222  
Email: Michelle Lamontagne [mlamontagne@wellesley.ca](mailto:mlamontagne@wellesley.ca)
  - c. **St. Clements Arena** - 1 Green St. St. Clements, ON N0B2M0 - 519-699-4143  
Email: Michelle Lamontagne [mlamontagne@wellesley.ca](mailto:mlamontagne@wellesley.ca)

- d. **Tavistock Arena** - 1 Adam St, Tavistock, ON N0B 2R0 - 519-655-2102  
Email: Amy Pfaff - [apfaff@ezt.ca](mailto:apfaff@ezt.ca)
  
- e. **Plattsville Arena** - 68 Mill St E, Plattsville, ON N0J 1S0 - 519-684-7482  
Email: Trevor Baer [facility@blandfordblenheim.ca](mailto:facility@blandfordblenheim.ca)
  
- f. **Perth East (Milverton) Arena** – 40 Temperance St, Milverton, ON N0K 1M0  
Email: Rebecca Huffman [rhuffman@pertheast.ca](mailto:rhuffman@pertheast.ca)
  
- g. **Stratford Arenas** - Dufferin, RBC/Molson, William Allman  
Contact: Michelle Eidt 519-271-0250 ext.252 [meidt@stratford.ca](mailto:meidt@stratford.ca)

### **Dryland Training**

- 4.3. Some teams choose to schedule team dryland training. If scheduled ensure activity dates and times are posted on the NHHA team website by the coaching staff members. All activities must be supervised to ensure safety for all participants. Local facilities like school gymnasiums, baseball diamonds, soccer fields, etc can be rented and booked through the township and come with insurance. When booking please specify the type of activity and number of participants.

### **Bus Rental Agreement**

- 4.4. NHHA volunteers can search local bus rental companies like Ayr Bus lines for specific rates.

## **5. Tournament and Jamboree Guidelines**

- 5.1. Under 10 and above age category NHHA Rep and Local League teams are permitted selecting a maximum of their own four tournaments between the September and March season before spring tryouts commence in April.
  
- 5.2. Under 9 teams playing modified half-ice format matches are not allowed to play any tournaments and must play in small-ice jamborees from September to January 15<sup>th</sup>. They are permitted selecting a maximum of their own two small-ice jamborees. After January 15<sup>th</sup> Under 9 teams playing full-ice games are permitted selecting a maximum of their own one tournament between the January 15<sup>th</sup> and March season.

- 5.3. Under 8 teams playing modified half-ice format matches are not allowed to play any tournaments and must play in small-ice jamborees. These NHHA teams are permitted selecting a maximum of their own three jamborees per season.
- 5.4. Under 7 and below teams playing modified cross-ice format matches are not allowed to play any tournaments and must play in small-ice jamborees. These NHHA teams are permitted selecting a maximum of their own three jamborees per season.
- 5.5. NHHA Pre-School/Fundamental teams (Under 5, 6 and 7 ages) are not permitted any jamborees or tournaments.
- 5.6. For Rep teams, one of their four tournaments can be either a pre-season (early/mid-September), Christmas (week between Christmas and New Year's, December 26<sup>th</sup> to January 1<sup>st</sup>), March Break (the weekend before and the week during March break), or late March after playoff are over (eg: NHHA Optimist Local League Tournament).
- 5.7. Note that International Silver Stick Finals will be allowed as a fifth tournament if a team advances past the Regional round. Team requests to enter more than their allocated tournament allowance (eg: 5) will be denied.
- 5.8. NHHA supports locally run OMHA sanctioned tournaments. If an out of town tournament is short teams they, or an NHHA Head Coach can reach out to the NHHA Tournament Director to investigate if an NHHA team can participate as their 5<sup>th</sup> tournament.
- 5.9. Tournaments and Jamborees must be selected by all teams by no later than July 30<sup>th</sup> for spring selected teams and September 30<sup>th</sup> each season and communicated to the NHHA Ice Scheduler for scheduling and the NHHA Director of Leagues for OMHA sanctioned approval/permit.
- 5.10. Scheduled games shall be scheduled around team selected tournaments and jamborees by the NHHA Ice Scheduler. Cancelled practice times will not be re-scheduled or made up due to tournaments or jamborees.

- 5.11. Tournament and Jamboree game sheet copies must be submitted to the NHHA Director of Leagues at least 48 hours after completion of the tournament or before the teams next game.
- 5.12. It is expected that NHHA teams will participate in NHHA tournaments. The NHHA Tournament Director will set out tournament entry fees. A hosted NHHA tournament would count towards the teams four tournament limit.

### **Paying for Tournaments or Jamborees**

- 5.13. All tournaments or jamborees are to be registered and paid for by the designated Coaching Staff Members using the team bank account and budgeted monies.
- 5.14. Teams can request advanced funding (for one tournament in Canada only) if needed by filling out the request form on the NHHA website. Advanced funding will not be accepted after September 15<sup>th</sup> for Rep teams and October 15<sup>th</sup> for Local League teams. A post-dated cheque from the team bank account dated no later than November 1<sup>st</sup> must be provided to the NHHA Treasurer who will notify the team when the cheque is ready to be picked up. If for any reason there are outstanding balances owing after November 1<sup>st</sup>, the team's practices will be revoked until payment is received.
- 5.15. After confirmation is received that the team is accepted into the tournament or jamboree, the Head Coach is to submit the Tournament Sanction # and dates to the NHHA Ice Scheduler and NHHA Leagues Director to schedule and request Travel Permit and appropriate payment if required.
- 5.16. Available tournaments can be found on the OMHA website. Early Bird and Silver Stick tournaments fill up quickly with limited hotel room space, so it is recommended for all team Coaching Staff Members to check the website in early June to make choices for the season. When confirmation is received, an email to parents outlining tournament weekends for planning is required.

## **6. Affiliated Player Policy**

- 6.1. It is recommended that Head Coaches roster and utilize AP's (including goalies) during the season. Inviting AP's to all team practices and utilizing in games to fill absenteeism is recommended.



- 6.2. AP's should consist of Local League players to BB/C teams, BB/C players to A teams, and younger A players to older A teams. To assist with rostering, Head Coaches are to sign AP's the same day of final player releases.
- 6.3. Players are only eligible to AP if they attend tryouts in succession (A then BB/C) and are released from the team by the Head Coach. Player declining to play A or BB when offered a roster position cannot AP without the request brought to the NHHA Executive vote of approval.
- 6.4. Head Coaches must ensure AP's for teams with body checking (Under 15 and above) must attend the NHHA or any body checking clinic prior to signing the AP forms.
- 6.5. Under 8 and below teams are not allowed to sign AP's. Under 9 can sign AP's to Under 9 MD teams from Under 9 Local League teams.
- 6.6. Under 9 players are not allowed to play up or AP with Under 10 teams in full-ice games until the Under 9 team has transitioned into full ice games.
- 6.7. The purpose of NHHA's AP Policy is to provide players to higher caliber teams to cover for injuries, absenteeism and allow players to benefit with extra ice time to improve a player's skill and development.

### **Rostering AP's**

- 6.8. Coaches/managers must complete the proper OMHA Player Affiliation form, which is available on the NHHA or OMHA website and must complete in full, in black ink and returned to the NHHA Office by September 30 (fall Rep tryout and Local League teams). Coaches must submit their AP forms all at the same time.
- 6.9. Coaches will get their approved final roster back with the AP's listed on it. AP's can participate in games (exhibition, tournaments, regular season) once the Head Coach has the approved AP form signed by NHHA or the OMHA approved roster with the AP's listed.

- 6.10. A team can roster up to 8 AP's (including goalies). For U14 and above, teams can roster unlimited number of AP's.
- 6.11. The form will then be scanned and added to the HCR Registry by the NHHA Registrar and the AP will then be added to the team roster they will AP to by the NHHA Registrar.
- 6.12. Players may be on only AP to one team roster (players cannot AP to 2 teams).
- 6.13. 'A' level players cannot AP to a 'BB/C' or Local League team. 'BB/C' level players cannot AP to a Local League team.

### **Utilizing AP's**

- 6.14. A Coach may bring a rostered AP's up to a maximum of 10 regular season games and playoff games, and unlimited number of practices as long as it does not interfere with the AP's regular Local League A or BB team practice or game.
- 6.15. AP's can play unlimited OMHA tournament, playoff elimination series, exhibition or tournament games.
- 6.16. Coaches who wish to use AP's must first contact the Head Coach of the lower level team and obtain permission to contact the desired player. Once received coaches can then contact the player's parents and obtain their permission (Protocol of who makes calls etc to be determined by coaches of teams involved).
- 6.17. Coaches are to report out to the NHHA Coach Committee Chair at the end of each season how many approximate games and practices they utilized AP's.
- 6.18. Local League teams cannot share players unless they have approval prior from the league Convenor. This includes sharing of goalies from one team to another.
- 6.19. NHHA Executive expects fair distribution of AP opportunities and fully supports the proper use of AP's in all practices and when teams are short players for games.

### **Allowing AP's to Play**

- 6.20. Coaches are asked to release and allow AP's to play and participate with their AP rostered team if it does not interfere with their own team's schedule (practices and/or games).
- 6.21. The Head Coach of the AP is not to impose any other conditions or otherwise influence players from playing up.
- 6.22. Any dispute among the coaches regarding the application of the AP rules will be referred to the NHHA Executive for review.

## **7. Team Financial Guidelines**

### **Team Budget**

- 7.1. As part of the Head Coaches season plan there must be a financial budget created including all team expenses and revenues (fundraising, fees, donations, etc). For Rep teams the team budget cannot exceed \$18,000 (not including team Rep fees for each player) per team. For Local League teams the team budget cannot exceed \$6,000 per team.
- 7.2. The Head Coach must first submit the team budget using the NHHA Team Budget form to the NHHA Treasurer for approval. Once the team budget is approved, the Head Coach can present a printed paper copy to all team parents with an NHHA Executive member present for their vote on approval at the first parent meeting scheduled.
- 7.3. It is important that no team member (coaching staff, parent, etc) solicits any amount of money from the team members. Asking for example if players want to spend \$20 for a team tie but is not required is not permitted. In this situation team members are forced to pay \$20 additional to their team budget amount in fear of being the only team member without one who does not wish to spend or have the extra money to spend.

### **Team Monies Collected**

- 7.4. Monies collected by a team (by way of budget, donations, fundraising, etc.) belong to the entire team and any unused funds at the end of the season must be distributed evenly to all parent

members of the team, and the account closed at the end of the season. As a non-profit entity, the team's final bank balance must be zero. Any remaining donation or fundraising monies should be donated to a local charity and not refunded.

- 7.5. Rep Fee amounts are found on the NHHA website under registration Information tab. Team Rep fees are to be paid to the NHHA Treasurer in one cheque by no later than October 15 each season.

#### **Team Bank Account**

- 7.6. NHHA teams are required to open a team bank account each season for their team. The team bank account must be operated under two signatures, which both must be team parents, but cannot be from the same family. All books of account and bank records may be required to be submitted to NHHA Treasurer for a financial audit, if required.

## **8. Sponsorship and Fundraising Guidelines**

- 8.1. Fundraising activities by individual teams are not required however if done must not exceed the teams approved budget.
- 8.2. The maximum amount of money that can be raised through fundraising cannot exceed the team budget expenses. Teams must submit a budget and fundraising plan prior to any events to the NHHA Treasurer to be approved by the NHHA Executive.
- 8.3. Under no circumstances will a fundraising event be approved if it conflicts with NHHA run events. NHHA carries out many fundraising events and teams are cautioned not to make commitments until their event has been duly authorized.
- 8.4. 8.4 If a team is to conduct a raffle or lottery, they must fill out the Application to Manage and Conduct a Raffle Lottery form and submit to NHHA to sign and approve. The form must be filled out as per below. Once signed by NHHA Officers, the team is responsible for taking the form to Wilmot Township to obtain their lottery licence number. The licence number must be printed on the tickets in order to conduct the raffle. NHHA will not approve a team 50/50 or cash prize raffle application.

- 8.4.1. **Principle Officers:** President and Vice-President (list title and names)
  - 8.4.2. **Address:** 1291 Nafziger Rd, Baden, ON N3A 0C4
  - 8.4.3. **Premises:** Wilmot Township (where the tickets are sold)
  - 8.4.4. **Municipality:** Township of Wilmot in the Regional Municipality of Waterloo
  - 8.4.5. **Purpose:** To raise money to offset the ice rental expense cost to play minor hockey.
  - 8.4.6. **Prize Value:** List all the prizes and the total value awarded.
  - 8.4.7. **Closing End Date:** Address, date, and time where the winning tickets will be drawn.
  - 8.4.8. **Rules:** The winner be determined by drawing the winning ticket and published on the team website.
  - 8.4.9. **Tickets:** List the total number created, their number sequence and price per ticket.
  - 8.4.10. **Certificate:** President and Vice-President (list title and names) of New Hamburg Hockey Association of the Township of Wilmot in the Regional Municipality of Waterloo
  - 8.4.11. **Signatures:** President and Vice-President (list name, title, phone number and date) along with a witness from the team.
- 8.5. After receiving their lottery licence number from Wilmot Township, the team can print tickets with the lottery licence number on them and conduct their raffle or lottery according to the licence. Within two weeks of drawing the winners, the team must submit the completed Lottery Report form along with the winning tickets and winners' names with a deposited cheque in the NHHA trust bank account with the receipt to NHHA for the total gross receipts. After NHHA signs the Lottery Report form, the team must submit the document to Wilmot Township to close the lottery licence. Once closed, NHHA will release the balance of proceeds to the team.
- 8.6. Sponsors of the NHHA are not to be approached by any NHHA volunteer, parent or person associated with a team. Teams are not permitted to contact or solicit any corporate sponsors to raise money for individual teams. This includes solicitation for team advertising. All sponsorship funding is coordinated by the NHHA Director of Sponsorship for the organization. Parents or guardians can accept direct donations from their employer for their child's team. Donations or sponsorship from businesses wishing to support directly to the team and not the NHHA organization as a whole must be included on the team budget.

- 8.7. Even though their name and logo will appear only on one team's uniforms, it is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants. Sponsors represent the second largest contributing groups to the NHHA budget.
- 8.8. It is very important that all NHHA members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors wherever possible.
- 8.9. It is recommended that each team organize a team event to give back to the community by doing charity work, volunteering for an event, or raising donations for a notable cause.

## 9. Equipment Guidelines

### **NHHA Provided Equipment**

- 9.1. Each season the Head Coach will be provided from the NHHA Equipment Manager a locker check sheet identifying all equipment that will be loaned to the team and must be returned at the end of the season. This may include pylon that are kept locked in each team lockers when not in use.
- 9.2. The Head Coach is to sign and return this sheet to the NHHA Equipment Manager to gain access to their team locker in the NHHA equipment room. Note that the lockers must be kept locked at all times and codes must not be shared outside of the Coaching Staff Members.
- 9.3. A \$500 deposit by each team is required at the start of the season paid to NHHA by the team and is refunded upon return of all NHHA equipment loaned to the team. Equipment must be returned in the same condition (washed, cleaned, and organized).
- 9.4. NHHA will loan goalie equipment to Under 13 age players within the organization if requested. Equipment loaned will be provided to the Head Coach who will be responsible for returning upon completion of the season.
- 9.5. Additional equipment like small nets, floating half-ice boards, black divider pads and tires can be used and are stored at the arena. If used by a team the Head Coach is responsible for returning the equipment to its designated storage area. Members can use this equipment with NHHA Equipment Manager or President permission outside of regular NHHA ice times or season.

- 9.6. Pinnies will be provided to teams for tryouts and evaluations by the NHHHA Equipment Manager. They must be returned to the NHHHA equipment room after each usage for the next team. If a player soils a pinny, the Head Coach must ensure it is washed and returned it the next day.
- 9.7. The NHHHA Equipment Manager will inventory and replace lost pinnies after fall and spring tryouts are completed each season. Pinnies will not be provided during the season to team to use for practices or team events. Teams with only one jersey color (eg: Under 7 Timbits) may ask for pinnies from the NHHHA Equipment Manager for Jamborees but must be returned immediately afterwards washed and organized by color and in numerical order.
- 9.8. Players who accept equipment from NHHHA must return it upon request. Any player or team member failing to return equipment upon request shall be suspended until it is returned to NHHHA, and deemed by the Equipment Manager to be in satisfactory condition.
- 9.9. Deliberate misuse of any NHHHA equipment causing damage, will result in a fine to the guilty person equal to the replacement cost of the damaged article.

#### **Purchased Team Equipment and Apparel**

- 9.10. NHHHA's mandate is to protect its assets for the collective benefit of their members and ensure that they are not exploited for purposes which are not to the benefit of our membership.
- 9.11. The NHHHA Executive Sponsorship Director periodically requests tenders from companies interested in supplying uniforms, equipment, apparel or services to the Association. The objective is to use financial resources and volume purchase capability to ensure that members receive good value in terms of quality and reliability at a reasonable cost.
- 9.12. NHHHA has supplier agreement obligations. The approved NHHHA supplier may not use the Associations logos and trademarks or have product produced without Executive approval in advance. Any use of Association logos or trademarks, or the purchase of goods or services from non-accredited suppliers without the prior consent of the NHHHA Executive will result in sanctions including team financial penalties and/or the suspension of team staff members or may result in legal action being taken by the Association.

- 9.13. Among these assets are our logos and trademarks which include the current or past Huskies logo and the name "New Hamburg Huskies". The NHHA Executive may occasionally permit its teams to use our logos or trademarks for specific applications (e.g. equipment, fundraising activities).
- 9.14. No team is required to purchase team or player apparel. NHHA's current apparel and equipment provider posted on the website. All team purchases must be made through them and included in the team budget. Head Coaches are to contact the NHHA approved equipment and apparel vendor to setup a team fitting date. Note most items have a long order lead time and not always in stock. Fitting dates and orders should be completed as soon as possible. Further questions about team equipment and apparel can be made to the NHHA Sponsorship Director.
- 9.15. Coordinated team purchases or donations of team apparel or equipment must be purchased from the NHHA authorized apparel and equipment supplier. All purchases must promote the Huskies brand, logo, and colors (navy blue first, then white, and yellow last). Team required equipment purchases (or sponsored donations) for socks, pant shells, gloves, or helmets must be included on the team budget and approved by the NHHA Treasurer. Team equipment worn by A/BB teams must have black or navy helmets, Husky navy pants or pant shells, and black or navy gloves. Local League players can utilize equipment in any color.

#### **Team Jerseys and Socks**

- 9.16. NHHA will provide to teams two sets of jerseys, a home and away which are to be returned to NHHA at the end of the season cleaned and in numerical order. These jerseys will have sponsors names on the back which will cover the cost of the jersey. Jerseys are not to be worn in practices but only for team games.
- 9.17. Jersey sets have different sizes with lower numbers being smallest and higher numbers being larger. Coaches need to ensure sizes are given to players over number preferences. Alternate size or numbered jerseys are not available.
- 9.18. Some teams will be provided sponsored seasonal jerseys (eg: Tim Hortons, McDonald's, etc) which are kept by players after the season. NHHA Equipment Manager will provide a second loner jersey set in either blue or white to use for away games and tournaments.





- 9.19. NHHA Local League teams are provided home and away socks each season. NHHA Rep teams are to purchase home and away socks as part of their team budget expenses each season. Other purchases such as water bottles, extra pucks, extra trainers equipment above what was originally provided, practice jerseys/socks, practice equipment, etc are to be included in the team budget expenses.
- 9.20. NHHA owned jerseys must be kept and maintained (proper care and washing) by the Coaching Staff Members throughout the season by using jersey carrying bags and hangers to air out jerseys between games. If jerseys are to be carried by players, a jersey protection bag (must be included in the team budget cost) must be purchased and used.

#### **Jersey Player Name Bars**

- 9.21. NHHA owned jerseys provide to teams for the season will have Velcro fixed on the back at the bottom of the jersey. Players are responsible for purchasing their own name bars (white with blue lettering for home and navy with yellow lettering for away) with their surname (last name). Once a player purchases their name bars they are to keep them for their child's minor hockey career.
- 9.22. Lost or damaged name bars are the responsibility of the player to replace at their own cost. Name bars are to be Velcro fixed to the jersey for the entire season and not removed and re-stuck to the jersey each and every game.

- 9.23. NRP players or players who move into the area and join NHA are responsible for purchasing their name bars.
- 9.24. AP's can apply their name bar when called up to play for another team to that teams jersey provided.
- 9.25. Players who wish to not use a name bar and publish their name are responsible for purchasing a blank home and away name bar to fix to the jersey for the season.

**Purchasing a Third Team Jersey**

- 9.26. If so desired, teams can purchase their own third jersey set as per the below requirements:
  - a. The cost for each player's jersey must be included in the team budget and paid by the team.
  - b. It must be purchased from the approved NHA apparel supplier.
  - c. It must be one of the below NHA approved third jersey design in the following section.
  - d. Colors are Navy Blue (PMS655) and Yellow (7549CP).
  - e. Player numbers should be the same to prevent changing on the iPad game sheet.
  - f. It does not require a sponsor or the same sponsor as the provided NHA jerseys.
  - g. It can include the player's last name on the top or bottom of the back of the jersey.
  - h. It can only be worn at International Silver Stick Regionals and Finals away games, away tournament games, and OMHA semi-final and final away games.
- 9.27. The following NHA approved third jersey designs that can be ordered are:

- a. Design 1



- b. Design 2



- 9.28. Failure to follow these requirements will result in the NHHA Executive issuing a 3 game suspension to the Head Coach along with missing two weeks of team practices and repayment of any lost sponsorship revenue.

## 10. Player Required Equipment

- 10.1. It is mandatory that all players under the NHHA wear all the required approved hockey equipment per the Hockey Canada (HC) rulebook, at games and practices until they leave the playing area at the end of activity period. Failure to comply may result in suspension of the player and team member by the NHHA. Neck guards are required and must be worn. Players that are not completely outfitted with the required safety equipment are not permitted on the ice surface.
- 10.2. Team coaching staff and volunteers must wear CSA approved helmet during activities on the ice. This is in accordance with mandatory OMHA Rules. Helmets should fit snugly and chin strap done up fitting snugly which must be CSA certified (as per stickers on the helmet). A loose fitting helmet or chin strap may be too big or may simply need tightening or adjusting.

### **Mouth Guard Policy**

- 10.3. The mandatory use of a mouth guard product for each player participating in NHHA game or practice shall at all times while engaged in play or practices, practice drills or scrimmages on the ice surface wear an intra-oral mouth guard that conforms to the specifications set out by NHHA as approved as suitable for use by the team's trainer.
- 10.4. The specifications are to 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 teeth of the upper jaw and 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, it is attached to the participant's helmet or be form-fitted; that it's custom-fitted to the teeth and in addition for all hockey in non-contact play will provide not less than one (1) millimeter of shock absorbent thickness between the teeth of the upper and lower jaw and for a player in contact play will provide not less than two (2) millimeters of shock absorbent thickness between the teeth of the upper and lower jaw.

### **Helmet Earpiece Policy**

- 10.5. It has become apparent that many players, especially at the Junior and Senior level, but also in other levels of hockey, were modifying their helmets by removing the earpieces. Since 1984, the CSA has required that helmets have no ear openings bigger than 38 mm (1.5 inches), or if they do, that an earpiece exist to provide additional protection.

- 10.6. Players, coaches, officials, administrators and parents are reminded that Canadian Hockey playing rule 24 (b) - Protective Equipment - states that "While on the ice, all players, including goalies, shall wear a CSA approved hockey helmet, to which a CSA approved facial protector, must be securely attached and not altered in any way.
- 10.7. Any alteration to a CSA approved helmet or facial protector automatically destroys the certification." Removal of earpieces is considered an alteration of the CSA approved helmet.
- 10.8. Coaches and safety people / trainers are instructed to ensure that their players do not remove earpieces or alter their helmets in any fashion. If the earpieces have been removed, they must be replaced or the helmet cannot be used. Not only does the removal of earpieces cause a safety concern but also insurance coverage could be at risk if the equipment has been altered and an injury sustained as a result.
- 10.9. Coaches and volunteers should watch for infractions in pre-game warm-ups, and if it is clear that a player is playing with an altered helmet, advise the Head Coach and player that if the player appears in the game with the earpieces removed from a helmet that came from the factory with such earpieces, they will be penalized for use of illegal equipment, without exception or warning as per Rule 24 (e) which reads as follows:
  - a. If the on-ice officials attention is drawn to the possibility that a facial protector or helmet may not be certified (CSA approved), or if the on ice official observes that a facial protector or helmet may not be certified, and should that piece of equipment in effect turn out not to be certified, the on ice official shall assess a minor penalty and at the same time order that illegal piece of equipment removed from the game.
  - b. (Note 1): The on-ice official is empowered to make the call without his attention being drawn by an opposing player or Coaching Staff Member, through the Captain.
- 10.10. If there is some question as to whether the helmet has been altered, the on-ice official shall report the infraction on the game sheet.
- 10.11. It is expected that coaches, volunteers and safety staff trainers will look after ensuring their players are using helmets that comply with the above CHA standards. For the officials, this is not

an optional or judgment call, and the onus to ensure players comply with the rules in this area falls on the coaches.

### **Water Bottle Policy**

10.12. There has been concern shown over the potential health risks related to the sharing of water bottles by players, officials, coaches and other participants. The Canadian Hockey Safety Program recommends the following protocol as it relates to the use of water bottles:

***“Good team hygiene includes ensuring all players and staffs have their own water bottles to prevent the transmission of viruses and bacteria. Bottles should be labeled and washed after each practice or game.”***

10.13. It is further recommended that coaches and volunteers avoid the practice of drinking from the goalies’ water bottle. If the coach or volunteer requires water during a game, it is suggested they have their own water bottle on the players bench.

10.14. Good hygienic practices will help to maintain a healthy team atmosphere and ultimately assist in keeping all participants healthy throughout the season.

## **11. Coaches Parent Meetings**

11.1. After the last team tryout or after the first team practice the Head Coach is to schedule a team parent meeting to discuss the team plan for the season. At this meeting the Head Coach will:

- a. Keep documented all email and contact phone numbers for parent communications.
- b. Introduce and provide contact information of the team Staff Members and their roles.
- c. Share the coaching philosophy and team plan of the team for the season.
- d. Fill positions for all staff members (ice helpers, bench staff, manager, fundraiser, social, music, equipment, parent representative, etc).
- e. Present the selected tournament dates and locations (four maximum).
- f. Present the schedule for extra ice, dryland, and purchased skill development.
- g. Present the team budget and team fees.
- h. Hand out medical information sheets for parents to complete.
- i. Share team code of conduct and have players/parents sign.
- j. Share team dress code for games.

- k. Share dressing room rules and team expectations on and off the ice.
- 
- 11.2. A mid-season and final end of season meeting should be held or at least information communicated to all parents with updates on the team budget, fundraising and any general concerns. Final team budget, balance sheet and refunds must be provided at the end of season.
  - 11.3. Meeting Rooms are available at the Wilmot Recreational Centre (WRC) to rent at an additional cost. NHHA team volunteers are to contact WRC to book, pay, and reserve the room with the Township. Please give 48 hours' notice to ensure the booking is available and confirmed. The contract must be brought to be let into the room.

#### **Team Budget Approval**

- 11.4. A clear understanding of the team budget and agreement must be made by each parent with a closed ballot vote that requires a majority vote done by an NHHA Executive member for budget approval. Included must be the decision to conduct team fundraising (not mandatory).

#### **Player Medical Forms**

- 11.5. The team Head Coach or Trainer must print out the Medical Information Sheets for each player found on the NHHA website before the parent meeting to voluntarily (and is not mandatory) complete for each player at the meeting. This is required each season and important for trainers and staff to know of any medical conditions their players may have. Note that information on these sheets is strictly confidential and must be kept with the coaching staff at all team events (practices, games, etc). Included with player registration in their Rowan's Law Concussion protocol acknowledgement.

#### **Injury Report Forms**

- 11.6. On the website is an injury report form for any player or volunteer to complete in the result of an injury. After completing this form, it is to be sent to the NHHA Head Trainer for record and any action required.



### **Team Parent Representative and NHHA Executive Contact Communication Liaison**

- 11.7. Parents and players aren't always going to agree on every decision the coaching staff members will make. Open communication between the team, parents and coaching staff members is critical to foster a successful team environment.
- 11.8. NHHA mandates that all teams have a Parent Representative selected by the parents of the team at the initial team meeting. This individual will mediate between parents' concerns and the coaching staff.
- 11.9. When a parent has a concern or issue that they want to address, they are to approach the team Parent Representative, who will schedule a meeting with the coach to discuss. For simple question that need clarification, parents can contact the coaching staff member directly.
- 11.10. Parents are required to wait 24 hours to make complaints or issues to the Parent Representative to ensure it is warranted and to allow de-escalation time to ensure that the issue can be addressed in an effective and professional manner.
- 11.11. A meeting or discussion is to be arranged and the issue documented so it can be submitted to the Head Coach and then discussed between the Parent Representative and Coaching Staff Members. The parent is then to be advised of the results of the discussion.
- 11.12. If the issue needs to be escalated to the NHHA Executive for any reason, the Parent Representative is to contact the NHHA Executive Representative Liaisons (see the website for contact information or inquire with the NHHA President) to discuss the issue.
- 11.13. The NHHA Executive Representative Liaisons will bring all escalated issues to the NHHA Executive at the next monthly NHHA Executive meeting with resolution or need for resolution.
- 11.14. Players can approach the coaching staff members at any time and are free to ask any questions or issue that they may have. Coaching staff members are there to assist and guide players, taking every step to ensure they understand the players' role, responsibility and requirements.

## 12. Volunteer Requirements and Responsibilities Guidelines

- 12.1. For insurance purposes no person is allowed on the ice with a team unless they are an approved team Coaching Staff Member, player, or individual with their own provided insurance. Coaching Staff Members (this also includes Team Managers and Coach-At-Large Staff Members) and On-Ice Helpers must be submitted to the NHA Coach Committee Chair to be presented to the NHA Executive with a majority vote for approval.
- 12.2. Individuals submitting a volunteer application to the NHA Coach Committee must have all the required credentials completed and up-to-date (not expired). These credentials include for Coaches, Trainers, At-Large Staff Members, On-Ice Helpers, and Team Managers:
  - a. Rowan's Law Concussion Safety Acknowledgement
  - b. Respect In Sport Activity Leader Course
  - c. Gender Identity & Expression Course
  - d. Vulnerability Section Police Check (every 3 years)
  - e. Coach or Trainer Credentials (only required for Head/Assistant Coaches and Trainers)
- 12.3. NHA accepts its significant responsibilities to its vulnerable clients. NHA owes a duty of care to its clients, to staff and to the community. Acceptance of this duty will be reflected in all NHA programs, services and activities, as well as in its policies and procedures.
- 12.4. NHA recognizes that most volunteer positions in the association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.
- 12.5. NHA will not discriminate against any person on the grounds of Human Rights (age, race, sex, marital status, etc.) unless there is a bona fide reason which relates essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.

### **Coaching Staff Member Registration and Credentials**

- 12.6. Any non-registered person or player that volunteers to be on the ice or behind the players' bench during the course of the season must be at least 16 years old and registered with NHHA to be registered as a Coaching Staff Member.
- 12.7. The list of Coaching Staff Members is submitted by the Head Coach with the team roster sheet to the NHHA Coach Committee Chair who will bring the names forth to the NHHA Executive for approval at the next NHHA Executive meeting. No names are to be brought forth without verifying completion of all required Coaching Staff Member Credentials. This is often time sensitive and must be done quickly.
- 12.8. Once approved the NHHA Registrar will register and roster them with the HCR database so they are on the team roster. Until on the approved roster, non-approved individuals are not permitted on the ice or behind the bench at any time. The NHHA Registrar will provide the Head Coach with the approved OMHA roster once completed.
- 12.9. Only volunteers on team rosters or Coach-At-Large roster with NHHA and the OMHA who are approved by the NHHA Executive and registered on the insurance list at the NHHA office, will be allowed to participate in or at NHHA league functions.
- 12.10. Coaching Staff Members which include Team Managers and On-Ice Helpers interacting with players during practices and in the dressing room must complete the proper credentials and also must submit a coach/volunteer application to the NHHA Executive for approval. On-Ice Helpers cannot sign game sheets or be on player benches for any games and are restricted to just assisting on the ice in practices. Team Managers are permitted on the team player bench for games if they are on the team roster. They must sign the game sheet as well.
- 12.11. Team staff members (coaches, trainers, ice-helpers, etc) are responsible for finding, registering, attending, and paying for online courses and clinics that they are required to take for the position they intend to volunteer for to hold the required credentials. Course requirements often change and need to be checked and updated as required by the volunteer themselves by checking each season their online account and the OMHA requirements on their website.

- 12.12. Refer to the OMHA and NHHA Coach Credential Requirements document for further details on the credential requirements process. Note that all Coaching Staff Members must also complete their Rowan's Law Acknowledgement form and keep on hand with the trainer at all team events.

**Vulnerability Sector Check**

- 12.13. All volunteer approvals are subject to the individual obtaining a police check satisfactory to the NHHA Executive every three years in addition to specific coaching or volunteering credentials required to be staffed onto a team roster.
- 12.14. If a volunteer's police check comes back with any concerns, the NHHA Executive has the right to dismiss the applicant. All prospective volunteers must submit their police check or their police check receipt with their volunteer application. If this policy is not followed the prospective staff members will not be allowed to go on the ice or interact with the team players in a volunteer position.
- 12.15. Individuals with past Criminal Code convictions, (5) five years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. The offences include, but are not limited to the following five years or more recent:
- a. Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
  - b. Individuals with past convictions or charges pending for drug offences under the CDSA or its predecessor.
  - c. Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.
- 12.16. Individuals with past Criminal Code convictions, charges pending or pardons for the following offences will not be considered for a direct service position.
- a. Physical or sexual assault.
  - b. Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14.
  - c. Indictable criminal offences for child abuse. Sexual exploitation.
  - d. Sexual interference.
  - e. Invitation to sexual touching.

- 12.17. The police check shall be in the possession of the NHHA Registrar. The NHHA Registrar is a person of professional designation such as a Teacher, Police Officer, Chiropractor, Notary Public, Engineer, Banker, Clergy, Doctor, Lawyer, Judge, Principle, Dentist, or Accountant.
- 12.18. The NHHA Registrar will recommend approval or disapproval of the volunteer and may ask all questions necessary to make the proper recommendation.

### **Volunteer Financial Reimbursement**

- 12.19. NHHA will reimburse 100% of costs with provided receipts submitted to reach the required coach credentials to approved Coaching Staff Members of a NHHA team. Expenses are to be submitted to the NHHA Treasurer upon successful completion of the course by using the clinic reimbursement form on the NHHA website.

### **Emergency Action Plan**

- 12.20. The Emergency Action Plan (EAP) is a tool to be utilized by the trainer or medical person in charge of the team event. It is important to be prepared to react in the event of an emergency situation. Time can be of the essence in certain circumstances. It is important that each person involved in the EAP to be aware of their role and to be prepared to act if necessary. It is the Trainer's responsibility to assign roles and duties of those participating in the EAP.
- 12.21. All teams must have an Emergency Action Plan established and are to review with their parent group at the season start parent meeting. A Charge Person, Call Person, and Control Person must be identified each season for each team. The NHHA Emergency Action Plan Template is posted on the website under Coaches Resources to use as a template.
- 12.22. The EAP requires three persons to be effective:
- a. **A Charge Person** is generally the trainer on the bench. If there is another individual available and willing to assist may be assigned. The duties are:
    - i. Approach from the feet if possible the injured player in a quick and safe manner.
    - ii. Take control of the situation immediately. Instruct other players and officials to move away from the injured player.
    - iii. DO NOT MOVE THE INJURED PLAYER

- iv. Perform a Primary survey of the player (ABC's). Once the Primary survey is complete, move on to a secondary survey of the player.
  - v. Determine the severity of the injury and decide whether or not to activate the EAP. THE EAP SHOULD ALWAYS BE ACTIVATED IN THE INSTANCE OF SEVERE HEAD, NECK, AND/OR SPINAL INJURIES.
  - vi. Signal to the call person to activate the EAP (a signal shall be predetermined as a communication between the Charge Person and the Call Person).
  - vii. Give a brief summary of the situation to the Call Person so they may relay the appropriate information to EMS-911.
  - viii. Ask the Call Person to return to the injury scene once they have called EMS-911.
  - ix. Continue to monitor the injured player and provide continual care while waiting for the ambulance to arrive. This includes stabilization of the head, neck and spine (if necessary), treating for shock, controlling excessive bleeding etc.
  - x. Record detailed notes of the time of the injury, how the injury occurred, any signs and symptoms exhibited by the injured player, and any changes in their condition. These facts will assist the EMS and Doctors.
- b. **A Call Person** is someone who is generally in attendance for all games. It is their responsibility to call EMS-911 in the event of an emergency. This person has the ability to remain calm and relay the information effectively to the dispatcher in an emergency situation. The duties are:
- i. To know where the telephones are within a facility. If at all possible, place the call from a land line. Cell phones may lose their signal, and are not GPS traceable (land lines are traceable by dispatch).
  - ii. To know the specific address of the facility in which you are in. This information should be posted in the lobby of most arenas, but is not always. If you cannot find the address, speak to the other team's trainer who should have an EAP containing this information.
  - iii. Know whether or not the centre you are in is on the 911 grid – some centres may not be and there will be a different phone number that must be used.
  - iv. Once the EAP has been activated, make your way to the injured player and speak to the Charge Person, who will give you information to relay to EMS-911 dispatch regarding the situation.

- v. Place the call to 911-EMS – remember to:
  - 1. Speak clearly and calmly
  - 2. Tell the dispatcher what you need (Ambulance, Fire or Police)
  - 3. State the full name and EXACT address of the facility
  - 4. Explain the nature of the situation to the dispatcher. This includes all the information the Charge Person has given you, and answering any questions from the dispatcher to the best of your ability.
  - 5. Inform EMS-911 of the closest access door to the ice surface.
  - 6. Remain on the line until the dispatcher tells you to hang up
  - 7. Return to Charge Person and confirm call to EMS-911 has been placed.
  
- c. **A Control Person** is someone responsible for controlling the scene surrounding the injured player, and ensuring that the EAP is executed efficiently. This role may be assigned to one of the Assistant Coaches or Team Manager. The duties are:
  - i. To ensure that the area around the injured player remains clear (keeping teammates, opposition, officials and spectators out of the way)
  - ii. Communicate the situation with the officials (who should inform the other team) and the coaching staff of your own team, and with facility staff.
  - iii. Ensure that the entrance way for the EMS crew is cleared and accessible.
  - iv. Wait for EMS to arrive and direct them to the scene.
  - v. Continue to control the scene while EMS takes over the situation from the Charge Person.

## 13. Organizational Rules for Head Coaches

- 13.1. Attend coaches meetings as required.
  
- 13.2. All Head Coaches must have proper credentials and accreditation.
  
- 13.3. Appoint a designate in the Head Coach's absence.
  
- 13.4. Ensure that all players and parents are made aware of the playing rules.

- 13.5. Show respect for all on ice officials and their decisions made.
- 13.6. Hold a meeting at the start of season with players and parents in order to make them aware of the Head Coach's plans and aims for the season, explanation of OMHA Roster sheets, reasons for budget, size of budget, fundraising and other matters, that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- 13.7. Although Head Coaches play no direct role in registration, it's important for them to understand the process. Head Coaches must follow up with players to ensure everyone is registered by the registration deadline.
- 13.8. Ensure the allotted ice is not wasted. When practice time is allotted and a team has no intention of using this time, provide the NHHA Ice Scheduler as much as advance notice so it can be re-scheduled with other teams or refunded to the township.
- 13.9. Maintain team specific information on their team NHHA website. Logins will be given to each Head Coach and used to update scores and articles. Training document can be found on the NHHA Website.
- 13.10. Ensure that all team members, personnel, and parents are informed of practice.
- 13.11. Ensure that all equipment and facilities are available.
- 13.12. Ensure that all team documentation is properly prepared, maintained and readily available when required.
- 13.13. Complete appropriate player evaluations and reports as required.
- 13.14. Ensure that all regulations, safety measures and policies are observed.
- 13.15. For away games: (outside of own arenas)
  - a. Procure a dressing room for your team.



- b. Direct all team personnel to the dressing room.
  - c. Properly complete a game sheet.
  - d. Maintain control of conduct of all team personnel at all times.
  - e. Have roster sheets available at all times.
  - f. Have any and all travel permits available as required.
- 13.16. For Home games:
- a. Prepare a game sheet; ensure that it is properly filled out.
  - b. Ensure that visiting team has the game sheet 30 minutes prior to game time.
  - c. Have roster sheet available at all times.

## 14. Organizational Rules for Coaching Staff Members

- 14.1. Any NHAHA rostered player, 14 years of age or older, may participate in practices with a helmet with full facemask. If the player is 13 years of age or under they must wear full equipment.
- 14.2. When a player is injured during the game the official will gesture to the Trainer to walk onto the ice to assess and assist the injured player. Only the Trainer is allowed on the ice to tend to an injured player. Trainers must have medical kits with completed medical player forms on the bench along with water bottles to keep players hydrated.
- 14.3. The Trainer's decisions regarding injuries and player safety shall be final. Head Coaches cannot overrule injury/safety decisions made by the Trainer. This includes sitting a player for a shift or for the balance of the game, if so decided. In cases where a team has more than one certified Trainer, one must be deemed as "in charge". This should be discussed and agreed upon before the season begins so as to avoid any conflicts.
- 14.4. Trainers are to hold the required credentials to be on a team roster as a Trainer and are to conform to HTCP rules and procedures only. They are to inform the Coaching Staff Members of the health of players and player's needs (i.e. aerosol for asthma, health card # etc.) keeping these up-to-date records on players' medical information sheets with the team at all times.

- 14.5. Trainers must immediately file an accident report with the NHHA Executive Secretary, who in turn must inform the OMHA Regional Executive Member and the OMHA office on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
- 14.6. When a player requires medical attention, a doctor's release is required before the player may return to practice or play.
- 14.7. Team Managers will assist other team members with off-ice activities including collecting of monies, booking tournaments and other team arrangements. Team Managers identified on the OMHA approved roster are permitted to be on the player bench and sign the game sheet as Team Manager.

## 15. Organizational Dressing Room Policy

- 15.1. The NHHA Dressing Room Policy identifies to all members and players their options when it comes to hockey change/dressing rooms as there are many reasons why a player might require and request an alternative arrangement made for dressing prior to a team event. For player safety, privacy, dignity, and respect, no player is required to get dressed or undressed in front of a teammate or volunteer.
- 15.2. At anytime all players, parents/guardians, and volunteer coaches/staff should be made aware that any player (or parent/guardian) can request alternate dressing room accommodation at anytime during the season (understanding the need might change as the season progresses) without having to provide details why the accommodation is needed. Arrangements should be made prior to home and away team events for individuals whenever possible.
- 15.3. It is the Head Coach and Coaching Staff Members responsibility to ensure that the dressing room is a safe place for all players. Team rules and conduct for the dressing room must be established in the Head Coaches season plan about when players should arrive, their behavior inside the room, and parent access before/after games/practices.

- 15.4. It is the Head Coach and Coaching Staff Members responsibility to ensure that players are offered options about what to wear to team events. Some players are most comfortable dressing at home (full or half equipment) and should not be pressured into wearing a team uniform and suit and dressing at the facility with the team if they choose not too. Coaching Staff must recognize player arrival times might alter if dressing at home.
- 15.5. Players must be assured that, at anytime the entire team is not present in the dressing room, that the Coaching Staff will NOT make announcements or provide pre-game coaching until all players are present and able to participate. Players who do not dress with the team should never be made to feel as though they are not part of the team or that it is their responsibility to “catch themselves up” on whatever gets said in the dressing room. Staff are to wait until all players are present, even if that means that announcements, lines, pep talks, etc, are given rink side or on the bench instead of in the dressing room. Inclusivity is a very big concern, coaches must be careful not to draw attention to or exclude any player that needs an alternate dressing room.
- 15.6. No cell phones or video recording equipment are allowed along with any photography of any kind is permitted in the dressing room. Music is permitted provided it does not contain vulgar, abusive or discriminatory language. Fighting, badmouthing and general abuse of players by teammates must not be tolerated.
- 15.7. Generally, the arena staff will assign the dressing room directly across from the visitors' bench to the visiting team and across from the home bench to the home team.
- 15.8. Before players enter the dressing room, Coaching Staff Members must check for any damage and report to the arena staff. Make record of the damage and the arena staff member whom it was reported too.
- 15.9. Following the Ontario Hockey Federation (OHF) Two Deep Dressing Room Policy, NHA intends to provide a safe and comfortable dressing room or environment with proper supervision for the player and team volunteers ensuring equal consideration of all gender players.

[https://www.omha.net/layout\\_container/show\\_layout\\_tab?layout\\_container\\_id=27249121&page\\_node\\_id=885513&tab\\_element\\_id=14541](https://www.omha.net/layout_container/show_layout_tab?layout_container_id=27249121&page_node_id=885513&tab_element_id=14541)

- 15.10. This policy extends from the dressing room to any other place where a volunteer of NHHA would be alone with players from meeting rooms to hotels to restaurants, etc.
- 15.11. It is the Policy of the OHF that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two organizational approved volunteers shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar.
- 15.12. In the situation of Juvenile or U21 hockey the team Coaching Staff Members may use an adult player over the age of 19 to be the second adult associated with the team.
- 15.13. Any person found to be in violation of this policy will receive a warning for a first offence, a two-week suspension for a second offence, and a one-year suspension for a third offence.

## 16. Team Games

### **Pre-Game Routine**

- 16.1. The Coaching Staff Members should develop a pre-game routine. A good routine helps players get mentally and physically prepared for the game at hand. Some ideas to incorporate are:
  - a. Encourage players to respect their jersey, ensuring it is hung with their clothing.
  - b. Encourage players to stretch. Encourage them to drink water and hydrate.
  - c. Remind players of the skills/techniques worked on in practice to use in the game.
  - d. Go over the game plan (specific plans and strategies).
  - e. Do physical warm-ups in the room or in a secure location to stimulate the cardio system.
  - f. Announce the 5 skaters who will start the game and the starting goalie.
  - g. Check players equipment to ensure nothing was missed (mouth/neck guards, etc).
  - h. Establish an on-ice pre-game warm-up. The swing drill is common from each corner to warm up the starting goalie with skating, passing and shooting.
  - i. Outline a plan for parents to wait in the lobby/stands while players get dressed. If required to tie skates (Atom and below) advise a deadline of when to complete and exit the room.

- 16.2. Ensure that all arena rules are followed as each facility rules can differ. Some do not allow shooting or passing of pucks or balls in hallways. Players cannot step onto the ice until the ice resurfer has completed left and the doors are completely closed. Following arena policies helps teach players to follow the rules when travelling as team representing NHHA.
- 16.3. Coaches are to ensure players are supervised at all times during pre-game activities. Stretching and warm-ups shall not interfere with spectators or disrupt on ice activities. For home games, teams are to follow the below rules:
  - a. Do not arrive more than 60 minutes before an ice time.
  - b. Do not pile equipment bags outside of dressing rooms while waiting for access.
  - c. Players and equipment are to stay in the lobby until rooms are available.
  - d. Do not conduct stretches/warm-ups inside the ice pad while figure skating is occurring.
  - e. Conduct stretches and warm-ups outside as weather permits.
  - f. Utilize designated areas identified by the facility for stretches and warm-ups.
  - g. If using the WRC poolside track, supervised players must follow track rules, utilize one single lane and not disrupt the public and anyone using the track.

#### **Game Events**

- 16.4. The game will start as soon as the officials step onto the ice and instruct the timekeeper to start the warm-up clock (usually 3 minutes). Teams are to conduct their established team pre-game warm-up routine during this time. After warm-ups players are to meet at centre ice and line up to shake hands with each other than with coaching staff on the players' benches.
- 16.5. For home games the on-ice officials will provide NHHA logo game pucks from the freezer in the officials' room. These pucks are to be returned after each game by the officials.
- 16.6. A team failing to ice a complete team (no fewer than eight players) within ten minutes after the schedule game start time will forfeit their game.
- 16.7. The game will commence as identified on the game sheet. Some Local League might have a curfew based on the time allotted with the arena staff sounding the buzzer to end the game early.

- 16.8. It is the responsibility of the NHHA Timekeeper and Referee Assignor to provide timekeepers and on ice officials for each Rep and Local League home games. NHHA will cover the cost for all on ice officials and timekeepers throughout the season.

### **Bench Staff**

- 16.9. All personnel on the players' bench for games must be registered and approved by NHHA and OMHA on the team roster with all the required credentials completed. Additional bench staff on the approved Coach-At-Large list or any other NHHA team are also allowed on any NHHA bench.
- 16.10. Teams are allowed five bench staff that must all sign the game sheet. One must be the Head Coach and other is the team Trainer (unless using the other teams Trainer). Additional Trainers and Assistant Coaches fill out the five-member staff.
- 16.11. Before each player face-off the official will hold their hand up in the direction of the player's bench indicating the visiting team can no longer make a line change. This also indicates the home team has five seconds more to make its last line change before the face-off commences.
- 16.12. To ensure player safety be sure to close the bench doors quickly after player line changes. Too often bench doors are left open too long creating a dangerous situation.

### **Post-Game Routine**

- 16.13. Team staff should develop a post-game routine. A good routine helps players understand expectations after a game is played. Some ideas to incorporate are:
- a. Wait a minute or two before going into the dressing room to give players a chance to share some post-game thoughts amongst themselves.
  - b. Make sure players have water to rehydrate.
  - c. Instruct players to remove their helmets and gloves so that players can listen and pay attention for a few minute post-game discussions with the Coaching Staff Members.
  - d. Discuss game highlights, the good and the bad encouraging feedback from players.
  - e. Agree upon at least one area to work on for next game.
  - f. Find a positive about the game and end on that note.
  - g. Encourage players to respect their jersey, ensuring it is hung after they take it off. Jerseys on the floor or bench show disrespect to the team.

- h. Always make yourself available to your players. After games is the easiest time for a player to connect with the Coaching Staff Members.
- i. Allow players to undress and depart. Allow parents in the dressing room (Atom and below) based on the team plan established.

### **Entering Game Scores on Website**

16.14. Game scores are uploaded to the website after the game via the iPad Gamesheet directly. Scores can be manually posted on the website by team volunteers and should be immediately following each game by the home team. An up-to-date calendar with tournament dates and locations is to be maintained by the assigned teams Coaching Staff Member. Team news articles are encouraged to be posted by the teams Head Coach or delegate to promote player and team accomplishments. After season completion all information will be archived by the NHHA Webmaster.

### **Weather Cancellations**

16.15. For any concerns with weather that could affect playing a game the Head Coach needs to be in close contact with the NHHA Ice Scheduler (who will set a cancellation deadline) as a decision will be made 2 hours prior to teams departure time by Coach and Ice Scheduler. Extreme weather conditions and closed roads might cause for postponing a game. Ensure parents are kept up-to-date and notified immediately of any game postponements or cancellations.

## **17. Game Sheet Policy**

### **Paper Game Sheets**

- 17.1. Backup paper game sheets when iPads are not available can be found in the NHHA equipment room. The home team completes the game sheet first and provides it to the visiting team. The last team to complete the game sheet will give it to the timekeeper. When filling out the game sheet:
- a. Complete all top fields – game code, date, location, type, division, category, and period lengths.
  - b. Use pre-printed stickers with player names and numbers on every page or write on the top white page.

- c. Indicate Captain with a 'C' and Alternate Captains (max of 3) with an 'A' after their names.
- d. If dressing an Affiliated Player on your approved roster, write 'AP' after the players name.
- e. Write in names of all approved roster staff that will be on the bench and have each person sign.
- f. A trainer is required to sign the game sheet. If one is not available, ask the other team staff if they will allow theirs to be used for the game for both teams.
- g. If a player is suspended, put the name in the appropriate area and indicate the number of games serving for their suspension (eg: 1 of 2).
- h. After the game collect and file your copy of the game sheet for your records. The white copy will be mailed to the OMHA by the NHHA Gamesheet Coordinator.
- i. NHHA will keep the green game sheet copy in the NHHA office for reference backup.

### **Participation Sheets**

- 17.2. Paper Participation Sheets for U7, U8, and U9 small-ice matches can be found in the NHHA equipment room. The home team shall:
- a. Completes the participation sheet first and provides it to the visiting team.
  - b. The coach shall ensure the team name (New Hamburg) and team division (eg: U9LL1) are filled out on the sheet. Each coach must print their name at the bottom of the sheet.
  - c. The home coach shall take a photo of the sheet for reference.
  - d. The home coach shall give to the referees after the game is completed to sign and put in the red lock box in the referee room.
  - e. The NHHA Gamesheet Coordinator sends to the OMHA Regional Director once a month.

### **Electronic iPad Game Sheets**

- 17.3. All game sheets are to be done electronically using an NHHA provided iPad using the Gamesheet Inc software.
- 17.4. iPad's will be stored in the NHHA equipment room beside the Schout dressing room #5. The locker combination will be provided to only head coaches to access. NHHA requests that head coaches do not share this combination with anyone except to one assistant coach if they are absent and cannot make it to the home game. Head coaches will be responsible for iPad's.



- 17.5. iPad's are to be stored in the locker and connected to the charger when not in use to ensure always a full charge. Chargers can be taken to the score keeper's boxes for the Optimist and Schout ice pads if needed in case of low battery emergency but must be returned to the locker. Score keepers are to ask the Head Coach if they need a charger.
- 17.6. Upon arrival the home team Head Coach is to take the iPad out of the locker and confirm enough battery is available for the game and that it has WIFI connection to download the team rosters. The home team Head Coach shall complete the home team game roster and give the iPad to the score keeper. If needed, the score keeper shall help the home team Head Coach.
- 17.7. The score keeper or home team Head Coach shall take the iPad to the visiting team Head Coach to complete the visiting team game roster. The score keeper shall help and wait for the visiting team Head Coach to complete and take the iPad to the score keeper's box to start the game. During the warm-ups the on ice officials will need the iPad to review player numbers.
- 17.8. Score keepers must have paper, pen, or paper game sheet backups in the score keeper box in case a problem arises. Paper game sheets can be found in the NHHA equipment room or NHHA office.
- 17.9. Score keepers are to familiarize themselves with using the Gamesheet Inc software using the below online videos and training. Score keepers are welcome to practice at home on their own iPad or come to the rink and use a NHHA iPad outside of game times when they are in use. To install go to <https://gamesheet.app> on the iPad.
- 17.10. Gamesheet Inc training, APP install and login information is attached and also at <https://gamesheetinc.com/training>.
- 17.11. After the game score keepers are to take the iPad to the on ice officials to add any notes to the game and for the on ice officials to sign to close out the game. Once completed the score keepers are to ensure the game is closed out and connected to WIFI connection to upload the results.
- 17.12. Once completed coaches can access via any cell phone, tablet, or computer with a web browser (Explorer, Firefox, Chrome, Safari, etc) a pdf copy of the completed game sheet. Coaches are to email their respective Convenor if they have any questions, concerns or issues with a completed game sheet. NHHA League Director will provide each team Head Coach with the website login information to access their completed pdf game sheets.

- 17.13. Finally, the score keeper is to hand the iPad back to the Head Coach who originally gave it to them to return it to the locker for storage. It is the responsibility of the Head Coach to ensure the iPad is returned to the locker after the game.
- 17.14. NHHA owns 6 iPad's. One for each ice pads current game and one for each ice pads next game. Score keepers and coaches are to report any issues with iPad immediately to the NHHA League Director, Convenor or Timekeeper Scheduler. NHHA asks that everyone does their best to ensure iPad's are not lost, stolen, dropped, spilling liquids on them or damaged.

### **Suspension Codes List & Appeals**

- 17.15. Head Coaches are to check after the game the sheet for score, penalty minutes and suspensions. If unsure they are to email the NHHA Director of Leagues for clarification immediately after the game (or via email with a copy of the game sheet). During a game an on ice official might issue a 5 minute or greater penalty infraction resulting in a game ejection. Game ejections often carry additional game suspensions. On ice officials assess penalties but have nothing to do with suspensions. Do not expect the officials inform correctly if a player has been suspended for additional games or write the correct suspension code (if any) on the game sheet. Any player who is issued a 5-minute penalty and ejected from the game will most likely have to sit out at least a one game suspension.
- 17.16. Referenced in the OMHA Manual of Operations are a list of all suspension codes and how many games a player must serve for each suspension code. The Head Coach is responsible to review each game sheet to ensure that any player receiving a 5-minute penalty (which results in a game ejection) sits out the next required number of games as per their game suspension code.
- 17.17. If the timekeeper or officials forget to write the game suspension code down but issue a 5-minute penalty, the Head Coach must confirm before playing the next game if the player has any further game suspensions. Some suspensions can be appealed. Some suspensions are accumulative and carry extra game suspensions for players or coaches. Head Coaches are to refer to the OMHA website for the OMHA appeals procedure.

- 17.18. Playing an ineligible player will result in a multiple game suspension to the Head Coach along with automatic forfeit of the game. For support regarding game suspensions coaches are to contact the NHHA Leagues Director immediately after the game for clarifications.

## 18. Team Practices

- 18.1. Practice sessions are generally 50 minutes. Be sure to check your exact time on and off the ice before going to the arena. The Arena will assign teams to specific dressing rooms. If female change room is required, contact the arena staff for availability. Make sure the room is clean and there is no damage before going in. If not, call a rink staff member to clean or make note of any damage. Coaching Staff Members should ensure that pucks shot over the glass are collected after each ice time.
- 18.2. Before every practice, Coaching Staff Members must check to make sure that the ice surface is safe and free of any debris and that all doors are properly closed. Practice drills should be designed with safety in mind. For example, a drill where players' criss-cross may not be appropriate for younger or weaker skaters.
- 18.3. Teach players to shoot at the goalie only when the goalie is standing and in the goalie ready position. Any action, which would incur a penalty during a game, should likewise not be permitted during practice and should be addressed immediately by the Coaching Staff Members.
- 18.4. White pucks are never to be used during NHHA scheduled ice times or when booked using the NHHA organizational name. If a white puck is run over by the ice-resurfacer, the repair can take over three hours as the auger system needs to be taken apart. If there's no damage the cost is \$500. If there is damage the billing will cost over \$1,000. If any charges are levied against NHHA for the use of white pucks, these costs will be the responsibility of the team to pay.
- 18.5. Only players registered with NHHA are permitted on the ice during practice times for insurance reasons. Only approved Coaching Staff Members of any NHHA team including NHHA approved on ice helpers are permitted on the ice. Coaching Staff Members are required to wear a CSA-approved helmet while on the ice. Instructors purchased for specific skill development practice sessions with their own insurance are allowed on the ice.

- 18.6. Parents are not allowed on the ice for parent vs. player exhibitions. If teams wish to do this, they must purchase their own ice time to schedule such event as NHHHA insurance does not cover parents being on the ice.
- 18.7. Affiliated Players (AP's) are permitted on the ice for unlimited practice times and are encouraged providing they do not have a conflict with their own team. Practice times are setup by the NHHHA Ice Scheduler to help accommodate using AP's.
- 18.8. The NHHHA Ice Scheduler will post on the website all team practices based on the available ice time provided by the township. If a team cannot use a practice time allotted, Coaching Staff Members must notify the NHHHA Ice Scheduler immediately with as much notice as possible. NHHHA can re-assign the ice time or gain a refund from the township. Note that ice time not used or missed (holidays, conflicts, etc) does not mean the team will get replacement ice time on another day or time.
- 18.9. The NHHHA Ice Scheduler will provide teams with one practice time after their last regular season playoff game to finish out the team's season. Teams advancing in tournament playoffs or participating in tournaments in late March / early April will be provided once practice ice time per week until their tournament event begins.

## 19. Exhibition Games

- 19.1. The NHHHA Ice Scheduler will book exhibition games for all Rep teams during team tryouts. Additional exhibition games during the season can be arranged by the teams Coaching Staff Members. Any suspensions incurred from the exhibition game must be served at the next league game.
- 19.2. To arrange exhibition games Head Coaches can contact centres to offer invites. Once accepted, the Head Coach is to inform the NHHHA Ice Scheduler, NHHHA Referee Assignor, and NHHHA Timekeeper Assignor to finalize scheduling. The NHHHA Director of Leagues will also need to be notified to gain an OMHA Travel Permit for the game.

- 19.3. A Travel Permit is required for any game (home or away) that is not a league, league playoff or OMHA playdown game. The Travel Permits for exhibition games inside the OHF and tournaments inside the OMHA are free. There is a \$10 fee for a Travel Permit for exhibition games with teams outside the OHF and a \$20 fee for tournaments outside the OMHA.
- 19.4. It is the team's responsibility to get a Travel Permit and have it with them at the exhibition game or tournament (many tournaments require them to be submitted prior to the team being accepted into the tournament).
- 19.5. Any team playing an exhibition game must use a game sheet and certified on ice officials. A copy of the game sheet must be submitted to the person responsible for submitting the game sheets to the league statisticians.
- 19.6. Local league teams may not play exhibition games with non-affiliated Hockey Canada teams at any level. Team members who fail to adhere strictly to this rule may be subject to suspension by the NHHH Executive.

## 20. Revision History

0.00	2016.09.01	Created
0.01	2017.09.01	Updated
0.02	2018.09.01	Updated
0.03	2018.11.01	Updated
0.04	2019.04.01	Updated
0.05	2021.09.01	Updated
0.06	2023.11.08	Updated format and information to split from Operations Manual.
0.07	2023.12.13	Updated 8.4 and 8.5 to include lottery licence rules and procedures.
0.08	2023.04.11	Added 2.4 for goalies' practice as player, 2.23 and 2.24 team roster size, 2.25 rep team major/minor development, and 2.26 carry two goalies.
0.09	2024.12.16	Added 4 third jersey styles for NHHH approved options, 9.26, 9.27.