

# New Hamburg Hockey Association (NHHA)



## Operations Manual

(Revised November 25, 2020)

An Incorporated Association

1291 Nafziger Road, Unit 2

Baden, Ontario

N3A 0C4

Phone: 519 634-1118

Email: [info@newhamburghockey.com](mailto:info@newhamburghockey.com)

[www.newhamburghockey.com](http://www.newhamburghockey.com)

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## 1. Preface / Authority

- 1.1. The purpose of this manual is to enable New Hamburg Hockey Association (NHHA) to operate its hockey program in a manner consistent with its constitution, mission, its bylaws, the regulations of governing bodies and common sense. Safety and fair play, on and off the ice, are critical to the success of the hockey program.
- 1.2. These guidelines, rules and regulations are policies of New Hamburg Hockey Association (NHHA), as defined in the Bylaws and having been considered and approved by its Executive on August 1, 2005. The Manual of Operations of the Ontario Minor Hockey Association (OMHA), including playing rules, is adopted and form part of these rules. This book covers the most frequently used rules regarding coaches, players, parents in the New Hamburg Hockey Association (NHHA).
- 1.3. Additional organizational documents, instructions and forms can be found on the New Hamburg Hockey Association (NHHA) website. Members are to reference and use these and additional information throughout the season.
- 1.4. All Executive Members and Volunteers are responsible for reading, understanding, and following everything in this Operations Manual.

### **Mission Statement**

- 1.5. New Hamburg Hockey Association (NHHA) is committed to providing a positive hockey experience where participants at all age levels encouraging for all members to achieve strong commitment, determination, and positivity in the pursuit of excellence while instilling values of discipline in team work, sportsmanship, and respect to all officials, players, and volunteers.

### **Privacy Policy**

- 1.6. NHHA believes in respecting everyone's right to confidentiality. NHHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting hockey programming.
- 1.7. Information specific to a player such as a player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are

consistent with Hockey Canada/Branch regulations. Historical information concerning past teams played for is collected in order to determine if any NHA transfer regulations may apply. At no time are lists generated for the purpose of marketing, or the sale of information.

- 1.8. Team lists and phone numbers are not to be shared with anyone outside of NHA and specifically may not be distributed to outside agencies, companies, associations or individuals.
- 1.9. Use of photos on the website are provided by coaches and NHA Executive. If a member does not wish to have their child's photo displayed on the NHA website and related marketing, please contact the President of NHA directly.

### **Social Media Policy and Enforcement Guidelines**

- 1.10. Social media violations may vary in terms of their seriousness and effect, care will be taken to consider sanctions that are appropriate in each situation that presents itself. These guidelines assist NHA to address any social media violations of varying severity. Factors that can be considered when dealing with social media violations include:
  - a. The intent of the violator
  - b. Whether harm, physical or otherwise, resulted from the violation.
  - c. The circumstances of the violation.
  - d. The effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community.
  - e. Any previous social media violation history.
- 1.11. Social media disciplinary measures therefore depend on a number of factors. The following suggested responses for various conducts are:
  - a. Implicit or implied threats of death or serious bodily harm: indefinite suspension, referral to NHA Executive for investigation and punishment (also refer to police).
  - b. Encouraging someone to do themselves serious harm: indefinite suspension.
  - c. Posting of pictures of a threatening nature: indefinite suspension, (also refer to police).
  - d. Slurs against someone's race, religion, sex, or sexual orientation: lengthy suspension.
  - e. Slurs against another or their family: suspension.
  - f. Posting comments and/or pictures of self of an implied sexual nature: suspension.

- g. Posting comments and/or pictures of someone else of an implied sexual nature: indefinite suspension, referral to NHHA Executive for investigation and punishment (also may refer to police).
- h. Gossip: warning, then suspension.
- i. Posting or sending cruel gossip to damage a person's reputation and relationships with friends, family, and acquaintances: suspension.
- j. Breaking into someone's e-mail or other online account and sending messages that will cause embarrassment or damage to the person's reputation and affect his or her relationship with others: indefinite suspension, referral to NHHA Executive for investigation and punishment (also refer to police).
- k. Posting or sending unwanted or intimidating messages: suspension.
- l. Tricking someone into revealing secrets or embarrassing information, which is then shared online: suspension.
- m. Negative or derogatory comments about the team or any member of the association: suspension.

## 2. Organizational Code of Conduct

- 1.12. This Code for Conduct identifies the standard of behaviour which is expected of all NHHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in NHHA activities and events.
- 1.13. NHHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of NHHA shall conduct themselves at all times in a manner consistent with the values of NHHA, which include fairness, integrity and mutual respect. Players look up to their coaches and take cues from their behavior. Being calm and collected behind the bench at all times teaches players how to act in a sportsmanlike way. Being negative, angry, aggressive and abusive sends all the wrong signals.
- 1.14. During the course of all NHHA activities and events, members shall avoid behaviour which brings NHHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

- 1.15. NHHA members and participants shall at all times adhere to NHHA's operational policies and procedures, to rules and regulations governing NHHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of NHHA.
- 1.16. Members and participants of NHHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- 1.17. Members of NHHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under NHHA's Harassment policy. This includes any abuse towards on ice officials, timekeepers, spectators, or any team volunteers before, during or after a game.
- 1.18. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of NHHA. Such action may result in the member losing the privileges, which come with membership in NHHA, including the opportunity to participate in NHHA activities and events, both present and future.
- 1.19. Head Coaches are encouraged to expand on the NHHA Code of Conduct and draft their own team code of conduct for players and parents to have the team on the same page with regards to expectations of behavior.

#### **CODE OF CONDUCT FOR THE ORGANIZATION**

- 1.20. The NHHA Executive and its designates will:
  - a. Do its best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background, or race.
  - b. Discourage any sport program from becoming primarily an entertainment for spectators.
  - c. Make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all members wherever NHHA activities take place, in those programs, and at the hands of NHHA members or others.

- d. Make sure that age and maturity level of children is considered in program development, rule enforcement, and scheduling.
- e. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- f. Appropriately and thoroughly screen all those who provide service on behalf of the organization, both before, but especially after they are involved, seeking to have all volunteers who are capable of promoting fair play as well as the development of good technical skills.
- g. Distribute, publicize, promote, and enforce the Codes of Conduct within this organization.

### **CODE OF CONDUCT FOR PLAYERS**

1.21. As a player, I will:

- a. Make a commitment to my team at all times by attending all practices, games, meetings, special events, and by playing to the best of my ability.
- b. Respect my Coaches at all times. I will remember that my Coaches are providing me with the opportunity to learn and play the game of hockey.
- c. Respect the safety of other players by playing the game within the rules at all times.
- d. Respect the officials and their decisions at all times.
- e. Accept disciplinary action if I violate the rules or spirit of the game.
- f. Represent NHHA organization with respect, maturity and appropriate behaviour when in public and at team functions (hotels, restaurants, arenas, etc) maturity to promote positive image of the organization.

### **CODE OF CONDUCT FOR PARENTS AND SPECTATORS**

1.22. As the parent of a player, or as a spectator, I will:

- a. Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport.
- b. Recognize that at a hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
- c. Respect the decisions of the Coaches, whether at practice, special events, or during a game.
- d. Conduct myself in adult manner by attending games, practices, special events, and by being positive and encouraging to all players at all times.

- e. Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence.
- f. Never verbally abuse a Coach, Assistant, Manager, Trainer, or Official. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper NHHA Executive individual.
- g. Represent NHHA organization with respect, maturity and appropriate behaviour when in public and at team functions (hotels, restaurants, arenas, etc) maturity to promote positive image of the organization.
- h. Accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in NHHA activities. I will therefore do my part to protect and enhance the safety of my child and others.
- i. Understand and accept that violation of this Code may result in disciplinary action of some kind up to an including revoking of membership and all rights associated with membership.

#### **CODE OF CONDUCT FOR COACHES AND TEAM PERSONNEL**

1.23. As a Coach (or assistant coach, manager, trainer, team parent, volunteer, etc.), I am in a position of trust and authority. I will:

- a. Be reasonable when scheduling games and practices, remembering that players have other interest and obligations.
- b. Teach players to play fairly and to respect the rules, officials, and their opponents.
- c. Remember that players play to have fun and must be encouraged to have confidence in themselves.
- d. Remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- e. Respect all participants, striving to be a responsible (coach, assistant, etc.). I recognize that I am in a position of trust and power, and I will do nothing to take advantage of or abuse it.
- f. I will do my best to be a competent, well prepared and adequately skilled. I will obtain proper training and will attempt to upgrade and improve my skills.
- g. Fulfill my obligation and responsibility toward the team and to the organization, as established by NHHA, to the best of my abilities.

- h. Direct comments at an individual's performance and not at the individual.
- i. Not ridicule or yell at players for making mistakes or for performing poorly.
- j. Take reasonable steps to see that equipment and facilities are safe and appropriate for players.
- k. Cooperate with officials and refrain from public criticism of them or of other coaches. I will put my concerns in writing and will send them to the proper individual.
- l. Learn the definitions and signs of harassment and abuse, and the process for responding to allegations or disclosures, and comply with NHHA's safety guidelines, working to prevent physical, emotional/verbal, and sexual harassment and abuse.
- m. Communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season.
- n. Emphasize the importance of the Players' and Parents' Codes of Conduct, and hold my team members and their parents accountable for compliance.
- o. Represent NHHA organization with respect, maturity and appropriate behaviour when in public and at team functions (hotels, restaurants, arenas, etc) maturity to promote positive image of the organization.
- p. Recognize and accept that violations of the Code of Conduct may result in disciplinary measures being taken against me up to and including revoking of membership and all rights associated with membership.

#### **CODE OF CONDUCT FOR OFFICIALS**

1.24. As an NHHA Official, I will:

- n. Recognize that my position is one of a teacher and role model for fair play, especially where young children are concerned. I will strive to honor my role and not to abuse it in any way;
- o. Strive to see that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- p. Work in cooperation with Coaches for the benefit of the game, and will be open to discussion, constructive criticism, and will respect and consider different points of view.
- q. Take all reasonable measures to avoid or put an end to any situation that threatens the safety of players, team, team members, or spectators.
- r. Seek to maintain a healthy atmosphere and environment for competition.

- s. Not permit players to be intimidated by word or action. I will not tolerate unacceptable conduct toward officials, other players, team personnel, spectators, or myself.
- t. Strive to be consistent and objective in making my calls, regardless of the personal feelings I may have toward a player or team.
- u. Strive to handle all conflicts firmly and with dignity.
- v. Obtain proper training and continually upgrade my officiating skills.

## **CODE OF CONDUCT MEMBER ACKNOWLEDGEMENT FORM**

**I (print name) \_\_\_\_\_ acknowledge that I have received a copy of the New Hamburg Hockey Association Code of Conduct, which identifies the standard of behaviour, which is expected of all New Hamburg Hockey Association members.**

**I understand the Code of Conduct includes all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, and employees involved in New Hamburg Hockey Association and OMHA activities and events.**

**I understand that failure to comply with this Code of Conduct and the Constitution of New Hamburg Hockey Association may result in loss of membership and privileges which come with membership in the OMHA including the opportunity to participate in OMHA and New Hamburg Hockey Association activities and events both present and future.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

### **3. Ethical Business Conduct & Conflict of Interest Policies**

- 3.1. NHHA always has conducted business ethically and without conflict of interest. It is expected the same from all NHHA organizational employees and volunteers.

- 3.2. The ethical business policy does not list every do and don't. It is expected that NHHA employees and volunteers to use common sense, individual conscience and a commitment to 100% compliance with the law in applying the policy to particular situations.
- 3.3. It is expected that NHHA employees and volunteers will not benefit from their position within NHHA that could hurt the organization.
- 3.4. NHHA Executive members, employees and volunteers and their immediate family members may not ask for and may not accept payments, services or other things of value from anyone who is doing business or seeking to do business with NHHA. It is recognized that the practice of many of NHHA suppliers and business partners is to provide small gifts, or to pay for meals or entertainment for NHHA Executive members. This is not prohibited as long as NHHA Executive members, employees or volunteers use common sense and follow certain guidelines:
  - a. NHHA Executive members, employees or volunteers may never accept cash.
  - b. NHHA Executive members, employees or volunteers may never accept anything offered in exchange for something from NHHA.
  - c. NHHA Executive members, employees or volunteers may not accept a gift that is more than a nominal value (generally gifts less than \$100.00 in value).
  - d. NHHA Executive members, employees or volunteers may not accept excessive meals or entertainment.
  - e. Exception to these guidelines requires the approval of the NHHA Executive. No exceptions ever will be made to guidelines a) and b).
- 3.5. NHHA Executive members, employees or volunteers may not do business or seek to do business with a company, unless NHHA Executive have approved. This includes serving as a director, officer, owner, employee or consultant of a company that does business with or seeks to do business with NHHA.
- 3.6. NHHA Executive members, employees or volunteers may not serve as directors, officers, and employees to any Minor Hockey Association that is a competitor of NHHA.
- 3.7. A NHHA Executive member, employee or volunteer whose immediate family member serves as a director, officer, employee or consultant of:

- a. A company that does business with NHHA.
  - b. A company that seeks to do business with NHHA, or
  - c. A company or minor hockey association that is a competitor of NHHA, must disclose that information to the NHHA Executive and must comply with any actions NHHA decides are necessary to protect against the conflict of interest.
- 3.8. NHHA Executive members, employees or volunteers and their immediate family members may not use and confidential information received from NHHA for their personal benefit. It also includes disclosing NHHA confidential information to persons outside the NHHA and its executive without written permission from the NHHA Executive.

### **Ethical Business Conduct**

- 3.9. NHHA expects executive members, employees and volunteers to act in an ethical manner and to avoid acting in a way that could damage NHHA's reputation.
- 3.10. NHHA does not attempt to control the private lives of its members, employees or volunteers.
- 3.11. NHHA Executive members, employees or volunteers may not drink alcohol while conducting NHHA business. The Executive must approve exceptions to this policy. Also, NHHA members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting NHHA business.
- 3.12. NHHA expects its executive members, employees and volunteers to be honest and truthful. During the course of their employ or tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.
- 3.13. NHHA expects its executive members, employees and volunteers to work only for NHHA during their tenure and to use NHHA property only for NHHA business. Except for incidental activities or use, members, employees or volunteers may not:
- a. Conduct personal business with NHHA property.
  - b. Use NHHA property for a non-NHHA related purpose; or
  - c. Loan or dispose of NHHA property, unless approved by the NHHA Executive.

- 3.14. All NHHA accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict accuracy and completeness. All assets, liabilities, revenues and expenses must be recorded in the regular books of the NHHA.

## 4. Organizational Registration Guidelines

- 4.1. The NHHA Executive will set the registration fee annually and accepts all registered players that sign up and complete their registration as defined below before the annual deadline.
- 4.2. Registration for NHHA will be posted on the NHHA website and must be done in the spring time each before the annual deadline. Registration usually occurs between May and June of each year.
- 4.3. All players new to NHHA registering for the first time must complete the Parent Respect in Sport course prior to the start of the hockey season. This online course only has to be completed once by one parent. It is transferable and can be linked to siblings registered in multiple sports. The program is a proactive, educational program that empowers parents with the tools to ensure the game is enjoyable and respectful for themselves, their children and all other stakeholders in the game.
- 4.4. Players interested in attending Rep tryouts must register first online for tryouts then secondarily register online for their individual player registration to complete their final registration before the deadline. Additional pre-season practice sessions for Under 11 and below age categories are also available as a separate registration option.
- 4.5. There are additional costs to attend Rep team tryouts and Under 11 pre-season practices. These fees are set by the NHHA Executive annually and will be assessed to those players only.
- 4.6. Players selected to play on Rep teams have an additional player Rep fee to pay each season. This fee is set by the NHHA Executive annually and will be assessed to those players only. The base registration fee covers the cost of Local League registration only.

- 4.7. Players who register late after the annual registration deadline will be put on a registration waiting list. A \$100 late registration fee will be charged. Players registering for Rep tryouts and not registering by the deadline will also be put on the registration wait list.
- 4.8. The NHHA Registrar will notify players on the registration wait list if they can be removed from the wait list and complete their registration if NHHA has room for additional players.
- 4.9. No player may play for more than one NHHA team except for such periods as may be deemed necessary by the NHHA Executive (see the Affiliated Player Policy in this document). High School teams are not included in the application of this rule. No player will be permitted to sign more than one Hockey Canada (HC) player registration card with all associations under the one Hockey Canada (HC) branch organization.
- 4.10. Completed registrations shall consist of clearance on residency rule, proof of age, player medical information sheet, Rowan's Law Concussion acknowledgement form, Respect In Sport – Parent, parent and player code of conduct, signed OMHA player commitment form, properly completed roster sheet and payment of all the registration fees (also tryout and Rep fees if applicable).
- 4.11. Satisfactory proof of age (birth certificate) must be submitted with registration of a player who did not play in the previous year with NHHA.
- 4.12. All player and volunteer registration documents will remain in the possession of the NHHA Registrar who will make them available from time to time to others, but who will maintain custody at all times. The NHHA Registrar will act at the organizational privacy taker.
- 4.13. Residents of NHHA as defined in the NHHA Constitution registering to play in Local League shall be given first priority and others may be brought in from out of boundary to fill team rosters.
- 4.14. The NHHA Treasurer and NHHA Registrar are empowered to waive or modify registration fees for a player where circumstances warrant special consideration. The NHHA Executive must approve all such registration waivers with a majority vote.

- 4.15. NHHA does not provide refunds to players. A request for a refund of a portion of the registration fee for a person who ceases to play with the NHHA prior to the end of the calendar year due to medical (injury) reasons or relocation may be submitted in writing to the NHHA Treasurer. The NHHA Treasurer may only consider an application submitted for a player who ceases to play after December 31 on instruction from the NHHA Executive.
- 4.16. Registration refunds for to medical (injury) reasons or relocation reasons will be provided on a prorated basis based on the number of league (season and play-off) and OMHA games played compared to games that could have been played. In determining the total number of games it will be assumed that the subject team will play three league and three OMHA play-off games. If the player is withdrawing to play in another centre (other than AAA) a further 15% will be retained by NHHA. (Players injured or moving residence to another centre will not be subject to the 15%). A \$25 service fee is charged for all registration refunds.

## 5. Coach Committee Guidelines

- 5.1. The NHHA President will appoint a Coach Committee Chair responsible to form a Committee approved by the NHHA Executive by majority vote each season to coordinate recruitment and applications for team Head Coaches. The NHHA Coach Committee Chair and NHHA Coach Committee Members will recruit, interview, and evaluate potential candidates and applicants to bring forth their recommendation for each teams Head Coach position to the NHHA Executive to vote by majority for approval at the monthly NHHA Executive meetings.
- 5.2. The NHHA Coach Committee Chair will post on the NHHA website in January each season the application form for team Head Coaches. Deadlines for accepting Head Coach applications will be set for each season. Members are to refer to the website posting for application instructions.
- 5.3. Applicants will be contacted and notified whether or not they have been assigned as the Head Coach of the team they applied for by the NHHA Coach Committee after NHHA Executive approval. The NHHA Coach Committee must interview all prospective Head Coaches and new volunteers that have never been interviewed.
- 5.4. Once a Head Coach is assigned to a team by the NHHA Executive and notified by the NHHA Coach Committee Chair, a Head Coach Team Plan is to be created and submitted to the NHHA Coach

Selection Chair for review and approval. Example templates are available to Head Coaches if requested to the NHHA Coach Selection Chair.

- 5.5. NHHA has a two year Head Coach policy where Head Coaches can only be the same individual in two consecutive years of the same age group unless otherwise voted by the NHHA Executive (eg: in the case of no other more qualified applicants). Fresh coaching ideas and a new voice are encouraged to help develop and respond to different leadership.
- 5.6. No Head Coach will be chosen for multiple teams in the organization in the same season (including other organizations such as Wilmot Girls Hockey Association Wolverines). Many hours each week are required to prepare and run practices and games. Coaching focus must be on a single team.
- 5.7. For Under 14 and above age categories NHHA's policy is to recruit and have Head Coaches that are non-player parents whenever possible. The Coach Committee Chair will work with the committee to recruit these coaches along with non-parent volunteers on other teams to assist team Head Coaches and become a future Head Coach.
- 5.8. The NHHA Coach Committee Chair will setup the below season meetings with Head Coaches. For all meetings the Head Coach of each team is required to attend or send a designate.
  - a. **Rep Coaches Meeting** in August prior to the start of the season outlining team rules.
  - b. **Local League Coaches Meeting** is held in September prior to player evaluations/selection.
  - c. **Pre-Playoff Meeting** in December outlining schedules and playoff rule changes.
  - d. **Spring Tryout Meeting** in April before tryouts outlining details with approved coaches.
  - e. **End of Season Meeting** in April to review events that occurred during the season.

## 6. Team Rental Guidelines

### Arena Ice Rentals

- 6.1. 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.

- 6.2. 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: Pat Snyder - [psnyder@wellesley.ca](mailto:psnyder@wellesley.ca)
  - c. **St. Clements Arena** - 1 Green St. St. Clements, ON N0B2M0 - 519-699-4143  
Email: Pat Snyder - [psnyder@wellesley.ca](mailto:psnyder@wellesley.ca)
  - d. **Tavistock Arena** - 1 Adam St, Tavistock, ON N0B 2R0 - 519-655-2102  
Email: Ken Wettlaufer - [kwettlaufer@ezt.ca](mailto:kwettlaufer@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. **Stratford Arenas** - Dufferin, RBC/Molson, William Allman  
Contact: Michelle Eidt 519-271-0250 ext.252

### **Dryland Training**

- 6.3. 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**

- 6.4. NHHA has an Agreement with Ayr Bus lines for coach buses. Contact Jen Witt-Chilton [jen@ayrcoach.com](mailto:jen@ayrcoach.com) for specific rates. There are 2 options for buses with an approximate cost of \$800 to \$1,000 for a 47 or 56 passenger coach bus depending on the destination.

## 7. Tournament and Jamboree Guidelines

- 7.1. 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.
- 7.2. 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 two tournaments between the January 15<sup>th</sup> and March season.
- 7.3. 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 four jamborees per season.
- 7.4. 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 two jamborees per season.
- 7.5. NHHA Pre-School/Fundamental teams (Under 5, 6 and 7 ages) are not permitted any jamborees.
- 7.6. For Rep teams, two 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>), or March Break (the weekend before and the week during March break).
- 7.7. 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.
- 7.8. 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.

- 7.9. 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.
- 7.10. 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.
- 7.11. 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.
- 7.12. 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**

- 7.13. 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.
- 7.14. 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.
- 7.15. 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.

- 7.16. 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.

## 8. Under 11 and Below Player Development Guidelines

- 8.1. It is NHHA's mission to build a strong foundation of hockey skills with a focus on all players having fun, in order to develop a lifelong love for the game of hockey.
- 8.2. NHHA's goals and objectives are to teach basic hockey skills with a keen focus on skating followed by passing, shooting and puck skills at all age categories, specifically at the Under 11 and below age levels.
- 8.3. Additional NHHA goals and objectives are to develop team work aspect of the game, through participation, instilling principles of respect and fair play towards all parties within the game (teammates, opponents, coaches, trainers, officials, spectators, administrators, media, etc).
- 8.4. In order to continue to grow and develop as a strong association NHHA believes that the leadership of its executive is required to take a lead role with the entry level grass roots program.
- 8.5. The NHHA Director of Player Development with assistance of the NHHA Executive will recruit and appoint Under 7, Under 9, and Under 11 NHHA Convenors each season to manage and coordinate the organization and execution of this program. These convenors are typically recruited from pool of volunteers that have been involved in the Under 11 and below age category programming for at least 1 year. Ideally the Under 7, Under 9 and Under 11 NHHA Convenors will lead their age category teams for at least 2 years.
- 8.6. Volunteer staff members such as coaches, trainers, team managers, and on-ice-helpers can apply or be recruited to apply for positions on each team. These individuals must follow the same application process as all other teams for Head Coaches and Coaching Staff Members being

approved by the NHHHA Executive and having the required credentials. NHHHA preferred on ice instructor to player ratio is 4 to 1 and should not be below 5 to 1 for Under 7 age category.

- 8.7. NHHHA philosophy includes that all Under 7 and below aged players should be tiered and play with players of similar ability as the progress. All players are evaluated under the direction of the Under 7 Convenor and placed on appropriate skill level teams within their age level. This is done at the beginning of each season and with the help of coaches, players can move between teams and levels the year as they develop (up until November 1st).
- 8.8. Each category of players can be further broken down into teams of approximately 18 players per team with each team having an assigned volunteer coaching staff including head coach, trainer, assistant coach, manager and on ice helpers. Note that OMHA roster rules apply to each team.
- 8.9. NHHHA does not promote the movement of players playing in a higher age category. However, individual cases are handled using the NHHHA Higher Player Movement Policy outlined in this document.
- 8.10. NHHHA's Under 11 and below program has these levels:
  1. **Pre-School Fundamentals Under 7**(4, 5, & 6 year old players starting hockey)

Next step after learn to skate programs, with progression to skating skills related to hockey (i.e. with a puck, stick-handling, shooting, passing). Generally 4 year's old or first year hockey players.
  2. **Junior Initiation Learn-To-Play Under 7** (5 & 6 year olds progressing with their development)

Continued focus on skating skills in combination with puck handling, shooting and passing. Generally second year players that have been in the Fundamentals program the previous season.
  3. **Senior Initiation Under 7** (5 & 6 year olds further developing)

Continued focus on skating skills in combination with puck handling and shooting and passing. Generally third year players that have been in the Learn-To-Play program the previous season. Introduction to goalie for players to rotate trying.

4. **Under 8** (7 year olds developing and divided by skill levels)

Continued focus on skating skills in combination with puck handling and shooting and passing. Additional fore-checking, back-checking, positional play with pass and skate movement. Further development on player goalie rotation.
5. **Under 9** (8 year olds developing and divided by skill levels transitioning from small-ice programming to full-ice programming half way thru the season)

Continued focus on previous skill developments introducing full-ice games half way thru the season transitioning to positional play, off-sides, penalties, icing and face-offs. Developing players interested for more goalies focusing on positioning and movement requirements for goalies.
6. **Under 11** (9 & 10 year olds playing full-ice programming)

Continued focus on previous skill developments playing full-ice games thru the season. Developing players interested for full time goalies focusing on positioning and movement requirements for goalies. Introducing extended passing, cycling of the puck and positional play for offense, defence, and neutral ice zones.
- 8.11. All Under 11 and below players will have the option of attending four fun skates in September before tryout and player evaluations. These ice times will be scheduled by the NHHA Ice Scheduler and run by the NHHA Under 11 and below Head Coaches. No player evaluations will be done by any NHHA member during these four skates. Players interested must sign up in advance and pay the required fee to participate in these four fun skates.
- 8.12. Developmental practice plans are responsibility of the team volunteers and coaches under the guidance of the Convenors. Coaches are encouraged to utilize Hockey Canada developed practice plans and drill set ups with focus on use of stations breaking players down into small groups.
- 8.13. NHHA follows the OMHA Under 9 and below Implementation Guidelines for all players under the age of 9 years old as of December 31 of the previous calendar year. Small-ice matches or full-ice games can be played during the season according to the OMHA Under 9 and Below

Implementation Guidelines. Coaches and volunteers are to ensure all players receive equal playing ice time.

- 8.14. NHHA promotes the development of goalies. Prior to becoming a full time goalie, players are required to have basic skating skills. At the Under 7 age categories there are to be no fulltime goalies. Players should be allowed to rotate through the position and determine who has an aptitude for the position.
- 8.15. Under 8 to Under 11 full time goalies may start to be identified and dress as such for ice times allowing other players still be permitted to take turns as a goalie.
- 8.16. NHHA will supply dedicated goalie equipment to each level for this purpose. This equipment is property of NHHA on loan and must be maintained and returned to the NHHA Equipment Manager at the end of each season in good standing order.

## 9. Hockey Guidelines

- 9.1. 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.
- 9.2. 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.
- 9.3. 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).
- 9.4. 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 NHHHA.

- 9.5. If unsure of the explanation given within this guide, please contact an NHHHA Director of Representative Hockey or the NHHHA Local League Director for clarification.
- 9.6. Please be reminded that from time to time of the rules of the governing organizations change and for this reason NHHHA may be required to adjust its current rules as set forth by our governing agencies.

### **Non-Sanctioned Hockey Participation**

- 9.7. 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 NHHHA following the application of the Hockey Canada Non-Sanctioned Policy and removing participants (coaches and players) from NHHHA for the remainder of the hockey season. NHHHA 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)

- 9.8. NHHHA 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 League Teams

**Southern Counties** – AE League Teams

**Grand River Local League** – House League Teams

**Beechey League** – Under 21 (Juvenile) League

- 9.9. For all Southern Counties League NHHHA teams a gate fee must be collected by NHHHA and all centres at their home games. Pricing is subject to change and communicated annually by the league before the season. NHHHA team Head Coaches are to assign a gate keeper to charge fees to enter the stands to watch the games at the arena for all visiting team spectators. Failure to collect gate fees constitutes removal from the league. Fees collected by NHHHA teams are to be tallied, recorded and given to the NHHHA Treasurer upon completion of the season.

- 9.10. The NHHA regular season leagues end in late December or early January. 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.
- 9.11. 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.
- 9.12. 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)**

- 9.13. 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.
- 9.14. 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.
- 9.15. 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.

## 10. Representative Hockey Guidelines

**Fair Play Policy**

- 10.1. 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.

- 10.2. 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.
- 10.3. 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.
- 10.4. 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.

#### **Representative Hockey Location Rules**

- 10.5. 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.
- 10.6. 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.
- 10.7. 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 players 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**

- 10.8. NHHA currently runs A Level Rep teams for Under 8 to Under 21 age categories. NHHA also currently runs AE Level Rep teams for Under 11, 13, 15, and 18 ages.

- 10.9. 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.
- 10.10. 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).
- 10.11. 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.
- 10.12. 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.
- 10.13. Players are guaranteed the first 2 scheduled tryouts, at which time releases may be made and tryouts for the AE or Local League team may commence.
- 10.14. 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 "AE" Hockey Tryouts**

- 10.15. If a player is only interested in playing Additional Entry (AE) 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.

- 10.16. 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 an AE team until these requirements have been met.
- 10.17. Rep A Head Coaches must provide all player releases to the AE Head Coach for players to be eligible to participate in AE tryouts.
- 10.18. There is no guarantee that a release from the Rep A team automatically constitutes that a player has made the AE team. There is no guarantee that NHHA will have AE teams in each division each year, if having AE teams at all.

**Representative Body Checking Clinic**

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

**Representative Team Player Selection**

- 10.20. 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.
- 10.21. 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.
- 10.22. Head Coaches are required to select 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 and no defined goalies (players are to rotate trying goalie position). Requests for additional or less players must be brought forth to the NHHA Coach Committee Chair who must present at the monthly NHHA Executive meeting for approval with a majority vote.

- 10.23. 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**

- 10.24. 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).
- 10.25. 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.
- 10.26. 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).
- 10.27. 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).
- 10.28. If a NHHA registered player is released from Kitchener AAA (or Junior Hockey) tryouts they are still eligible to participate in Rep or AE tryouts with NHHA.

### **Non Resident Players (NRP)**

- 10.29. 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.
- 10.30. Under 12 to Under 18 age category NHHA team Head Coaches can select up to three NRP's on their team roster from OMHA BB or below centres. Players from 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

10.31. NHHA Head Coaches and players are to verify if a player is eligible to tryout as an NRP for NHHA, 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 there 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.

- I. 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.
- 10.32. 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).
  - 10.33. 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.
  - 10.34. 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 AE 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.
  - 10.35. Since NHHA is an OMHA “A” centre, no NHHA player can try out for another “A” centre unless NHHA does not field 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).
  - 10.36. Upon being selected to play for a team, All NRP players must sign the official OMHA Offer of Commitment form each season.

## 11. Local League Hockey Guidelines

- 11.1. 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.

- 11.2. 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.
- 11.3. 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.
- 11.4. 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. 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.
- 11.8. 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.

## 12. House League Roster Select Team Guidelines

- 12.1. NHHA supports interested Local League coaches and players to form each year a *House League Roster Select Team* (also known as Select Team) for Under 8 and above age categories to operate from September to March.
- 12.2. Person(s) interested in forming a Select Team will contact the NHHA Coach Committee Chair to apply as Head Coach and coaching staff by no later than August 1<sup>st</sup>. It is recommended one coaching staff from each Local League team (within the same age category) be on the Select Team coaching staff roster.
- 12.3. After the coaching staff is approved, the NHHA Director of Local League will post an organization communication before September 1<sup>st</sup> on the NHHA website informing players registered for Local League to contact the Head Coach if interested in playing on the Select Team.
- 12.4. Player roster will be selected in September after the local league evaluations and team draft have been completed by the approved coaching staff. All players registered for NHHA Local League shall be given equal opportunity to be rostered on the Select Team.
- 12.5. Up to 3 NRP's that are registered for NHHA Local League can roster on the Select Team if they were registered for NHHA the current and previous seasons. Right of choice boundaries are not considered NRP's by NHHA.
- 12.6. The Select Team Head Coach will submit final player and coaching staff roster to NHHA Registrar by October 1<sup>st</sup>. Player roster will consist of at least 13 skaters and 1 goalie.
- 12.7. Select Teams will share and use a jersey set from another Local League team in their age category.
- 12.8. Select teams will be allowed to have a maximum additional combined home and away ice times (not including tournaments) booked at their own costs for practices and exhibition games not conflicting with existing Local League team game or practice times approved each season by the NHHA Executive majority vote.
- 12.9. Priority for players must be their Local League team over the Select Team if conflicts arise.

- 12.10. Select Team players will be insured by NHHA as they are registered and on Local League team rosters within the organization.
- 12.11. Select Teams will be allowed to enter a maximum of 2 tournaments (at their cost) during the calendar season year. Tournaments must be selected on a black out weekend (two in January), Christmas break, or end of season. Tournament weekends must be submitted by October 1<sup>st</sup> to the NHHA Ice Scheduler for approval.
- 12.12. All costs for the Select Team including practices and games (ice time, on ice officials, timekeepers, etc) are the responsibility of the Select Team and not of NHHA. NHHA will schedule on ice officials and timekeepers for home games but will have to be paid in cash by the coach after the game.
- 12.13. Coaches must present a budget to all parents with players on the Select Team for approval. Parents must vote and approve the budget the same as any other NHHA team with an NHHA Executive member present for approval. Budgets cannot exceed the Local League maximum defined in this document.
- 12.14. All coaches, players, and parents shall follow the same rules and guidelines while on a Select Team as that of any other NHHA team to represent the organization.
- 12.15. Coaches must ensure by having a Select Team they allow players the opportunity to get the chance to play a higher competitive level of hockey to develop their skills and enjoyment of the game to strengthen their skills to try out for Rep teams the following season. Balancing schedules with players Local League team, ice availability, school and life are important not to over schedule hockey for all players.

## 13. Higher Division Player Policy

- 13.1. NHHA policy for players playing up in higher age divisions starts with players who are 4-years-old before December 31 of the hockey season. Any players this age or younger will not be allowed to play up an age group under any circumstances. These players will be registered in the NHHA Under 7 Hockey Program.

- 13.2. Players who are 5-years-old before December 31<sup>st</sup> of the hockey season or older could be allowed to play up an age group based on the following criteria:
- a. Player is of exceptional skill (forward, defence, or goalie) on a case by case situation and would be the top skill of the team they would play up with; or
  - b. Players are required (forward, defence or goalie) to fill and balance out team rosters (maximum 5 lower age players per team), or
  - c. Any player under special circumstances presented and voted on by the NHHA Executive.
- 13.3. Any players registered on team rosters above their age group must be voted and approved by the NHHA Executive with a majority vote.

## 14. Affiliated Player Policy

- 14.1. It is recommend that Head Coaches roster and utilize AP players (including goalies) during the season. Inviting AP's to all team practices and utilizing in games to fill absenteeism is recommended. AP's should consist of Local League players to AE teams, AE players to Rep 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.
- 14.2. Players who are 7-years-old before December 31 of the hockey season or younger are not allowed to AP a higher age team. These players cannot AP to a divisional team in the same age category (eg: Under 8 Local League to Under 9 Rep).
- 14.3. NHHA policy for Player Affiliation (AP) with another team starts with Under 8 players who are 8-years-old before December 31 of the hockey season. Any players younger than this are not allowed to be affiliated with any other team.
- 14.4. Under 9 players are not allowed to play up or affiliate with Under 10 teams in full-ice games until the Under 9 team has transitioned into full ice games. These players can AP to a divisional team in the same age category (eg: Under 9 Local League to Under 9 Rep).

- 14.5. The purpose of NHHA's AP Player 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 players skill and development.

### **Rostering AP Players**

- 14.6. Coaches/mangers 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 May 31 (spring Rep tryout teams) or September 30 (fall Rep tryout and Local League teams).
- 14.7. Coaches will get their approved final roster back with the AP players listed on it. No AP player can participate in games until the Head Coach has the approved roster with the AP player listed.
- 14.8. Up to 2 Defense, 3 Forwards and 1 Goalie should be listed.
- 14.9. The form will then be scanned and added to the HCR Registry by the NHHA Registrar and the AP player will then be added to the team roster they will AP too by the NHHA Registrar.
- 14.10. Players may be on only AP to one team roster (players cannot AP to 2 teams).
- 14.11. 'A' players cannot AP to an 'AE' or Local League team. 'AE' players cannot AP to a Local League team.

### **Utilizing AP Players**

- 14.12. A Coach may bring a rostered AP player up to a maximum of 10 regular season games, unlimited playoff games, and unlimited number of practices as long as it does not interfere with the AP player's regular Local League A or AE team practice or game.
- 14.13. Eligible rostered AP players can play unlimited OMHA play-down, league playoff, exhibition or tournament games. (see Hockey Canada Affiliation Player Policy under Coaches tab, coaches resources)
- 14.14. Coaches who wish to use AP players 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).

- 14.15. Coaches are to report out to the NHHA Coach Selection Committee Head at the end of each season how many approximate games and practices they utilized AP players.
- 14.16. Local League teams cannot share players unless unable to roster enough players for a game.
- 14.17. NHHA Executive expects fair distribution of AP opportunities and fully supports the proper use of AP players in all practices and when teams are short players for games.

### **Allowing AP Players to Play**

- 14.18. 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).
- 14.19. The Head Coach of the AP is not to impose any other conditions or otherwise influence players from playing up.
- 14.20. Any dispute among the coaches regarding the application of the AP rules will be referred to the NHHA Executive for review.

## **15. Team Financial Guidelines**

### **Team Budget**

- 15.1. 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 \$12,000 (not including team Rep fees for each player) per team. For Local League and House League Roster Select teams the team budget cannot exceed \$3,600 per team.
- 15.2. 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.

- 15.3. 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**

- 15.4. 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.
- 15.5. 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**

- 15.6. 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.

## **16. Sponsorship and Fundraising Guidelines**

- 16.1. Fundraising activities by individual teams are not required however if done must not exceed the teams approved budget.
- 16.2. 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.

- 16.3. 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.
- 16.4. If a raffle or lottery is to be conducted, a lottery license must be applied for from Wilmot Township and submitted to the NHHA Treasurer. Further, a lottery license application form must be submitted with the lottery fee, which is equal to 3% of the estimated proceeds.
- 16.5. 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.
- 16.6. 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.
- 16.7. 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.
- 16.8. 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.

## 17. Equipment Guidelines

### **NHHA Provided Equipment**

- 17.1. 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.
- 17.2. 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.

- 17.3. 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).
- 17.4. 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.
- 17.5. 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.
- 17.6. Pinnies will be provided to teams for tryouts and evaluations by the NHHA Equipment Manager. They must be returned to the NHHA 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.
- 17.7. The NHHA 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 NHHA Equipment Manager for Jamborees but must be returned immediately afterwards washed and organized by color and in numerical order.
- 17.8. Players who accept equipment from NHHA must return it upon request. Any player or team member failing to return equipment upon request shall be suspended until it is returned to NHHA, and deemed by the Equipment Manager to be in satisfactory condition.
- 17.9. Deliberate misuse of any NHHA 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**

- 17.10. NHHA'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.

- 17.11. The NHHA 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.
- 17.12. NHHA has supplier agreement obligations. The approved NHHA 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 NHHA 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.
- 17.13. 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).
- 17.14. 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 them 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.

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

- 17.15. 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.
- 17.16. 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.

- 17.17. 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.



- 17.18. 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.
- 17.19. 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.

### **Purchasing a Third Team Jersey**

- 17.20. If so desired, teams can purchase their own third jersey set as per the below requirements:
- The cost for each player's jersey must be included in the team budget and paid by the team.
  - It must be purchased from the approved NHHA apparel supplier.
  - It must be the below sublimated NHHA approved third jersey style, color, and pattern.
  - Colors are Navy Blue (PMS655) and Yellow (7549CP). Name and numbers outlined in white.
  - Player numbers should be the same to prevent changing on the iPad game sheet.
  - It does not require a sponsor or the same sponsor as the provided NHHA jerseys.
  - 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.



- 17.21. Failure to follow these requirements will result in the NHHHA 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.

## 18. Player Required Equipment

- 18.1. It is mandatory that all players under the NHHHA 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 NHHHA. 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.
- 18.2. 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**

- 18.3. The mandatory use of a mouth guard product for each player participating in NHHHA 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 NHHHA as approved as suitable for use by the team's trainer.

- 18.4. 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**

- 18.5. 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.
- 18.6. 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.
- 18.7. 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.
- 18.8. 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.
- 18.9. 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.
- 18.10. 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.
- 18.11. 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**

18.12. 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.”***

- 18.13. 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.
- 18.14. Good hygienic practices will help to maintain a healthy team atmosphere and ultimately assist in keeping all participants healthy throughout the season.

## 19. Coaches Parent Meetings

- 19.1. 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:
- c. Keep documented all email and contact phone numbers for parent communications.
  - d. Introduce and provide contact information of the team Staff Members and their roles.
  - e. Share the coaching philosophy and team plan of the team for the season.
  - f. Fill positions for all staff members (ice helpers, bench staff, manager, fundraiser, social, music, equipment, parent representative, etc).
  - g. Present the selected tournament dates and locations (four maximum).
  - h. Present the schedule for extra ice, dryland, and purchased skill development.
  - i. Present the team budget and team fees.
  - j. Hand out medical information sheets for parents to complete.
  - k. Share team code of conduct and have players/parents sign.
  - l. Share team dress code for games.
  - m. Share dressing room rules and team expectations on and off the ice.
- 19.2. 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.
- 19.3. Meeting Rooms are available at the Wilmot Recreational Centre (WRC) as required free of charge. Requests are to be sent to the NHHA Ice Scheduler and that person will 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**

- 19.4. 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**

- 19.5. The Head Coach 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**

- 19.6. 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**

- 19.7. 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.
- 19.8. 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.
- 19.9. 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.
- 19.10. 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.
- 19.11. 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.

- 19.12. If the issue needs to be escalated to the NHHH Executive for any reason, the Parent Representative is to contact the NHHH Executive Representative Liaisons (see the website for contact information or inquire with the NHHH President) to discuss the issue.
- 19.13. The NHHH Executive Representative Liaisons will bring all escalated issues to the NHHH Executive at the next monthly NHHH Executive meeting with resolution or need for resolution.
- 19.14. 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.

## 20. Volunteer Requirements and Responsibilities Guidelines

- 20.1. 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 NHHH Coach Committee Chair to be presented to the NHHH Executive with a majority vote for approval.
- 20.2. Individuals to submitting a volunteer application to the NHHH 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. Safe Return to Hockey
  - b. Rowan's Law Concussion Safety Acknowledgement
  - c. Respect In Sport Activity Leader Course
  - d. Gender Identity & Expression Course
  - e. Vulnerability Section Police Check (every 3 years)
  - f. Coach or Trainer Credentials (only required for Head/Assistant Coaches and Trainers)
- 20.3. NHHH accepts its significant responsibilities to its vulnerable clients. NHHH owes a duty of care to its clients, to staff and to the community. Acceptance of this duty will be reflected in all NHHH programs, services and activities, as well as in its policies and procedures.

- 20.4. NHHA 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.
- 20.5. NHHA 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**

- 20.6. 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.
- 20.7. 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.
- 20.8. 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.
- 20.9. 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.
- 20.10. 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.

- 20.11. 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.
- 20.12. 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**

- 20.13. 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.
- 20.14. 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.
- 20.15. 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.

- 20.16. 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.
- 20.17. 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.
- 20.18. 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**

- 20.19. 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**

- 20.20. 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.
- 20.21. 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.

## 21. Organizational Rules for Head Coaches

- 21.1. Attend coaches meetings as required.

- 21.2. All Head Coaches must have proper credentials and accreditation.
- 21.3. Appoint a designate in the Head Coach's absence.
- 21.4. Ensure that all players and parents are made aware of the playing rules.
- 21.5. Show respect for all on ice officials and their decisions made.
- 21.6. 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.
- 21.7. 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.
- 21.8. 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.
- 21.9. 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.
- 21.10. Ensure that all team members, personnel, and parents are informed of practice.
- 21.11. Ensure that all equipment and facilities are available.
- 21.12. Ensure that all team documentation is properly prepared, maintained and readily available when required.

- 21.13. Complete appropriate player evaluations and reports as required.
- 21.14. Ensure that all regulations, safety measures and policies are observed.
- 21.15. 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.
- 21.16. 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.

## 22. Organizational Rules for Coaching Staff Members

- 22.1. Any NHHA 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.
- 22.2. 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.
- 22.3. 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.

- 22.4. 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.
- 22.5. 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.
- 22.6. When a player requires medical attention, a doctor's release is required before the player may return to practice or play.
- 22.7. 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.

## 23. Organizational Dressing Room Policy

- 23.1. 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.
- 23.2. 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.

- 23.3. 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.
- 23.4. 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.
- 23.5. 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)
- 23.6. This policy extends from the dressing room to any other place where a volunteer of NHA would be alone with players from meeting rooms to hotels to restaurants, etc.
- 23.7. 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.
- 23.8. 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.
- 23.9. 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.

## 24. Team Games

### Pre-Game Routine

- 24.1. 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.
- 24.2. 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 resurfacers 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.

### **Game Events**

- 24.3. 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.
- 24.4. 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.
- 24.5. 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.
- 24.6. 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.

- 24.7. 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**

- 24.8. 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.
- 24.9. 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.
- 24.10. 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.
- 24.11. 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**

- 24.12. 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**

24.13. Game scores are to be updated 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**

24.14. 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). 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.

## **25. Organizational On Ice Officials Guidelines**

25.1. The NHHA Executive will appoint the NHHA Referee Assigner with a majority vote.

### **On Ice Officials**

25.2. It is the responsibility of the NHHA Timekeeper and NHHA Referee Assignor to provide timekeepers and officials for all Rep and Local League home games. NHHA will cover the cost for all NHHA scheduled game cost for officials and timekeepers throughout the season.

25.3. The Head Coach and on ice official relationship should be one of mutual respect. The Head Coach is responsible for the behaviour of all players and staff. No player or staff member is to yell, speak, or say anything to an official during the game. Only players with 'C' or 'A' designations are to talk to officials or the Head Coach if the official approaches the bench to discuss the coach's request.

- 25.4. Team staff members must lead by example showing great sportsmanship by not yelling or complaining to on ice officials during the game. Concerns and complaints with officiating can be communicated to the NHHA Referee Assignor or NHHA President to handle through the proper channels.
- 25.5. Ensuring everyone respects on ice officials during the game is important. Head Coaches are to communicate to all parents that yelling and complaining is not acceptable in the arena and if asked by the on ice Official or Head Coach to leave the arena if requested.
- 25.6. Hockey Canada and the OMHA impose certain conditions and restrictions to on ice officials, which will take precedence over those imposed by NHHA.
- 25.7. Additional Guidelines for the NHHA Referee Assignor are to:
  - a. Assist in the recruitment of new officials.
  - b. Line up training of officials – obtain facilities for it. (i.e., ice and classroom).
  - c. Ensure a CHOP certification program is available to all officials.
  - d. Ensure that all officials have copies of all Rules.
  - e. Appoint officials for games.
  - f. Interact with officials regarding schedules.
  - g. Shall appoint the required number of properly qualified officials for all games.
  - h. Ensure that new officials have experienced officials with them.
  - i. On ice officials will be supplied with a copy of the Bylaws and Rules.
- 21.1. On ice officials shall be fully conversant with the current Hockey Canada and the OMHA Rules and strictly enforce them in all instances.
- 21.2. All written reports of misconduct by on ice officials must be delivered to the NHHA Referee Assignor who will thoroughly investigate them and report to the NHHA Executive necessary action.
- 21.3. On ice officials shall not start any game until the game sheet is signed by all team Coaching Staff Members on the respective benches and is in the hands of the timekeeper.

## 26. Game Sheet Policy

### Paper Game Sheets

- 26.1. Backup paper game sheets 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

- 26.2. 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**

- 26.3. All game sheets are to be done electronically using an NHHA provided iPad using the Gamesheet Inc software.
- 26.4. 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.
- 26.5. 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.
- 26.6. 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.
- 26.7. 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.
- 26.8. 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.
- 26.9. 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.
- 26.10. Gamesheet Inc training, APP install and login information is attached and also at <https://gamesheetinc.com/training>.

- 26.11. 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.
- 26.12. 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.
- 26.13. 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.
- 26.14. 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**

- 26.15. 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.
- 26.16. 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.

- 26.17. 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.
- 26.18. 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.

## 27. Team Practices

- 27.1. 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.
- 27.2. 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.
- 27.3. 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.
- 27.4. 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-resurfacers, 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.

- 27.5. 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.
- 27.6. 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 NHHA insurance does not cover parents being on the ice.
- 27.7. 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 NHHA Ice Scheduler to help accommodate using AP's.
- 27.8. The NHHA 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 NHHA Ice Scheduler immediately with as much notice as possible. NHHA 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.

## 28. Exhibition Games

- 29.1. The NHHA 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.
- 29.2. To arrange exhibition games Head Coaches can contact centres to offer invites. Once accepted, the Head Coach is to inform the NHHA Ice Scheduler, NHHA Referee Assignor, and NHHA

Timekeeper Assigner to finalize scheduling. The NHHA Director of Leagues will also need to be notified to gain an OMHA Travel Permit for the game.

- 29.3. 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.
- 29.4. 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).
- 29.5. 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.
- 29.6. 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 NHHA Executive.

## 29. Harassment & Abuse Policy

### **Introduction**

- 29.7. For convenience, this policy uses the term "Complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the person against whom a complaint is made.

### **Policy Statement**

- 29.8. NHHA is committed to providing a sport and work environment, which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

### **Application & Scope**

29.9. This policy applies to all categories of members in the NHHA, as well as to all individuals participating in activities of or employed by the NHHA, including, but not limited to, players, officers, convenors, committee members, team managers, trainers, administrators, parents/guardian members and employees. This policy applies to harassment, which may occur during the course of all NHHA business, activities and events, including, but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

#### **Definition of Harassment**

29.10. Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

- a. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- b. Condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance.
- c. Practical jokes, which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- d. Unwanted or unnecessary physical contact including touching, patting or pinching.
- e. Any form of hazing.
- f. Any form of physical assault or abuse.
- g. Any sexual offence.
- h. Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

#### **Abuse and Neglect of Minor**

29.11. When any person in authority has a reasonable belief that in the course of NHHA business, activities or events a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise the NHHA Discipline Committee of having made this report.

29.12. The NHHA shall take no further action until such time as the authorities and/or police have concluded their investigation.

29.13. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

### **Confidentiality**

29.14. The NHHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, the NHHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

### **Complaint**

29.15. A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is unwelcome, offensive and contrary to the values of the NHHA and this policy.

29.16. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported to an NHHA Executive member or NHHA volunteer.

29.17. After an incident is reported, the role of the reporter is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate.

29.18. If the reporter considers that he or she is unable to act in this capacity, the complaint shall be referred to another NHHA member. If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to the NHHA Executive President.

### **Investigation**

29.19. A reporter who receives a formal written complaint shall advise the NHHA President, who shall appoint an individual to conduct an investigation of the complaint.

- 29.20. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional.
- 29.21. The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the NHHA President.
- 29.22. Within seven days of receiving the written report of the investigator, the NHHA President shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.

#### **Referral of Complaint to Local Organization**

- 29.23. Upon receiving a complaint involving a member or members of a local minor hockey organization, which is a member of the OMHA, the NHHA Discipline Committee may direct that the complaint be handled by the local organization in accordance with its own procedures, or in accordance with procedures, which the OMHA may direct.
- 29.24. Furthermore, the OMHA shall monitor the complaint to ensure that is handled in an appropriate and timely manner.
- 29.25. After a thorough internal investigation the local minor hockey organization has the power to discipline, sanction and/or suspend any team player, Coaching Staff Member, NHHA Executive member, parent/guardian member or employee for contravention of the OMHA Code of Conduct. All sanctions and/or suspensions assessed by the local minor hockey organization must be reported to their OMHA Regional Executive Member and the OMHA Executive Director, to be kept on file.

#### **Incidents Requiring Immediate Response**

- 29.26. This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor instance of harassment.

- 29.27. Harassment complaints arising during competitions may be dealt with immediately, if necessary, by a NHHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.
- 29.28. In the event that an alleged offense is so serious so as to possibly jeopardize the safety of others, the NHHA Discipline Committee may immediately remove the alleged offender from NHHA activities, pending an investigation of the complaint in accordance with this policy.

### **Hearing**

- 29.29. If the NHHA President decides that the complaint shall be dealt with by means of a hearing, he shall appoint three individuals to serve as a Panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.
- 29.30. The Panel shall govern the hearing by such procedures as it may decide, provided that:
- a. The Complainant and Respondent shall be given written notice (by courier registered mail) of the day, time and place of the hearing.
  - b. All parties shall receive a copy of the Investigator's report.
  - c. Both the Complainant and Respondent shall be present at the hearing.
  - d. The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a notary of public.
- 29.31. If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be at the sole discretion of the NHHA Discipline Committee to continue the review of the complaint in accordance with this policy.
- 29.32. After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the NHHA President, with a copy provided to both the Complainant and the Respondent. This report shall contain:
- a. A summary of the relevant facts.

- b. A determination as to whether the acts complained of constitute harassment as defended in this policy.
- c. Disciplinary action to be taken, if the acts constitute harassment.
- d. Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.

### **Sanctions**

29.33. When directing appropriate disciplinary sanction, the Panel shall consider factors such as:

- a. The nature and severity of the harassment.
- b. Whether the harassment involved any physical contact.
- c. Whether the harassment was an isolated incident or part of an ongoing pattern.
- d. The nature of the relationship between the complainant and harasser.
- e. The age of the Complainant.
- f. Whether the harasser had been involved in previous harassment incidents.
- g. Whether the harasser admitted responsibility and expressed a willingness to change.
- h. Whether the harasser retaliated against the complainant.

29.34. In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- a. Verbal apology.
- b. Written apology.
- c. Letter of reprimand from the NHHA.
- d. A fine or levy.
- e. Referral to counseling.
- f. Removal of certain privileges of membership or employment.
- g. Temporary suspension with or without pay.
- h. Termination of employment or contract.
- i. Suspension of membership.
- j. Expulsion from membership.
- k. Publication of the details of the sanction.
- l. Any other sanctions which the Panel may deem appropriate.

- 29.35. Failure to comply with a sanction as determined by the panel shall result in automatic suspension of membership in the NHHA or in organizations affiliated with the OMHA, until such time as the sanction is fulfilled.
- 29.36. Notwithstanding the procedures set out in this policy, any individual participating in NHHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the NHHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the NHHA in accordance with this policy.

### **Appeals Procedure**

- 29.37. Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel, in accordance with the NHHA Appeal Policy.

## **30. Discipline Policy**

### **Introduction**

- 30.1. This policy applies to all members of the NHHA, as well as to all individuals participating in activities with, or employed by the NHHA, including but not limited to players, parents, coaches, officials, volunteers, directors, officers, convenors, committee members, team managers, trainers, administrators and employees.

### **Application**

- 30.2. This policy applies to discipline matters which may arise during the course of all NHHA business, activities and events, including but not limited to competitions (including exhibition games and tournaments), practices, training camps, meetings and travel associated with these activities.
- 30.3. Discipline matters arising within the business, activities or events of member organizations of the NHHA shall be dealt with using the discipline policies and mechanisms of such organizations.

### **Types of Infractions**

- 30.4. Under this policy, there shall be three types of infractions, which may warrant discipline:
- a. **Technical Infractions** - these are violations of the Rules or Operations and Regulations of Competition of the NHHA, which shall result in automatic sanctions as specified in the OMHA Manual of Operations Suspension List.
  - b. **Minor Infractions** - these are infractions under the NHHA Code of Conduct which are not severe but which may warrant immediate corrective action as per examples specified in this Policy.
  - c. **Major Infractions** - these are infractions under the NHHA Code of Conduct, which are more severe and may warrant disciplinary action as per examples specified in this Policy.

### **Discipline Procedures**

- 30.5. Membership of the NHHA, as well as participation in the activities of the NHHA brings with it many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including but not limited to complying with the Code of Conduct, Policies, Regulations and Rules of the NHHA.
- 30.6. The NHHA Code of Conduct and the Rules of Operations and Regulations of Competition identify the standard of conduct, which is expected of members, and other persons involved in NHHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

### **Minor Infractions**

- 30.7. Disciplinary situations involving minor infractions occurring within the jurisdiction of the NHHA will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, NHHA Executive or committee member, convenor, tournament chairperson, official, coach, team manager, team captain, parent/guardian).
- 30.8. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

### **Examples of Minor Infractions**

- 30.9. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors.
  
- 30.10. Unsportsmanlike conduct such as angry outbursts or arguing.
  
- 30.11. A single incident of being late for or absent from NHHA events and activities at which attendance is expected or required.
  
- 30.12. Non-compliance with the rules and regulations under which NHHA events are carried out.

### **Sanctions for Minor Infractions**

- 30.13. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
  - a. Verbal reprimand.
  - b. Written reprimand to be sent to the individual.
  - c. Verbal apology by the individual.
  - d. Written apology by the individual.
  - e. Termination of Team service or other voluntary contribution to the team, or membership to the minor hockey organization or to the NHHA.
  - f. Suspension from the current competition and/or for a specified number of games, other sanctions as may be considered appropriate for the offence.

### **Major Infractions**

- 30.14. Any member or representative of the NHHA may report to the NHHA President a major infraction using the NHHA Harassment and Abuse Policy of this document.
  
- 30.15. Upon receipt of an Incident Report, the NHHA President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

- 30.16. If the incident is to be dealt with as a minor infraction, the NHHA President will inform the appropriate person in authority as described above and the alleged offender, and the matter shall be dealt with as described above in this Policy.
- 30.17. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible as and in any event no later than 5 days from date of receipt of the Incident Report and shall be advised of the procedures outlined in this Policy.
- 30.18. Major infractions occurring within competition may be dealt with immediately, if necessary, by a NHHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy for major infractions.

#### **Examples of Major Infractions**

- 30.19. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors.
- 30.20. Repeated unsportsmanlike conduct such as angry outbursts or arguing. Repeated incidents of being late for or absent from NHHA events and activities at which attendance is expected or required.
- 30.21. Activities or behaviour, which interferes with the organization of a competition or with any player's or team's preparation for a competition.
- 30.22. Pranks, jokes or other activities, which endanger the safety of others. Deliberate disregard for the rules and regulations under which NHHA events are conducted.
- 30.23. Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.

30.24. Any use of alcohol by minors; illicit drugs and narcotics, or condoning the use of, banned performance enhancing drugs or methods.

**Hearing**

30.25. Within 3 days of receiving the Incident Report, the NHHA Secretary shall forward the Report to the NHHA President, or President's delegate who shall appoint three individuals to serve as a Discipline Panel. Where possible, one of the Panel members shall be from the peer group of the alleged offender.

30.26. The Discipline Panel shall hold the hearing as soon as possible, but not more than 14 days after the Incident Report are first received by the NHHA President.

30.27. The Discipline Panel shall govern the hearing as it sees fit, provided that:

- a. The individual being disciplined shall be given 7 days written notice (by courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone or videoconference.
- b. The individual being disciplined shall receive a copy of the incident report.
- c. Members of the Panel shall select from among themselves a Chairperson.
- d. A quorum shall be all 3 Panel members and decisions shall be by majority vote where the Chair carries a vote.
- e. A representative may accompany the individual being disciplined.
- f. The individual being disciplined shall have the right to present evidence and argument.
- g. The hearing shall be held in private.
- h. The Panel may request that witnesses to the incident be present or submit written evidence.
- i. Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.

30.28. The Discipline Panel shall render its decision, with written reasons within 14 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing and the NHHA President and all Executive Directors.

- 30.29. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent NHHHA Policy, such as those dealing with harassment, doping, personnel or event-specific matters.
- 30.30. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction.
- 30.31. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
- 30.32. If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed.

### **Sanctions for Major Infractions**

- 30.33. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
- a. Written reprimand to be placed in individual's file.
  - b. Written apology by the individual.
  - c. Suspension from certain NHHHA events, which may include suspension from the current game or competition or from future competitions.
  - d. Payment of a financial fine in an amount to be determined by the Discipline Panel.
  - e. Suspension from certain NHHHA activities (i.e. competing, coaching, officiating, or membership privileges) for a designated period of time.
  - f. Suspension from all NHHHA activities for a designated period of time.
  - g. Expulsion from the NHHHA.
  - h. Other sanctions as may be considered appropriate for the offence.
- 30.34. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent NHHHA Policy, such as those dealing with harassment, doping, personnel or event-specific matters.
- 30.35. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.

- 30.36. In applying sanctions, the Disciplinary Panel may have regard to the following aggravating or mitigating circumstances:
- a. The nature and severity of the offence.
  - b. Whether the incident is a first offence or has occurred repeatedly.
  - c. The individual's acknowledgment of responsibility.
  - d. The individual's extent of remorse.
  - e. The age, maturity or experience of the individual.
  - f. The individual's prospects for rehabilitation.
- 30.37. Notwithstanding the procedures set out in this Policy, any member or participant of the NHHA who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the NHHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the NHHA in accordance with this Policy.

### **Appeals Procedure**

- 30.38. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy Section of the NHHA Manual of Operations, Policies and Procedures Harassment and Abuse.

## **31. Appeal Policy**

### **Introduction**

- 31.1. This Policy applies to all categories of members in the NHHA, as well as to all individuals participation in activities of or employed by the NHHA, including but not limited to, players, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees.

### **Timing of the Appeal**

- 31.2. An individual who wishes to appeal a decision ("Appellant") shall have 7 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal,

along with detailed reasons for the appeal, and a non-refundable appeal fee of \$200, to the NHHA President.

- 31.3. Any party wishing to initiate an appeal beyond the 7-day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the 7-day period shall be at the sole discretion of the NHHA President.

### **Grounds for Appeal**

- 31.4. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the body, which made the decision being appealed (“Respondent”):
- a. Making a decision for which it did not have authority or jurisdiction as set out in the NHHA’s governing documents.
  - b. Failing to follow procedures as laid out in the bylaws or approved Policies of the NHHA.
  - c. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.
  - d. Exercising its discretion for an improper purpose.
  - e. Making a decision that was grossly unreasonable.

### **Screening or Appeal**

- 31.5. Within 7 days of receiving the notice of appeal, the NHHA President shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as set out above.
- 31.6. The NHHA President shall not determine if the error has been made, only if the Respondent bases the appeal on such an allegation of error. In the absence of the NHHA President, a member of the NHHA Discipline Committee shall be designated to perform this function.
- 31.7. If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the NHHA President, or designate, and may not be appealed.

### **Appeals Panel**

- 31.8. If the NHHA President is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal he or she shall appoint an Appeals Panel (the "Panel") comprised of three individuals who shall have no significant relationship with the affected parties, shall have no significant involvement with the secession being appealed, and shall be free for any other actual or perceived bias or conflict. The Panel's members shall select from themselves a chairperson.

#### **Appeals Preliminary Conference**

- 31.9. The Panel may determine that the circumstances of the dispute warrant a preliminary conference. The matters, which may be considered at a preliminary conference, include date and location of hearing, timelines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter, which may assist in expediting the appeal proceedings.

- 31.10. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

#### **Procedure for the Appeal**

- 31.11. The Panel shall govern the appeal by such procedures, as it deems appropriate, provided that:
- a. The appeal hearing shall be held within 14 days of the Panel's appointment.
  - b. The Appellant, respondent and affected parties shall be given 7 days written notice of the date, time and place of the appeal hearing.
  - c. Decisions shall be by majority vote, where the Chairperson carries a vote.
  - d. Copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least 5 days in advance of the hearing.
  - e. A representative or advisor, including legal counsel, may accompany any of the parties.
  - f. The Panel may direct that any other individual participate in the appeal.
  - g. In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members.
- 31.12. Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties

31.13. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference call.

#### **Appeal Decision**

31.14. Within 7 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:

- a. To void or confirm the decision being appealed.
- b. To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality.
- c. To refer the matter back to the initial decision-maker for a new decision.
- d. To refund in whole or in part the appeal fee paid by the Appellant.
- e. To determine how costs of the appeal shall be allocated, if at all. A copy of this decision shall be provided to each of the parties and to the President.

#### **Appeal Time Lines**

31.15. In extraordinary circumstances and at its sole discretion, the Panel may abridge or extend the timelines in this Policy.

#### **Documentary Appeal**

31.16. Any party to the appeal may request that the Panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall decide whether the appeal shall proceed by way of documentary evidence or in-person hearing.

#### **Appeal Referral of Dispute**

31.17. If any party believes the Appeal Panel has made an error such as those described above, those matters, which may be heard by the Dispute Resolution Committee of the OMHA, may be referred to the OMHA to be decided in accordance with its appeal procedures, as amended from time to time. For all other matters, the decision of the NHHA Appeal Panel shall be final and binding.

### **Appeal Location & Jurisdiction**

31.18. Any appeal shall take place in the geographic region where the Appellant is located, unless held by way of telephone, conference call or held elsewhere as may be decided by the Panel as a preliminary matter.

31.19. This Policy shall be governed and construed in accordance with the laws of the Province of Ontario.

31.20. No action or legal proceeding shall be commenced against the NHHA in respect of a dispute, unless the NHHA has refused or failed to abide by the provisions for appeal of the dispute, as set out in this Policy.

## **32. Revision History**

### **Revision History**

0.00	2005.09.01	Created
0.01	2020.11.25	Revised
0.02	2020.12.16	Clarified 4.15 that NHHA does not provide refunds unless medical injury or relocation prevents the players from playing.
0.03	2021.12.08	Added participation sheet guidelines, noted the weekend before is part of March Break.