

***Minor Oaks Hockey Association***



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***House League Coach's Manual***

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## General Responsibilities

### 1. Role Model

One of the primary responsibilities of any team official, especially the “Head Coach” is to provide a behavior model for their players, parents and other team officials. Coaches should not get involved in heated discussions with Convenor(s), spectators, other coaches, players, parents or on or off ice officials.

- At all times keep a cool head and use common sense.
- As a Coach, you are a representative of the Minor Oaks Hockey Association and are expected to conduct yourself in a manner consistent with that responsibility, These expectations apply both on and off the ice, as well as when in Oakville or representing Oakville in another centre.

### 2. You are required to be familiar with and adhere to all policies, procedures, rules and regulations relevant to the MOHA, including:

- The Players’ Bill of Rights
- MOHA’s Code of Conduct/Discipline
- Anti Harassment and Abuse, “Speak Out” policies
- The MOHA Playing Rules
- The guidelines established in this document.
- Requirements for OMHA bench staff certification and OMHA team rostering.

### 3. Coaches are also expected to be familiar with the basic rules of hockey (Hockey Canada, O.H.F. and OMHA) in addition to the MOHA Playing Rules).

- All coaches must comply with Hockey Canada, O.H.F. and OMHA risk management requirements or other regulations as stipulated from time to time by those associations or by the MOHA. At this time there are two key risk management requirements:
  - all on-ice Coaches, Trainers, Assistant Coach, Assistant Trainer or Volunteers are required to wear C.S.A. approved helmets during all on-ice activities”. Non-compliance and subsequent infractions will lead to escalating suspensions by the OMHA
  - all on-ice coaches or bench staff must have completed the “Speak Out” anti harassment and abuse training program. This program is approximately 4 hour online (one evening).

### 4. You are also expected to display good sportsmanship and at all times act in a manner that is consistent with supporting the values of the Association.

## Important Dates

All coaches/team managers should circle these dates in their calendars.

<b><u>Key Activity</u></b>	<b><u>Minor Development (MD) (Minor Peewee to Midget)</u></b>	<b><u>Blue / White/Red</u></b>
Security Clearances (Police)	Before the 1 <sup>st</sup> game	Prior to rostering
OMHA Roster Applications	Submit on day of red draft	After balancing (after 3 <sup>rd</sup> league game and Convenor says balancing is done)
Roster Applications (changes or new) deadline	December 1 st	December 1 st
Preliminary Team Budgets	October 31	October 31
Insurance Forms for Non Bench Volunteers	November 15	November 15
End of Year Team Budgets	March 1	March 1

## The Minor Development "MD" House League Division

The MOHA "Minor Development" Division is competitive, body checking contact hockey and all MD Division teams must abide by some additional rules to meet OMHA regulations. MD is the former Red Division for Minor Pee wee to Midget approved by the OMHA.

- No team can begin league play until the team has received confirmation that their team roster (player and bench staff) has been officially approved and rostered with the OMHA.
- Official OMHA roster status requires that all bench staff must be properly certified beforehand, including a security clearance. Since the OMHA rostering process can take up to as much as two weeks to receive approval, it is imperative that the team's bench staff be submitted to the office (use email: [louis.office@moha.on.ca](mailto:louis.office@moha.on.ca)) immediately after the draft.
- The Coach and/or Assistant Coach as designated on the OMHA approved roster, must be present for all games. No other person (even if qualified) is permitted to substitute for the Coach, Assistant Coach, trainer or manager designated on the approved OMHA.
- Only qualified bench staff approved as part of the OMHA team roster are permitted behind the bench during games.
- All players must be residents of Oakville
- The game sheets must be properly completed with the name of each bench staff that will be on the bench for the game and their signature.
- The white copy of the game sheets must be returned to the MOHA office within 24 hours after the completion of the game. This will be done by the league Convenor. The league Convenor will now keep the green copy.
- There is no curfew option for MD Division games
- When referring to certification requirements for coaches, refer to the Team Bench Staff requirement.

# Bench Staff Certification Requirements



## Team Official Certification Requirements 2012-2013

All certifications listed are the **MINIMUM REQUIREMENT**

DIVISION	COACHES		TRAINERS	MANAGERS
	HOUSE LEAGUE / MD / LOCAL LEAGUE / ROSTERED SELECT	REP LEVEL (AAA-D)	ALL LEVELS	ALL LEVELS
BELOW NOVICE (INITIATION/TYKE)	Intro Coach (CHIP) ONLY <sup>1</sup> & Speak Out or Respect in Sport	N/A	HTCP Level 1 & Speak Out or Respect in Sport	Speak Out or Respect in Sport
NOVICE MINOR ATOM ATOM	Intro Coach (CHIP) or Coach Stream <sup>2</sup> & Speak Out or Respect in Sport	Coach Stream <sup>3</sup> & Speak Out or Respect in Sport	HTCP Level 1 & Speak Out or Respect in Sport	Speak Out or Respect in Sport
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET   JUVENILE	Coach Stream <sup>3</sup> & Speak Out or Respect in Sport	Development 1 <sup>4</sup> & Speak Out or Respect in Sport	HTCP Level 1 & Speak Out or Respect in Sport	Speak Out or Respect in Sport

**Coaching Certification Legend:**

- Coaches of House League/Local League/ Select in divisions below Novice (Initiation/Tyke) must be Intro Coach (CHIP) certified. No other certifications are accepted.
- Intro Coach (CHIP) or Coach Stream or higher: Intro Coach or Coach Stream, Development 1, Development 2, High Performance (or Advanced) 1 & 2
- Coach Stream or higher: Coach Stream, Development 1, Development 2, High Performance (or Advanced) 1 & 2
- Development 1 or higher: Development 1, Development 2, High Performance (or Advanced) 1 & 2

**Notes:**

- All Certifications must be registered with the OMHA.
- House League NCCP certification applies to Head Coaches only. Assistant Coaches at the House League level require Speak Out! or Respect in Sport certification.
- The certification for Assistant Coaches for House League may be Speak Out! or Respect in Sport only, but they would require the same certification as the Head Coach for participation with teams from outside its House League (i.e. exhibition and/or tournament play). In addition, if the Head Coach were not available to start a House League game, an appropriately certified NCCP Coach would be required to act as the Head Coach.

**Note:**

A Security Clearance is also required prior to being on the bench.

Check with the MOHA office if you are unsure whether your current certification expires. Security clearances are good for 3 years if ordered prior to 2011 and are be good for 4 years from 2011 onwards.

## Team Bench Staff Requirements

All House League teams should try to assemble as complete a staff as soon as possible to both lighten the load on the coach, as well as to encourage more active participation by more parent members of the “team”. The ability to attract and involve “assistants” will significantly impact our ability to develop individuals as “head” coaches and for other roles in future years.

- All Team Officials must be identified and are subject to approval by the MOHA

Simplistically, the “standard” roles that should be established are as follows:

<b><u>“Carded” Roles / Team Officials</u></b>	<b><u>General Responsibility</u></b>	<b><u>MD/Red</u></b>	<b><u>White / Blue</u></b>
<b>Coach</b>	Overall responsibility for the team, both on and off the ice	Required	Required
<b>Trainer</b>	“Risk Management”, First Aid and Safety “expert” for the team – often also an assistant coach	Required	Required
<b>Manager</b>	Manages and maintains all administration, information and activities for the team as directed by the coach – often serves as treasurer as well.	Required	Required
<b>Assistant Coach</b>	Backup for the coach on hockey issues and a key participant in practices and bench management during games.	Recommended	Optional
<b>Assistant Trainer</b>	Assistant as per trainer role	Recommended	Optional
<b>On Ice Volunteers</b>	Must be registered for insurance purpose	Permitted but not on bench during games	Permitted

- Bench Staff MUST possess current OMHA certifications (see Certification Requirements) Members can check their own profiles from the OMHA or Hockey Canada website.
- All bench staff or on ice practice personnel MUST file the appropriate security clearance with the MOHA. (See Security Clearance Requirements)
- MOHA House League teams are permitted to have a maximum of five team Officials on the bench for any game.

## Team Responsibilities

Coaches are responsible for

- their team's conduct during the season
- ensuring suspended players and coaches serve the correct number of games
- ensuring that only rostered and OMHA approved players and team officials are listed on the game sheet
- fostering an atmosphere of co-operation amongst players, team officials, parents , other teams and referees
- being familiar with the OMHA Manual of Operations which is currently available on-line on the OMHA web site
- making sure that all team staff sign the game sheet! Failure to do so will result in OMHA suspensions

Managers are responsible for

- the administrative functions of the team and ensuring that all information is communicated to players and their families
- ensuring that games sheets are properly completed before each game
- preparing budgets and obtaining approval and collecting money from the parents

Trainers are responsible for

- ensuring that there is a certified trainer on the bench during every game
  - If the trainer is unavailable, a request to the opposing team may be made to have their trainer serve as the team's trainer. If this agreeable to both teams, both teams must sign both sides of the game sheet and the referees must be notified prior to the commencement of the game. Referees will not start a game unless certified trainer is available. Another alternative is to contact the MOHA office a few days before the game and obtain a trainer with an open card who can serve as the trainer for the game.
- ensuring that safety is maintained during all team activities
- completing accident reports for injuries requiring outside medical attention
- ensuring that a first aid kit is always stocked and available
- confining themselves to the duties of a Trainer. Trainers should not be door openers or Assistant Coaches

## Security Clearances

MOHA requires a current Security Clearance (Police) for every team official.

These clearances are maintained on a confidential basis and administered under OMHA guidelines. Should you have any questions or concerns about your eligibility for acceptance, please contact and review your concerns on a confidential basis with the Vice President, House League or the Chairman of the Discipline Committee.

- Security Clearances are valid for 4 years and must be dated on or after April 15, of the year in which the security clearance is considered to be the first year.
  - Please note that MOHA requires a more stringent check on volunteers that allows the police to access the files of sexual offenders on a more in-depth level. The appropriate form (Criminal Record Check for a Sexual Offense) authorizing this check is available at the annual volunteer meeting, on our web site, or at the MOHA office.
- Check Key Important Date Section for deadlines for obtaining Security Clearances.
- Failure to provide a security clearance that meets OMHA guidelines will result in suspension and, or removal from the bench and, or team roster.

If you have any concerns about your ability to qualify on this basis, contact the Vice President, House League, or the Chairman of the Discipline Committee for a confidential assessment.

Please note that these clearances will be mailed directly to your designated home address NOT to the MOHA office. It is your responsibility to ensure that these security clearances are submitted to the MOHA promptly. Be proactive and obtain your security clearance as soon as possible. You must bring the original to the MOHA office and a copy will be taken and the original returned to you.

## Team Composition

Under most circumstances MOHA's intent is to include sixteen players on every House League team – fifteen skaters and a goalie. However, subject to registration demands and our interest in affording as many players as possible with the opportunity to play, there may be instances where we will increase or decrease the overall number of players for a team or teams within a division.

### Non Drafted Leagues (Tyke)

- Team assignments will be based on a combination of prior year ratings (where available), on-ice assessments and where possible the consideration of parental requests.
- Head Coaches are expected to attend the organized on-ice evaluations for all players for consistency reasons.
- The Convenor and Senior Convenor establish team rosters.
- Several weeks of “practice” sessions are normally utilized to finalize teams prior to any “games” being played. This allows for better balancing and team review as many of the players in these age groups will be new to hockey.

### Drafted Leagues (Novice and Up)

Team selection is normally established by a player draft. The draft can be a “stressful” situation for those involved, but runs much smoother and with fewer problems if participants spend the appropriate preparation time and know the rules. A well-managed draft sets the tone for the rest of the year and can eliminate the need for subsequent balancing moves.

- The MOHA's normal practice is to hold an initial “MD/Red” draft prior to any scheduled ice time. The exception is in Novice where everyone skates before the draft and Juvenile where there is no skate.
- Selection is based on prior year player evaluations and coaches' knowledge of the players.
- At the initial draft, MD/Red coaches will draft a goaltender and twelve skaters from all players registered in the age group on the lists provided.
- Any individual not included on the draft list or added by the Convenor prior to the commencement of the draft is not eligible for that draft.
- The initial MD/Red draft will leave three spaces open for the supplemental Red draft.
- After the initial MD/Red draft, all non-drafted players will be contacted and brought out in groups to the scheduled ice times.
- All MD/Red coaches are expected to attend these sessions to assess the

remaining players and determine candidates for their final three spots. The final 3 MD/Red players will be selected at a draft session scheduled after the skate.

- MD/Red coaches should recognize the importance of their decision to these players, recognize their sensitivity, and govern themselves accordingly.
- Following the skate the White and Blue coaches will have a single draft session to select their teams from the remaining players.

Once players have been drafted, coaches are directed to call their players within 48 hours to let them know they have been selected and reduce the number of "what is happening" calls that are directed to the Association Office.

## MOHA House League Player Draft Regulations

### Sponsorship and Protection

Each team can protect up to a maximum of 3 players as follows:

**Category A** – Head Coach's child

**Category B** – Asst. Coach, Trainer, or Manager's child

**Category C** – Sponsor Child only if there is sponsorship available in your division

Note: In the MD/Red Divisions the Category B of Trainer must be the protection.

### Siblings

In the case where there is a protection request for 2 siblings and they are not **Category C** children, there will be no other protections allowed unless it's for a **Category C** child.

If the siblings are **Category C**, then the only other allowable protection would be for a **Category A** child.

### Non-Parent Head Coach

In the case of non-parent Head Coaches, since they cannot protect their own child, an additional protection will be awarded for a **Category B** child.

If no staff member has a child playing in the age group, no further consideration will be given for protecting a player, unless it's a **Category C**.

If the Head Coach is also the Sponsor of the team, he will be granted the option of protecting 2 children in **Category B**.

### Goaltenders

Any goaltender protections must be approved by the Senior Convenor of the age group prior to being awarded. E-mail to Senior Convenor stating your intentions is to be sent 1 week prior to your divisions initial draft date.

## **Additional Conditions**

Protected player requests will only be considered if the adult associated with the player has the appropriate certification requirements or is enrolled to get said certification.

Sponsor protection will only be granted if there is sponsorship room available in the applicable division and the sponsorship form is on file at MOHA along with a cheque and a request to be with a Head Coach. The Convenor must be notified of this as well at the same time.

- Coaches and sponsors must be aware that sponsor “colour” match-ups are done on a first come / first served basis. With the number of teams involved, jerseys are screened in advance in order to have as many as possible ready for the beginning of the season. Once screened, changes cannot be made.

## **Player Movement**

MOHA House League policy is that players can move up any number of playing levels during the draft (i.e. blue to red) as long as their performance and evaluations dictate that they are ready to compete in the level they are drafted.

Conversely, the House League Committee dictates that players can only drop one playing level (i.e. Red to White or White to Blue) from season to season. This does not apply to goalies. Any exceptions must be approved by the House League Committee.

## General Considerations for Preparing for the Draft and During the Draft

There are a number of other conditions that are necessary for and contribute to an effective draft.

- Submit the name of your protected players to the Senior Convenor / Convenor at least 48 hours before the draft but as early as possible.
- Be prepared. The draft list will be provided in advance of the draft. Review it carefully; drafting 12 forwards that shoot left and no defense is not a good idea.
- If you feel there is a problem or error bring it to the attention of the MOHA office or Senior Convenor prior to the draft – only players on the list or announced at the draft are eligible.
- Share information with your peers – remember this is House League hockey – for the players – if you know something about players, especially new players, share it with the group. Remember, the next person looking for help just might be you!
- Be reasonable in your requests or assessments – don’t try to artificially inflate or deflate a player’s assessment in order to improve your position.
- Be willing to compromise to reach decisions. If need be, the Vice President House League will make the decision for you, but it is better if you decide on your own.
- Respect the “confidentiality” of the data. Players and parents do not need to know who was drafted in what order or what rating was assigned to an individual player. Incomplete or inaccurate data taken out of context is dangerous.
- Only the coach and one other member of his bench staff may attend the draft.

## Placement of Protected Players

- The draft placement of players is provided on the basis that there is general agreement that the player's evaluation is a fair assessment of the player(s)' ability. Should this be disputed, the Convenor / Senior Convenor in charge of the draft is empowered to arbitrarily place those individual(s) in the round(s) he or she feels is appropriate.
- Should a team's identified "protected" player(s) be deemed to be impact players to the extent that their normal assignment could significantly impact the balance of the league, the draft order or selection process may be altered to compensate.

## OMHA Rostering

### **Minor Development (MD) Division (only Minor Pee wee to Midget with body checking)**

- MD teams must have an approved OMHA roster before the team is permitted to play a game.
  - Coaches must attend the draft. The minimum requirement is a designated Head Coach and Trainer. (Note: The Head Coach and Trainer must have the appropriate certification to attend the draft). Exceptions to this must be approved by the Senior Convenor prior to the draft.
- A Team Manager must be appointed quickly for OMHA rostersing purposes
- If the Team Manager cannot be designated during the draft, send an email to [louis.office@moha.on.ca](mailto:louis.office@moha.on.ca) at the MOHA office with the name of the Team Manager as quickly as possible in the days following the draft.
- As long as the minimum requirement for the bench staff is submitted (head coach, trainer, and manager with the appropriate certifications) following the draft, the team can be registered in Hockey Canada and submitted to the OMHA for approval within 2 business days. Once the appropriate documents are complete and submitted, coaches should allow a minimum of two weeks for OMHA approval and return. There are many teams applying for an OMHA approved roster so appreciate that this time frame is only an estimate.
- Remember that a team roster will not be approved by the OMHA unless the bench staffs are properly certified!
- If an Assistant Coach or Assistant Trainer are added later, send an email to the office at [louis.office@moha.on.ca](mailto:louis.office@moha.on.ca) with the details.
- After the team's roster has been approved by the OMHA, it will be returned to the MOHA office and emailed to the coach.
- Coaches must keep the copy and retain it for presentation when required such as at games, at exhibition games and at tournaments.

## **Red/White / Blue Divisions**

Red/White / Blue teams must have official OMHA roster approval before obtaining a Travel Permit in order to attend Tournaments or play in exhibition games. Check the Important Dates Section and Certification Requirements for deadlines.

- Teams attempting to play exhibition games or tournaments without an approved roster will in all likelihood be refused play and are subject to forfeiture of games and, or entry fees and, or suspension of the team officials.
- Determine if your team is going to require an OMHA approved roster so that the team can participate in exhibition games or tournaments.
- If the team plans on participating in exhibition games or tournaments, ensure that the bench staff is properly certified BEFORE submitting your request to roster to the MOHA office. Please refer to Certification Requirements. If you are uncertain about the required certifications for the bench staff, please consult with the Convenor or the MOHA office for clarification.
- It is important that this information be submitted to the MOHA office for submission to the OMHA for approval as early as possible in the season as it takes a minimum of 2 – 3 weeks for the completion of the approval process.
- Coaches must keep the copy and retain it for presentation when required such as at exhibition games and at tournaments

## Additional Volunteer Participation

Some teams will have the advantage of having additional volunteers available to help with on-ice activities (on a regular basis) who are NOT registered to the team as Team Officials. While this is a good thing, under insurance rules these individuals must be identified and information on them submitted to the OMHA.

Any team with on-ice / non Team Official volunteers, the Convenor must be advised of:

- Name / address / phone number / date of birth / role with the team
- The form for reporting these individuals is available on the MOHA web site. A sample is provided in the appendices. Refer to the Important Dates Section for the deadline for the submission of this form.

## Player Participation

- House League players are not eligible to play on more than one House League team. The exception is goalies as emergency replacements.
- House League or Minor Development (MD) players may play as an Affiliated Player (AP) with a Town Rep team provided that they are carded to a House League or Minor Development team with an OMHA approved roster and subsequently listed on the Rep team's AP list.
- AP rostered goaltenders are not eligible to play in regular league games for the higher division team unless the team's "regular" goaltender is not available.
- MD teams will have an additional House League goalie rostered to their teams and will be available as a replacement in case the MD goalies are not available.
- House League or MD teams are not allowed to "pick up" player(s) to supplement their bench for Tournament or Exhibition games.

## Balancing (Only for White, Blue and Red Tyke to Atom)

Our objective for each division is to provide as level a playing field as possible by providing quality player evaluations and incorporating provision for balancing teams early in the schedule.

- This balancing provision is clearly spelled out in our rules, identified on our registration forms and coaches are asked to remind all players and parents of this process at the beginning of the season.
- Ideally the need for balancing is kept to a minimum and can be dealt with early on. The objective is to provide an environment for each division where any player can come to the rink on any given day and feel that their team has an opportunity to win.
- This does not mean that there won't be stronger and weaker teams, or that some coaches won't do a better job in developing the talent on their team.

We expect that at the beginning of the season when coaches have had an opportunity to assess their players on ice, that they share an open and honest assessment of their team (strengths and weaknesses) with their Convenor and the other coaches.

- Convenors try to approach balancing on a "consultative" approach. However, coaches are reminded that Convenors are authorized to make initial balancing moves based solely on their own assessment.
- Balancing is not intended as an ongoing process. Coaches should also be clear that after the initial balancing there will not be any player movement except for exceptional circumstances, and then only under the direction of the Vice President, House League.
- Coaches, parents and players should also be aware that once a balancing decision is made it is not negotiable. Therefore, if there are any personal or situational issues that should be taken into consideration that may affect the player decision, they need to be brought to the attention of the Convenor prior to the moves being decided.

## Periodic Team Meetings

It is strongly recommended that coaches hold periodic meetings with their players and parents to make sure everyone is informed of any issues that impact their team or division. Player, and, or parent meetings also ensure that everyone is afforded an opportunity to present their ideas or opinions and help to prevent misunderstandings.

- An Initial players meeting followed by an initial parents meeting is the only mandatory meeting. This allows you to introduce yourself and your “staff”, as well as to provide an outline of your credentials, philosophy, basic season plan, expectations and rules. You can also use this session to solicit input / support from parents for team roles, budget plans, fund raising, team activities, tournaments etc.
- Coaches are also expected to attend “coaches” meetings with their Convenor, which will cover:
  - The draft / team allocations
  - Season start – establish the ground rules for working with you, any specific rules that relate to your division / level, key MOHA issues - fair play – code of conduct etc., a get to know each other
  - Balancing – after initial games to identify and deal with any issues
  - Pre-Playoff – Make sure you know the playoff rules and format and re-enforce the fair play requirements with the members of your bench.

## Tournament and Exhibition Games and Travel Permits

- Teams are allowed a maximum of four tournaments over the season, provided one is after the end of the season and it has been approved by the Vice President, House League. There is a general expectation that MD/Red teams will participate in two or three tournaments per year.
- No games may be rescheduled during playoffs for teams going to tournaments. The playoff game will be forfeited if you cannot attend.
- Any team wishing to enter a tournament or wanting to host or travel to an exhibition game **must** have a valid approved travel permit. Be sure to allow sufficient time to apply for and receive a travel permit.
- Your Convenor must be informed of all exhibitions games and tournaments that you are planning to attend. Prior to submitting the travel permit for approval to MOHA, make sure your Convenor has initialed the travel permit.
- The Convenor will keep a record of such permits and require that the participating teams report back to them on the results (Tournament Report or Exhibition Game Result). This will also normally require that the team submit a copy of the official game sheet for each tournament or exhibition game played. Failure to provide this information may result in suspension of these privileges for the offending team.

Review any questions you may have with your Convenor. It is important that you plan your events in advance to provide the lead time required to secure the appropriate permit (at least two to three weeks for OMHA approval).

- When hosting an external team, the local coach should ask to see a copy of the visiting team's travel permit to ensure that all requirements have been met.
- Remember that teams need to ensure that they arrange or are covered by supplementary insurance coverage for any travel to US events. For further details contact the MOHA office.

## Team Budgets

To help coaches and parents better understand the financial responsibilities and budget expectations for our House League program, the following are the budget regulations.

1. All teams must complete budgets and submit to the MOHA Office at the email address provided on the budget form for approval. The actual form in PDF format is available from the MOHA web site, can be filled out on your computer and can be submitted by e-mail
2. Check the Key Important Dates Section for deadlines on submitting your team budgets. A copy of both the initial budget and final statement must be provided to all parents on the team.
3. All sources and application of funds must be included in a budget, including the approximate value of any equipment, apparel, services or events that are provided, donated, or supported by a sponsor or team member. The value of any commercial transportation planned to accommodate travel for tournaments or any other team functions must also be included.
4. Financial assessments are limited to a maximum of \$400 per player. Coaches are reminded that MOHA policy stipulates that a player may not be denied participation in team functions based on a parent's unwillingness or inability to pay a team assessment.
5. Any House League budget in excess of \$12,500 for Red/MD divisions from Minor Atom to Bantam or \$9,000 for all other divisions requires Executive approval and may only be presented by a team to their parents or players on that basis.
6. Should there be a material change in a team's financial status during the year, through revised plans, donations and, or fundraising opportunities, an amended budget needs to be filed for approval at the time the change occurs.
7. Any team proposing a 4<sup>th</sup> tournament at the end of the season must identify funding for that event separately within their budget and may not commit to that tournament until they have the written approval of the VP House League (as per current regulations). Funding for this event would be considered as part of their budget or revised budget total.
8. Failure to comply with budget policy will result in a suspension to both the coach and manager.

Any team wishing to secure approval for a team budget outside of these guidelines must submit a detailed proposal to the MOHA Executive for consideration and may be called upon to present / defend their situation.

The intent of these budgets is to ensure that teams are operated on a fiscally responsible basis and that the league can reasonably respond to any issues that may be raised. Coaches and, or the MOHA must be in a position to respond to any parental requests for verification of any team's budget or spending.

- Coaches are cautioned that the MOHA reserves the right to contact individual parents directly should the association feel that this is necessary to validate parental support of team programs. These calls will be made on a confidential basis and may be used as part of the decision making process regarding budget approval.

## Team Budgets – Additional Information

Budgets are always a challenging issue and difficult to “normalize” due to different circumstances and approaches followed by each team, as well as the preferences of the coach and parents to be more or less active in fund raising and overall team activities.

- Coaches are reminded that these are not “travel” teams and that they should be sensitive to the “demands” placed on parents.
- As a separate note, teams need to be sensitive to the fact that additional “sponsor” fund raising must not detract from the support or identification given to their primary sponsor.
- Any funds provided to the team must be made out to the team account and not to the MOHA. The MOHA will not act as a clearance centre for team funds.
- Any unused funds must be apportioned back to the parents on an equitable basis dependent upon their contribution. Refunds to parents may not be in excess of their actual cash contributions.

Regardless of the amount of any team budget, it is important that the final budget is determined in consultation with parents, and that the team’s financial status is clearly agreed to and communicated to parents on a regular basis.

## Typical “Budget” Items

In most cases the two primary expenses will be incremental ice time and tournament entry fees. The following is intended to provide examples of typical “expense budget” items: additional practice ice, exhibition games, tournament entry fees, social activities such as parties and team awards, jersey lettering, team apparel or team equipment are examples of expense items. Security clearances cannot be expensed as they can be used for multiple purposes and multiple years.

## Before The Game

### On-site Convenors

The MOHA is represented at every game by the on-site MOHA Convenor.

- Coaches must follow the direction of the Convenor with respect to basic playing rules, rink instructions and general division operating issues.
- There MUST be an identified Convenor on-site for every game. Normally this will be the assigned division Convenor. However in the event that the division Convenor cannot be present, a clearly identified replacement must be arranged and in attendance prior to the game.
- The Convenor represents the coaches' official avenue to raise issues or concerns with MOHA (unless there is a concern with the Convenor's actions). In that case, the matter should be addressed through the Senior Convenor, or in their absence, through the Vice President, House League). Concerns will NOT be addressed unless this process is followed.

### Arrive on time (early)

Arrive at the arena with plenty of time to prepare for your game (ideally at least 30 minutes prior to the scheduled start). Upon arrival, check with the Convenor to pick up any updates or information. Let the Convenor know if there are any potential issues or concerns with your team that may need to be shared with the other coach(es) and, or game officials.

### Game Sheets

Fully complete the game sheet ( if this is not done by your Convenor ) and make sure that it is appropriately signed or initialed by all of your bench staff .

- Only players in uniform and authorized team officials are allowed on the bench.
- Our House League policy is to allow a maximum of five team officials on the bench at any one time.

**No-one is allowed behind the bench if they do not have the proper certification appropriate to their bench duties.**

- Ensure that only players in attendance are listed, that their numbers are correct and that any suspensions being served are clearly indicated. Normally the visiting team will complete the game sheet first and the home team second. Under our scheduling conventions, the team number listed first on the schedule is the "Home" team and the team listed second is the "Visiting" team.

- The game sheet represents the official record of the game and will be used as the reference source with respect to any issues that may come up. Technically, improper or incomplete game sheets (including missing team official signatures and certification numbers) are potential grounds for forfeit and, or suspension.

While coaches should appreciate that all of these details may not be rigorously enforced during regular non MD House League play, it is important to realize that a challenge can be raised in tournament or exhibition play if these rules are not followed.

### Assigned Dressing Rooms

Your assigned dressing rooms will be posted. Normally these rooms will be assigned consistent with the location of the Home and Visitor benches and ice access.

The intent is to establish separate ice access and egress routes. This ensures that the two teams are separated while moving from their dressing rooms to the ice and especially from the ice to their dressing rooms after the game when emotions may be high. Please make sure that your players are aware of and follow this process when moving to or from the ice.

Be ready on time and stay on time.

- Make sure you and your players are ready to begin on time. It is not fair for games later in the time block to be shortened because an earlier game did not start on time.
- Notify the Convenor of any delays or problems that may affect the schedule.

All game and or practice schedules allow reasonable time to complete regular games as well as provision for flood times. "Curfew" times may be assigned to stay on that schedule. Convenors are challenged to get the most playing time available out of our scheduled ice blocks. Rather than a standard 10 / 10 / 10 stop time game, Convenors will attempt to lengthen the playing time - subject to the coaches' abilities to help manage ice time.

- To help avoid issues, have your players and team officials leave the ice immediately upon the conclusion of your game or practice.
- While every attempt is made to avoid curfew situations, recognize and accept that your game may be shortened based on delays and, or injury.

If your game or practice time is shortened, recognize the reason(s) for this and accept it with good grace.

## During the game

### Set an Example

#### **As the coach you are responsible for the actions and behavior of your players.**

- Lead by example.
- Demonstrate the type of attitude, composure and sportsmanship throughout the game that is consistent with our values. As a special note, particularly at the younger levels, remember that we are trying to develop officials as well as players. Calls will get missed, or not go the way you think they should.
- Recognize that whatever you say or do, that behavior is magnified through your players and is also picked up on and often embellished by spectators in the rink.

### Fair Play

You are responsible for ensuring that fair play practices are followed for your team.

- Fair play applies both in terms of playing time and the use of the fixed playing structure. Refer to the Appendix on Fixed Playing Structure.
- Lines should be played in rotation, and ice time equalized for all players.

For non-buzzer divisions, there will clearly be variances within shift lengths subject to the flow of the game. However, over the course of a full game these should “even out”. For example in a 30 minute House League game with a full bench, each player should ideally receive 10 minutes of ice time. As a “rule of thumb”, recognizing the variances that do happen but our expectation is that each player should receive approximately 10 minutes plus / minus up to 20%, or 8 to 12 minutes of ice time.

- Under our fair play principles, players should not “miss” shifts, nor should the same player(s) regularly get “short shifted” in penalty, injury or other bench management situations.

Coaches will establish their own objectives and practices regarding shift lengths and line changes. However, these practices must be applied equally to all players / lines.

- This also implies that teams should not employ “power play” or “penalty killing” units as these tactics are not consistent with our fair play and skill building philosophy.

- Coaches not adhering to these principles are subject to game forfeiture or force replay and or suspension. Should you have concerns in this area refer the situation to you Convenor
- Under no circumstances will this type of behaviour be ignored or condoned. Coaches must also recognize that this is not a perfect system and mistakes and discrepancies will occur.
- It is neither financially justifiable nor reasonable to expect that all games will be monitored. However, Convenors are expected to evaluate their games on an ongoing basis and forward any concerns.
- Should there be continued abuse of the fair play rule in any division, the league reserves the right to revert to a “buzzer” system at any time!

### Stay on Time

Maintain a quick tempo during the game to maximize ice time utilization. Quick line changes and period transitions will help to ensure that your team gets their maximum playing time and potentially permit longer games.

- Period transition “coaching” breaks and “time-outs” are not allowed in House League play.
- Referees will be instructed to assess a bench minor “delay of game penalty” for abuse of this rule.

## Risk Management - Play Safe but Be Prepared

In the event of an injury or accident, the coach / trainer must be prepared to support the implementation of an "Emergency Action Plan". The Convenor is the person in the rink in charge from the MOHA perspective. However, in most cases, the trainer of the team involved will likely be the "Person in Charge" as defined by the "EAP".

Under OMHA rules

- There **MUST** be a certified trainer available for all games. In Minor Development (MD) this must be a trainer from the approved roster.
- In Red, White or Blue, please check to ensure that there is a trainer available, either from the other team or consult with the Convenor if you do not have your own team trainer present at games.

The Convenor will ensure that there is access to a telephone and that he / she will have all of the appropriate emergency numbers (Police, Ambulance, Fire Department). The Trainer should ensure that he / she has this information for any facility used for games or practices either at home or when travelling out of town.

"Call Persons" are reminded that emergency calls for assistance "911" should always be made where possible from a land line and not a cell phone. Land lines allow for a more accurate and efficient dispatch process from the Emergency Response Teams as well as guard against lost or dropped signals.

- Any serious injuries must be reported via the OMHA Case report.
- Coaches must ensure that this form is completed promptly and returned to their Convenor.
- This report must be completed and "delivered" to the MOHA office within 48 hours of an injury incident – **do not send it directly to the OMHA** Make sure you are familiar with this form. Copies are available from your convenor or the MOHA office.

It is strongly recommended that any player who is removed from a game or misses any ice time due to injury, (whether hockey related or not) provide the coach/trainer with a doctor's note authorizing resumption of play before that player is allowed to participate in any on ice activity.

## At the end of the game

### Review the Game Sheet

- Review your copy of the game sheet to determine that it has been fully completed.
- Ensure that you make note of any major penalties or suspensions and that you understand what has been assessed and the impact of those calls.
- Clear up any confusion immediately with the Convenor! If there are any errors they must be identified at the rink.
- Penalties assessed by the referees are not negotiable and the league convenor has no say in the assessment of any penalties.
- Remember that once the game sheet has been signed off by the game officials it constitutes the official record for that game. Once everyone has left the rink, the game sheet becomes the official record and cannot be changed.

### Playing Rules – Game Suspension Policy

Coaches are reminded that the MOHA operates under the auspices of the O.H.F. and the OMHA and is therefore governed by their rules.

- All game sheets indicating suspensions will be forwarded to the Discipline Chairman / Committee for information confirmation and tracking purposes.
- Minimum suspensions attributed to physical infractions, or non physical suspensions limited to one game are not subject to review or appeal.
- Coaches should clearly understand that any carryover or “outstanding” game suspension penalties incurred in Tournament or Exhibition play **MUST** be reported and served in league play.
- Failure to report or comply with this rule will result in additional game(s) suspensions for both the coach and player(s) involved.
- Any games played with an ineligible player as per the above are also subject to forfeit.

## Dressing Room Rules

Once your team has finished playing,

- Vacate the dressing room as soon as possible.
- Leave the room in good shape (clean) for the next team.
- Trashing dressing rooms will not be tolerated and will lead to discipline or suspension.
- Coaches should clearly understand that any facility damages caused by their team will be charged back to the team.

OMHA guidelines require

- that all dressing rooms for players under 18 years of age be supervised by **two** adults at all times.
- this applies to both game and practice situations.
- No coach should leave a dressing room unsupervised nor should he or she allow themselves to be put into the position where they are alone with a player or player(s). The “Two Deep” rule as reinforced in the Speak Out program is there for everyone’s protection! Please observe it.

At the start of the season, coaches should establish and clearly communicate to parents their dressing room “rules”. In many cases, coaches identify the ten to fifteen minutes prior to game time and, or the five minutes immediately after the game as “their time” with the players and restrict access to the dressing room for that period. For older age groups (once players can “dress” themselves), many coaches also follow a “no parents in the dressing room” policy.

## Practices

### Overall

Perhaps the most difficult and challenging aspect of your role, as an MOHA Coach, is to design and execute an appropriate and effective practice program. For many coaches the philosophy is that “games are for fun, practices are where you learn”. However, in order for productive learning to take place

- players must be actively engaged in the process.
- practices must be both enjoyable and challenging to the players to keep them interested and involved.
- the content must be appropriate to the age and experience level and delivered in a manner that encourages understanding and improvement.
- coaches that accomplish this are usually rewarded with well-attended practices and invariably teams that perform well in games.

### General Practice Principles

The following points are intended as some “best practices” for planning and executing an effective practice program. Besides dealing with “engaging” the players, these points are intended to address the fact that ice time is limited and expensive. Use it wisely!

- Plan your practices in advance. Don’t show up at the rink and “wing it”. Knowing what you want to do and how you want to do it will save you valuable time at the rink and on the ice. There are a number of resources available to help you plan your practice. There are a number of Internet sites with practice and drill related information. A sample practice planner form has been appended to the end of this document.
- Establish a standard warm-up / cool down process for your players so that they all know what to do when they hit the ice. This will save time that you can better use for teaching.
- Establish and enforce clear practice “rules”. For example, no shots after a whistle, one whistle means stop, two quick whistles mean gather on me. This will also save time if players know what you want.
- Get your players to arrive early if you can. That will give you some time to stretch / teach before going on the ice.
- Explain what you want to do and how – in the dressing room – before the practice.

- Give your players diagrams and descriptions of the drills you want to cover so they can see what they are expected to do. This can be accomplished in many ways, e.g., in a handout at the beginning of the season, after practice or game the week before, in the dressing room or hung on the glass. Remember to keep in mind the age and experience level of your players
- Describe – demonstrate – do. It is critical that everyone understands what they are expected to do. Try it once, correct as necessary and do it again. Use your assistants to work with players who need additional instruction or to minimize group size.
- Relate activities to results. It is important that players understand the objective and how it will improve their capabilities, the “what’s in it for me?”
- Break it up, both in terms of groups and activity. Use your assistants and break up into smaller groups for more personalized instruction or more role specific work.
- Build from the basics – Start with a simple concept and add progression / complexity as the players master the current level. ex., basic skating without, then with a puck, simple pattern then more complex, without, then with a puck etc.
- Work with your goalie(s) – keep him or her actively involved – they are not there as simply targets. See if someone on your team has goalie “expertise” or interest and involve them as your goalie coach.
- Don’t beat it to death - don’t stay with any drill or activity too long (4 – 8 minutes) and other than your quick warm-up program, don’t do the same things every week. Always consider how well something works for you and watch what works for other coaches.
- Be responsive to your players – watch for and understand their reactions to what you’re doing and respond appropriately. If they are not ‘engaged” they won’t learn – you’ll see it, find out why and fix it.
- Plan your breaks – players cannot go full out for fifty minutes. Plan your water breaks (make sure water is available) or other interruptions to work into the flow of your activities.
- Ask for help and advice – nobody knows it all and good coaches are always looking for and finding ways to improve their programs. Get someone to come out with you and either run your practice or assist. Offer to do the same for them.
- Use the ice – Regardless of whether you are using full or half ice, use it all. With shared ice it often makes good sense to work together “full ice” for at least part, if not all of the practice time.
- Use “scrimmage” carefully. Simply scrimmaging is not practice. It can become an expectation for your players and cause them to “resent” any other practice activity. Treat it as a reward and monitor and use it as a teaching experience.

# MOHA Practice Planner

Date : \_\_\_\_\_

Duration : \_\_\_\_\_

Practice No : \_\_\_\_\_

Objective : \_\_\_\_\_

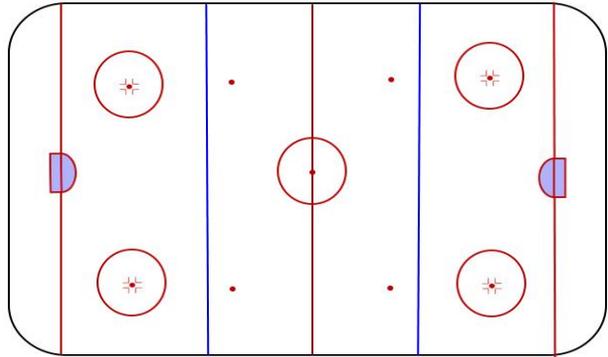
Time : \_\_\_\_\_

Name : \_\_\_\_\_

Description : \_\_\_\_\_

**LEGEND**

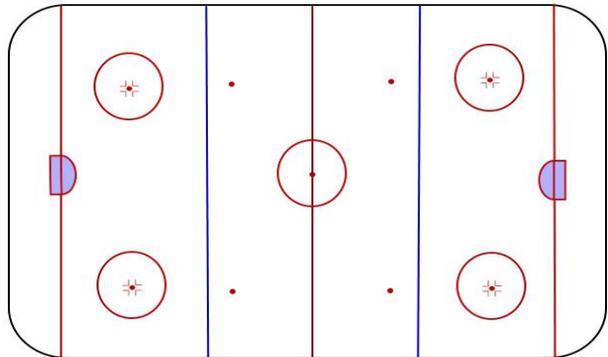
⊙	Coach	→	Puck Carrying
○ ●	Forwards	→	Shooting
△ ▲	Defenders	→	Pass
G	Goalie	→	Drop Pass
	Stop	→	Backward Skate
X	Pylon	→	Lateral Movement
●	Pucks	→	Defensive Pressure



Time : \_\_\_\_\_

Name : \_\_\_\_\_

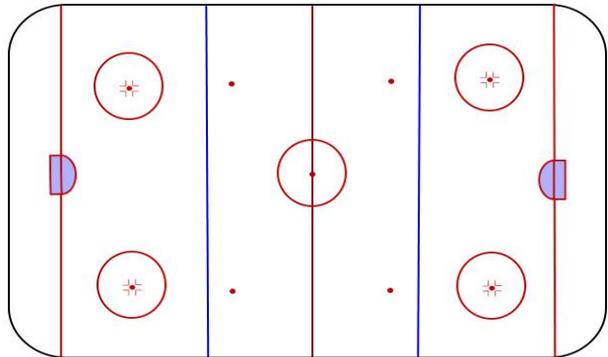
Description : \_\_\_\_\_



Time : \_\_\_\_\_

Name : \_\_\_\_\_

Description : \_\_\_\_\_



## Programs and Development

### **Goalie Lessons**

The MOHA subsidizes goalie lessons for HL goalies from Novice to Bantam age groups. The lessons are offered during the fall and winter. The goalie lessons are conducted by a Goalie instructor on a goalie pad.

The lessons cover skills such as goalie stance, positioning, butterfly, half butterfly, slides, stick work, rebound control, screen shots etc. The instructor can also work on a specific problem.

These lessons are offered at a fraction of the cost, please see MOHA website for current rate. The registration form is posted on the MOHA website; parents must complete the registration form and submit it and the cheque to the MOHA office. The lessons are filled on a first come first served basis.

### **Player and Coach Development**

There are programs that are offered through out the year and details of them can be found on the MOHA website at [www.moha.on.ca](http://www.moha.on.ca)

## Player Evaluations

Properly completed player evaluations are a key component of our ongoing program. Coaches working with their Convenor must ensure that evaluations are completed on each player in a complete, consistent and objective manner. Player information must be as complete and accurate as possible, both in term of player characteristics (position and shot) and on his or her performance evaluations. Evaluations need to be considered both in terms of each player's relative performance on the team as well as the integration of the individual and team ratings into the overall division ratings.

- These evaluations MUST be completed and submitted prior to the completion of the season.
- The coach's role is not complete until these evaluations are finalized with their peers and the Convenor.
- All efforts should be made to keep these evaluations confidential. Incomplete, inaccurate or inappropriate information can be misleading or harmful.
- Properly completed evaluations are essential in successfully getting the following season off to a good start.
- Coaches not completing or submitting these evaluations as directed will be suspended and, or denied coaching privileges in the following season

## Appendix I: Fixed Playing Structure

### No. of Players (excluding Goaltender)

- 14 - 3 fwd. lines (9) and 5 defensemen played in rotation
- 13 - 3 fwd. lines (9) and 2 defense pairs (4)
- 12 - 2 fwd. lines (6) and 3 defense pairs (6) \*
- 11 - 2 fwd. lines (6) and 5 defensemen played in rotation \*
- 10 - 2 fwd. lines (6) and 2 defense pairs (4)

### Exceptions (\*)

The only exception to the above structure may occur with 11 or 12 skaters.

- With 11 skaters, the coach has the option of using 2 defense pairs (4) and 3 centres and 2 sets of wingers (4)
- With 12 skaters, the coach has the option of using 2 defense pairs (4) and 2 centres and 3 sets of wingers (6)
- If a coach decides to use these exceptions, all player positions must be designated on the game sheet prior to the game

### Additional Stipulations

- A goaltender may be pulled at any time provided that the replacement player is from the next forward or defense shift.
- Coaches will establish their own objectives and practices regarding shift lengths and line changes. However, these practices must be applied equally to all players / lines.
- This also implies that teams should not employ “power play” or “penalty killing” units as these tactics are not consistent with MOHA’s fair play and skill building philosophy.

Coaches that are not adhering to these principles are subject to game forfeiture or forced replay and/or suspension. Any concerns in this area should be referred to the convenor. Under no circumstances will this type of behaviour be condoned or ignored.

Coaches must also recognize that this is not a perfect system and mistakes and discrepancies will occur. It is neither financially justifiable nor reasonable to expect that all games will be monitored. However, convenors are expected to evaluate their games on an ongoing basis and forward any concerns.

Should there be a continued abuse of the fair play rule in any division; the Vice President House League may elect to revert to a “buzzer” system at any time!

Refer to the full set of playing rules on the MOHA website.

## Appendix II: Travel Permit Form

A travel permit is required by all teams wishing to attend tournaments or play exhibition games outside of MOHA league play. All travel permits must be authorized by the OMHA. If you wish to apply for a travel permit, the application should be submitted well in advance of travel plans.

Before a travel permit can be issued, the team **MUST** have an approved OMHA Roster. Refer to the Roster Application for more details.

The actual form in PDF format is available from the MOHA web site. It can be filled out on your computer, however because the form must contain team and MOHA signatures, the form must be printed and delivered (or faxed) to the MOHA office for processing and submission to the OMHA. The \$20 fee for outside of the OMHA is paid for by MOHA.



Ontario Minor Hockey Association  
25 Brodie Drive, Unit 3, Richmond Hill, Ontario, L4B 3K7  
Tel: 905-780-OMHA (6642) Fax: 905-780-0344  
Go to the net at: [www.omha.net](http://www.omha.net) · E-mail: [omha@omha.net](mailto:omha@omha.net)

### TRAVEL PERMIT

TODAY'S DATE: \_\_\_\_\_

Please check the appropriate boxes:

Tournament

Exhibition Game

BRANCH HOST	
OMHA	
OTHL	
ALLIANCE	
USA*	
NOHA	
OOHA*	
OTHER*	
TOUR	

DIVISION ENTERED	
TYRE	
NOVICE	
MINOR ATOM	
ATOM	
MINOR PEEWEE	
PEEWEE	
MINOR BANTAM	
BANTAM	
MINOR MIDGET	
MIDGET	
JUVENILE	

CATEGORY ENTERED	
AAA	
AA	
A	
A/E	
BB	
B	
CC	
C	
DD	
D	
E	
HOUSE LEAGUE	
LOCAL LEAGUE	
ROSTER SELECT	
SELECT LEAGUE	

\* All tournament games outside the OMHA requires a \$20.00 fee \*

\* All exhibition games outside the OHF require a \$10.00 per/max. \$300.00 per association fee

**Exhibition games:**

- To play any exhibition game within the OHF Branch an OMHA team must obtain permission from their OMHA Regional Executive Member.
- To play any exhibition game outside OHF Branch, permission from OMHA Executive Director must be obtained as well as notification to the OMHA Regional Executive Member. (Exception border town: example Windsor and Detroit, Fort Erie and Buffalo, will be bound by paragraph 1 - above)

Name of Centre (requesting permission): \_\_\_\_\_

Opposing Centre: \_\_\_\_\_

Where held: \_\_\_\_\_ Date (s): \_\_\_\_\_ Time: \_\_\_\_\_

Team Official: \_\_\_\_\_

Signature

Print Name

Association Contact: \_\_\_\_\_

Signature

Print Name

Fax

Note: Please refer to the OMHA Manual of Operations for the following Regulations:  
Playdowns - Regulation 13.3; 13.3.1  
Tournaments - Regulation 13

For  
OMHA  
Approval

Visit us on the web at  
[www.omha.net](http://www.omha.net)  
for tournament information

Member of:



OMHA-TSP-2019-01-14



# Appendix IV: AP Player Request Form



**Ontario Minor Hockey Association**  
 25 Brodie Drive, Unit 3, Richmond Hill, Ontario L4B 3K7  
 Tel: 905-780-OMHA (6642) Fax: 905-780-0344  
 Go to the net at : www.omha.net · Email: omha@omha.net

## OFFER OF AFFILIATION

We, the undersigned, provide this "offer of affiliation" for the designated player to register as an affiliated player with the designated team for the 2012-2013 season. This form, when signed by the player and parent/guardian, will confirm the player's commitment to accepting a position as an affiliated player on the team indicated below. This form, when signed by the Coach of the player's registered team will confirm the Coach's agreement to the player accepting a position as an affiliated player on the team indicated below. The team affiliation will be created by the Association and approved by the OMHA Regional Executive Member electronically.

Association/Division/Team:	
Coach of team offering affiliation:	
_____	_____
<small>Print Name</small>	<small>Signature</small>
OMHA Contact or Delegate:	
_____	_____
<small>Print Name</small>	<small>Signature</small>

Date Offered: \_\_\_\_ day of \_\_\_\_\_ 20\_\_

We, the undersigned, confirm our acceptance and/or acknowledge the offer of affiliate with the above team.

Player:	
_____	_____
<small>Print Name</small>	<small>Signature</small>
_____	
<small>Address</small>	
Parent/Guardian:	
_____	_____
<small>Print Name</small>	<small>Signature</small>
Coach of Player's Registered Team:	
_____	_____
<small>Print Name</small>	<small>Signature</small>

Date Accepted at \_\_\_\_\_, Ontario, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

**This form is to be used by all Associations and a copy must be kept on file by the Association.**  
**NOTE: Current OMHA, OHF & HC Affiliation Regulations apply.**

PRIVACY STATEMENT: The information requested on this form is required by the Ontario Minor Hockey Association (OMHA) and the Ontario Hockey Federation (OHF), and their respective executives, employees, team officials, game officials and volunteers, for registration purposes and to administer the rules and regulations of the OMHA, and to provide notification of any upcoming events or other activities. In order to do so, the OMHA, its Member Associations, OHF and Hockey Canada may, if required request proof of a player's identity, address and date of birth.

Member of:



OMHA-REG-162510-01-V2



# Appendix VI: Hockey Canada Injury Report

This form is to be completed in the event of an injury that require outside medical assistance.

 <b>OMHA</b> <small>See reverse for mailing address</small>	 <b>HOCKEY CANADA INJURY REPORT</b>																																								
<b>CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE:</b> ____/____/____																																									
<b>INJURED PARTICIPANT:</b> <input type="checkbox"/> Player <input type="checkbox"/> Team Official <input type="checkbox"/> Game Official <input type="checkbox"/> Spectator																																									
Name: _____ Birthdate: ____/____/____ Sex: (M) (F)																																									
Address: _____ City/ Town _____																																									
Province: _____ Postal Code: _____ Phone: (____) _____																																									
Parent/Guardian: _____																																									
<b>DIVISION:</b> <input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> PeeWee <input type="checkbox"/> Bantam <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile	<b>CATEGORY:</b> <input type="checkbox"/> AAA <input type="checkbox"/> AA <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> BB <input type="checkbox"/> C <input type="checkbox"/> CC <input type="checkbox"/> D <input type="checkbox"/> DD <input type="checkbox"/> E <input type="checkbox"/> House <input type="checkbox"/> Major Junior <input type="checkbox"/> Minor Junior <input type="checkbox"/> Senior <input type="checkbox"/> Adult Rec. <input type="checkbox"/> Other																																								
<b>BODY PART INJURED: * visit the Hockey Canada web-site for an optional questionnaire *</b>																																									
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b>Head</b></td> <td style="border: none;"><b>Back</b></td> <td style="border: none;"><b>Trunk</b></td> <td style="border: none;"><b>Arm</b></td> <td style="border: none;"><input type="checkbox"/> Left</td> <td style="border: none;"><input type="checkbox"/> Right</td> <td style="border: none;"><b>Pelvis</b></td> <td style="border: none;"><b>Leg</b></td> <td style="border: none;"><input type="checkbox"/> Left</td> <td style="border: none;"><input type="checkbox"/> Right</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Eye Area</td> <td style="border: none;"><input type="checkbox"/> Face</td> <td style="border: none;"><input type="checkbox"/> Neck</td> <td style="border: none;"><input type="checkbox"/> Ribs</td> <td style="border: none;"><input type="checkbox"/> Shoulder</td> <td style="border: none;"><input type="checkbox"/> Hand/Finger</td> <td style="border: none;"><input type="checkbox"/> Hip</td> <td style="border: none;"><input type="checkbox"/> Thigh</td> <td style="border: none;"><input type="checkbox"/> Foot</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Throat</td> <td style="border: none;"><input type="checkbox"/> Dental</td> <td style="border: none;"><input type="checkbox"/> Upper</td> <td style="border: none;"><input type="checkbox"/> Chest</td> <td style="border: none;"><input type="checkbox"/> Upperarm</td> <td style="border: none;"><input type="checkbox"/> Forearm/Wrist</td> <td style="border: none;"><input type="checkbox"/> Groin</td> <td style="border: none;"><input type="checkbox"/> Knee</td> <td style="border: none;"><input type="checkbox"/> Toe</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Skull</td> <td style="border: none;"><input type="checkbox"/> Lower</td> <td style="border: none;"><input type="checkbox"/> Abdomen</td> <td style="border: none;"><input type="checkbox"/> Elbow</td> <td style="border: none;"><input type="checkbox"/> Collarbone</td> <td style="border: none;"><input type="checkbox"/> Other</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Shin</td> <td style="border: none;"><input type="checkbox"/> Other</td> <td style="border: none;"></td> </tr> </table>		<b>Head</b>	<b>Back</b>	<b>Trunk</b>	<b>Arm</b>	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<b>Pelvis</b>	<b>Leg</b>	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<input type="checkbox"/> Eye Area	<input type="checkbox"/> Face	<input type="checkbox"/> Neck	<input type="checkbox"/> Ribs	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Hip	<input type="checkbox"/> Thigh	<input type="checkbox"/> Foot		<input type="checkbox"/> Throat	<input type="checkbox"/> Dental	<input type="checkbox"/> Upper	<input type="checkbox"/> Chest	<input type="checkbox"/> Upperarm	<input type="checkbox"/> Forearm/Wrist	<input type="checkbox"/> Groin	<input type="checkbox"/> Knee	<input type="checkbox"/> Toe		<input type="checkbox"/> Skull	<input type="checkbox"/> Lower	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Elbow	<input type="checkbox"/> Collarbone	<input type="checkbox"/> Other		<input type="checkbox"/> Shin	<input type="checkbox"/> Other	
<b>Head</b>	<b>Back</b>	<b>Trunk</b>	<b>Arm</b>	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<b>Pelvis</b>	<b>Leg</b>	<input type="checkbox"/> Left	<input type="checkbox"/> Right																																
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<b>NATURE OF CONDITION:</b> <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury																																									
<b>ON-SITE CARE:</b> <input type="checkbox"/> On-Site Care Only <input type="checkbox"/> Refused Care <input type="checkbox"/> Sent to Hospital, by: <input type="checkbox"/> Ambulance <input type="checkbox"/> Car																																									
<b>INJURY CONDITIONS: Name of arena/ location:</b> _____																																									
<input type="checkbox"/> <b>Exhibition/Regular Season</b> <input type="checkbox"/> <b>Playoffs/Tournament</b> <input type="checkbox"/> <b>Practice</b> <input type="checkbox"/> <b>Try-outs</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/> Warm-up <input type="checkbox"/> Period #1 <input type="checkbox"/> Period #2: <input type="checkbox"/> Period #3 <input type="checkbox"/> Overtime # _____ <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Other Sport <input type="checkbox"/> Other: _____																																									
<b>Was the injured player in the correct league and level for their age group?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Was this a sanctioned Hockey Canada hockey activity?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																																									
<b>CAUSE OF INJURY:</b> <input type="checkbox"/> Hit by Puck <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision on Open Ice <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked From Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fight <input type="checkbox"/> Blindsiding																																									
<b>LOCATION:</b> <input type="checkbox"/> Defensive Zone <input type="checkbox"/> Offensive Zone <input type="checkbox"/> Neutral Zone <input type="checkbox"/> Behind the Net <input type="checkbox"/> 3 ft. from boards <input type="checkbox"/> Spectator Area <input type="checkbox"/> Parking Lot <input type="checkbox"/> Dressing Room <input type="checkbox"/> Bench <input type="checkbox"/> Other: _____																																									
<b>WEARING WHEN INJURED:</b> <input type="checkbox"/> Full Face Mask <input type="checkbox"/> Intra-Oral Mouth Guard <input type="checkbox"/> Half Face Shield/Visor <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Short Gloves <input type="checkbox"/> Long Gloves	<b>ADDITIONAL INFORMATION:</b> Has the player sustained this injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" how long ago _____ Was a penalty called as result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks																																								
<b>DESCRIBE HOW ACCIDENT HAPPENED: (Attach page if necessary)</b>	I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photostatic/electronic copy of this authorization shall be considered as effective and valid as the original.  Signed: _____ Date: _____ (Parent/Guardian if under 18 years of age)																																								
<b>TEAM INFORMATION: (To be completed by a Team Official)</b> Association: _____ Team Name: _____ Team Official (Print): _____ Team Official Position: _____ Signature: _____ Date: _____																																									
<b>HEALTH INSURANCE INFORMATION:</b> <b>THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED</b> Occupation: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-Time Student Employer (If minor, list parent's employer): _____ 1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No    Province: _____ 2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.) 3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATION OF BENEFITS) Make Claim Payable To: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____	<b>Branch APPROVAL</b>																																								