

SMHA Houseleague Manager's Manual

Introduction:

This Manager's Manual is intended to assist Teams by supplying them with a reference guide on NOHA by-laws, Regulations, and Policies. It should be useful to both the "experienced" Manager and the "new kid on the block"

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

The SMHA is made up of 15 Directors of the board. There are 5 executive members and 2 office employees. Each division and category has a convenor. These individuals are very knowledgeable and a good source of information. If you have any questions regarding residence rules, releases, affiliation, etc., please contact them.

www.sudburyminorhockey.ca is a useful site when trying to locate contacts and other information. All forms referred to in this manual are available on the NOHA website www.noha.on.ca under NOHA forms.

Items to ensure parents and players are aware of and can be found on the SMHA website:

- SMHA Code of Conduct
- SMHA Team Guidelines
- NOHA Social Media Policy
- SMHA Privacy Policy

Mouth Guards

Refer to NOHA regulation R.1.27

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

Please note that not all governing bodies have this rule. There may be times when opposing teams do not wear a mouth guard when you play them. This is up to the officials to police. You **MUST ALWAYS** wear a mouth guard, no matter where you are playing.

Specifications: Be of any colour, not be clear or translucent in colour, be of one-piece (1) construction; be easily sized by the participant or the participant's parents; be of an even thickness from the front to the back of the device; engage the biting surface of all of the teeth of the upper jaw and the lower jaw; maintain alignment of the upper and lower jaw in 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.

SMHA and NOHA constitutions

The SMHA constitution is posted to our website www.sudburymhahockey.ca You will also find the SMHA Code of Conduct there as well.

The NOHA constitution is posted to their website www.noha.on.ca and can also be requested in print form from the NOHA for a fee.

Insurance and Injury Reporting

Teams should be familiar with the HC Insurance Program and the forms required for reporting an accident or player injury. Hockey Canada has produced an information guide outlining their Risk Management, National Insurance Programs, and Harassment & Abuse Guidelines called "Safety Requires Teamwork/Fair Play Means Safety For All". Everyone should be familiar with this guide. It is available on the NOHA website under "Safety and Risk Management".

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

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

The box entitled "Health Insurance Information" must be completed in full and **all** questions answered or the form will be returned. Please note that the majority of players registered with the NOHA are of minor age and therefore, full-time students. This would make the players the responsibility of their parents and their health care coverage. It should also be noted that Hockey Canada will reimburse claimants for the cost of an ambulance ride and the completion of the Injury Report Form. You must submit a completed Injury Report Form along with the original of the receipt to the NOHA for reimbursement.

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

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

CERTIFICATES OF INSURANCE

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

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

TEAM PLANNING

A successful season begins with planning and preparation. This preparation starts as soon as you are assigned a team. As well as reading SMHA Code of Conduct, Team Guidelines and Constitution, you should be preparing a tentative plan that includes the following:

- League participation
- Tournament participation
- Practice times
- Fundraising
- League play-offs
- Equipment purchases (if necessary)
- Major and/or minor sponsors
- Bank account and signing authorities
- Budget
- Player and parent commitment to the team
- Parent obligation to work fundraising activities
- Team philosophy (# of players; shortening bench; discipline)

As a team, you should become familiar with special League/Association rules governing re-scheduling of games, weather cancellations, League contacts, reporting of game results, play-offs, affiliations, tournaments (out of town) and local tournament commitments. You should contact the SMHA as soon as possible to ascertain the availability of sweaters and other equipment or to outline your requirements for the season.

PARENT MEETING

A parent meeting should be held as soon as possible after your team has been determined. It is recommended that a member of the SMHA Executive or Convenor be present at the meeting to answer any questions or concerns. You may also wish to invite the local Referee-in-Chief to explain any rule changes for the season. An agenda should be given to all attending the meeting and minutes taken. The parent meeting should “spell out” all items listed under “Team Planning”.

FUNDRAISING

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

PLAYER INFORMATION

A team binder should be kept with the following information:

- Birth certificate (photocopy)
- Medical history (example included in HTCP Trainer package)
- HC approved roster

This binder should be available at all times. The medical information will be required by the attending Physician should the player need medical attention at a hospital. The information on the medical form will also assist in the completion of the "Injury Report Form". *Remember, parents are not always in attendance at all practices or games or may not have the medical information on hand required for an emergency trip to the hospital.*

BUDGET

A proposed budget should be prepared and distributed at the parent meeting. SMHA requires a proposed budget be submitted to the Association and all parents prior to October 31 of the season. SMHA also requires that you submit a financial statement to the Association and all parents by January 15 (cut off date of December 31) and at season's end (prior to the Annual General Meeting (AGM)) If you intend to use lotteries and 50/50 draws as fundraising activities, parents should also be given a monthly financial statement. Each team should be aware of who is responsible for expenses such as tournament permits, equipment (repairs/purchase), tournament entry fees, etc.

TRAVEL PLANS

Your travel plans should include all exhibition and League games, as well as tournaments you have or will be entering. The SMHA and all leagues should be advised of your tournament plans. Don't forget to request a tournament permit from the NOHA office well in advance of the tournament. When applying for tournaments, you can find the tournament permit request form on the NOHA website and it must be completed and submitted to SMHA for uploading to the NOHA for approval. Permits arriving in the office within two (2) weeks of the tournament will be charged a \$50.00 late fee. If travelling out of province (USA or overseas), teams should be looking into additional insurance coverage such as Blue Cross. All approved Houseleague permits will be forwarded to SMHA and you will be notified of approval.

EXHIBITION GAMES

All teams competing in Exhibition games must first obtain approval from their NOHA Council Director a minimum of 48 hours in advance of the scheduled game time (R.1.19). The Council Director will require the following information: teams playing; location of game; date of game. If both teams belong to the same District, they must both advise their NOHA Council Director. The team requesting the game will also need to contact the Referee-in-Chief or his designate to arrange for officials. If the above is not followed, **participants carry no HC insurance during these games.**

If you have any players under suspension, exhibition games will count towards their suspensions **only if the exhibition games were scheduled and approved by the NOHA Council Director before the suspension was received. (See NOHA Regulation 8)**

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

There are two forms for approval to participate in exhibition games, one within the NOHA and one outside of the NOHA. The forms are available on the NOHA website under “NOHA Forms”.

OFFICIAL GAME REPORT (SCORE SHEETS/GAME SHEETS)

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

Each team should contact the SMHA office to arrange for disbursement of game sheets for your team for the season. Please be aware as to who’s responsibility it is to forward the results of each game and at your first league meeting you will be provided with what the process is for the league you play in. As per R.8.5 of the NOHA Constitution, please note that each team is responsible for monitoring and recording any suspensions received. Managers/Coaches are also responsible for obtaining a copy of the game sheet and checking for suspensions received during the game.

TOURNAMENTS

Teams must apply for tournament permits with SMHA. Teams must also have a Tournament Permit to participate in tournaments being hosted by their Home Association. Requests should arrive on the NOHA Tournament Permit Portal a minimum of two (2) weeks prior to the tournament. If not received within the 2 week time frame, there will be a \$50.00 late fee. Once the permit is applied for online and the team roster is approved on the Hockey Canada Registry, the “Team Tournament Permission” will be available at the SMHA office. The office manager (Kim) will email it to you once approved. There are no charges for Tournament permits except the late fees.

Please note: teams can submit their Team Tournament Permit Requests to the SMHA office to be uploaded on the Tournament Portal as early as they like. At the beginning of the season the NOHA office approves teams based on who is going to a tournament first. By sending in the request early, the NOHA office is then aware and will make sure the team roster is approved for the tournament.

House league teams are not permitted to attend more than two (2) tournaments greater than 100km from the SMHA office located at 1127 Bancroft Drive.

When attending tournaments, teams should expect to arrive at the arena a minimum of one hour before their first scheduled game time in order to register and ensure everything is in order. If they do not already have them, they should also be given the rules and regulations of the tournament.

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

R.11.14. No Rep Team will be allowed to play in a House League Tournament.

R.13.22. No Rep Team will be allowed to play in a House League Tournament

PLAYER REGISTRATION

All players and team officials must be registered on the HCR roster before any player participates in their first league game or by November 15th of each year (refer to R.11.2). If a team wishes to participate in a tournament prior to November 15th, then the HCR roster must be approved to obtain tournament permit.

It is the team’s responsibility to ensure that all players, coaches, trainers and managers are properly registered on the HCR. The SMHA office manager (Kim) should give a copy of the team HCR roster to the Team Manager for review to ensure that all members have been properly registered. Players will not be approved on a team until their transfer on the HCR is properly completed and all applicable documentation has been attached to the transfer request. Documentation may include a Minor Hockey

Player Tryout Permission and Release form or the Minor Hockey Player Transfer form (with supporting documentation).

The final date for signing players (Rep and House League) is February 10th of each season as long as they were unsigned (registered) by midnight on January 10th.

All teams should make note of the following Regulations:

R.4.12 - "It is the team manager's responsibility to work with the SMHA office to check age proofs before they are submitted to the NOHA Executive Director. Players over-age, accidentally or otherwise, or proof of age bearing evidence of alteration, may result in disqualification of the team concerned."

R.4.15 - "Any management or player found guilty of allowing false information to appear on a player's record in the HCR shall be suspended for a minimum of two years."

R.4.25 - "Any Team Staff or Association Board Member who allows a player who is not listed on the approved HCR roster or has not received NOHA authorization to take part in a game shall be reported to the President by the referee in charge and may be suspended for a period of up to one year."

R.4.28 - "All managers, coaches, and trainers shall be subject to the discipline, supervision and control of the NOHA Board of Directors and must be listed on the approved HCR roster permitting them to be on the players' bench during games."

RESIDENCE

Please refer to Regulation Number Five of the NOHA Constitution.

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

If a player wishes to register for the SMHA and it is outside of his residence, then he must first complete an **NOHA Player Tryout Permission and Release Form**, obtain the appropriate signatures, and present this to the Association upon registration. If his/her home association denies the release request, the player is not eligible to register with SMHA.

Any player who moves with his family must submit a Minor Hockey Player Transfer form with the supporting documentation listed to the SMHA office. This transfer must be approved by both Associations and the NOHA on the HCR before this player is eligible to participate.

If a player moves within his home association, he may submit the Minor Hockey Player Transfer form only (no supporting documentation required) to the SMHA.

These forms are available on the NOHA website – www.noha.on.ca – under "NOHA Forms".

TAMPERING

Teams cannot send invitations to individual players who are not "Association Property" to come to evaluations. Even though it states that players must have an NOHA Player Tryout Permission and Release Form from their present Club/Association – it is still tampering if you send invitations.

You cannot communicate to any player to come out to your "skate" or come and register with your association. That constitutes tampering.

RELEASES

Please refer to Regulation Number Six of the NOHA Constitution.

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

The NOHA Player Tryout Permission and Release Form must be attached to a players' record when requesting the player's transfer on the HCR. The lack of this document will delay the approval process. Please note it was passed at the NOHA AGM in May, 2001, that House League teams will follow the same rules as the "Rep" teams. Therefore, a player wishing to play for a House League team outside of his residence will require a release from his home Association.

Once a player is registered on a roster and then released, the release must be approved by the Association and approved by the NOHA on the HCR. Team management do not have signing authority for the release of players.

The final date for releasing players (Rep and House League) is January 10th.

For further information, please refer to the NOHA Constitution or contact your SMHA convenor or

AFFILIATION

Please refer to Regulation Number Seven in the NOHA Constitution.

Affiliation is an important part of SMHA. A Club Affiliation system allows players to move between more than one team. When using the affiliation process you must have in your possession, a copy of the SMHA affiliation declaration that will be emailed to you at the start of the season. You must also print the player affiliation record from the NOHA website to have signed by the officials. You must also record the player on your score sheet with "AP" indicating he/she is an affiliated player and it must match what you declare on the player affiliation record for the official's signature.

You may only call up from a level and category below you. For clarification on what age category and division you may use for affiliation, visit the NOHA website and look for the affiliation chart under NOHA forms.

Your first line of communication is from Manager to Manager. A Manager should never approach a player or parent to "come up and play" without first discussing it with the Manager of the team of the player you want. It should also be noted that a players' current team schedule should take precedence over the affiliated team's schedule.

New in 2013-2014

R.7.5. A player of a team of a lower division and the same or lower category of the same club, or of an affiliated team, or a specially affiliated player, may play for a team or teams of higher divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. The player cannot play an eleventh game (11) until the player's registered team completes its regular season and playoffs. Exhibition and/or tournament games, which are not part of regular league games or playoff games, are excluded from the number of games.

NOTE: Teams using affiliated players are not responsible for the information on the affiliated players' HCR record if the player has been approved electronically on the HCR. If for any reason a player is found to be ineligible after being registered and approved by the NOHA, the team the player is registered with will be held responsible. If a team uses this player as an affiliate player, this team cannot be held responsible and points cannot be taken away from them for using this player while he was on an approved HCR roster.

The only type of affiliation available to teams within SMHA is Club Affiliation. No affiliation is in place until you receive the approved affiliation declaration from the SMHA office.

SUSPENSIONS

Please refer to Regulation Number Eight of the NOHA Constitution.

It is the responsibility of each team (Manager or Coach) to record and monitor any suspensions given to players or team personnel and to “sit out” the individual(s) as per the OHF Minimum Suspension List. If a player or team personnel receives an additional suspension, these games will be served once formal notification has been received by the team from the participating league or the NOHA. Please Read Regulation 8.16 regarding the carry-over of suspensions from one season to another.

TEAM OFFICIALS REGISTRATION

Team Officials registration occurs on the Hockey Canada Registry by SMHA Office Manager (Kim Ryan). Approval will be based on proper certification for the position registered to. Each team must have a certified Coach and certified Trainer. Coaches, Trainers, and Managers involved with two teams or more must be registered on **both** teams. No coach, Assistant Coach, Manager or Trainer will be uploaded to the HCR for approval until an application is submitted to SMHA and approved by the Board of Directors. Any additional staff applications must be **submitted** to the SMHA for approval by the **Head Coach or Manager.**

Manager: The team Manager is an administrative function, which may include scheduling practices, budgeting and completing the player’s registrations, among other duties. As the position is an administrative one, the Manager should not be on the ice. A team may have a maximum of two Managers, both of whom require Speak Out or the Respect in Sport (Activity Leader). Managers can assist the Coach on the bench (open the doors) or on the ice (if necessary) to help with jobs such as placing pylons. They **cannot** give direction or coach as they are not certified for this.

Trainer: The Trainer is responsible for the safety and well-being of the players. Some of the Trainer’s duties include implementing a Risk Management program for the team, maintaining the players’ medical information and dealing with injuries. The Trainer should only be on the ice to treat an injury. A Trainer must have a valid Hockey Trainers Certification card and Speak Out or Respect in Sport (Activity Leader). Teams may have a maximum of two (2) Trainers.

Coach and Assistant Coach: The role of the Coach and Assistant Coach is to lead the team, both in games and in practice. The Coach and Assistant Coach provide instruction to the players on and off the ice. All Coaches must have either Initiation or Coach Level or Development 1 certification depending on the age group they are coaching, as well as Speak Out or Respect in Sport (Activity Leader). Atom coaches must have at least one coach that holds a checking certification. Every coach or assistant coach at all other age groups from Peewee to Midget must have the Checking certification. Persons registered as a Goalie Coach require the same certification as Coaches & Assistant Coaches.

Please see certification requirements for each division on the NOHA website under forms.

HOUSE LEAGUE TEAMS

Please refer to Regulation Number Eleven of the NOHA Constitution.

It is important to note that players may not register on two (2) teams. That is to say, they cannot register on a Novice team in SMHA and another Novice team in Copper Cliff. This is known as “double-carding”.

Teams/Associations should note they have no HC insurance coverage if players or team officials are not registered.