

Manager Manual



Welcome!

Congratulations on becoming a team Manager! This manual was put together by the NCMHA Board of Directors in hopes of making your experience easier. In this manual you will find information with respect to creating a cohesive team environment, player safety, managing your team budget, scheduling, and organizing your team. If you have any issues or additions to the manual, please contact your division Convenor with your input and we will adjust it accordingly.

For the purpose of this Manual when using the term “Parent” we mean any person or persons who hold parental responsibility, and with whom the child normally resides, such as: parent, guardian, carer, keeper, trustee, etc.

Special Note:

As per Hockey Canada (HC) and Northeastern Hockey League (NEHL) rules if there is a jersey colour conflict it is the Home Team that changes their jerseys. A tournament may have different rules therefore please read their Tournament Information and Rules to determine what to do should a jersey conflict occur.

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Creating your Blast Hockey Family

1.1 – Team Creation

After team selection, you should have a platform in which you can easily communicate with your team, your team to you, and the team to each other. A platform in which you can list all games, practices, player and coach availability for games and practices, etc.

It is up to each team's coaching staff/manager to decide what platform to use and to update it accordingly and ensure the team utilize it so coaches can plan their games and practices ahead of time. One such platform is TeamSnap. However, it is the Manager's/Coaching Staff's decision. The fee for the platform must be included in the Team Budget and paid for by the team.

If using a platform such as TeamSnap review the team list and see who has accepted their invitations and who is still waiting to accept it. Keep an eye on your list and send out "invite to <platform name> emails" for people who have not accepted after a few days.

- Create and send everyone an email through your platform to welcome them to the team.
- As you receive information about the team – ice schedules, events, and communication – you will add all these events to the team schedule through the platform you have chosen.
- To review Coaching Roles: <https://www.noha-hockey.ca/development>

All coaches & players also need to complete the Gender Identity and Expression – your division Convenor will contact you for this to be completed. <http://ohfhnoheo.com>

The NCMHA Registrar will send you your team approved roster from the NOHA once it is available. The NCMHA submits your team information on the team's behalf at the beginning of the season.

1.2 – Parent Meeting

Your first parent meeting will need to be scheduled within the first week of team creation. Review your ice schedule with your coaching staff and division Convenor to set the parent meeting. During this parent meeting, the parents will be meeting with you, the Head Coach, and Division Convenor or Board of Directors representative. Typically, the Head Coach is in attendance at the first parent meeting while the other coaches are on the ice with the team. It is suggested to make it mandatory that one (1) parent attend this meeting – this meeting is where team financial decisions will be made (team fees, tournament attendance, swag purchase, etc.)

Things to do before the first meeting:

- Develop first parent meeting agenda ([Appendix 1](#))
- Prepare a sponsorship request letter (for parents to request for team sponsorship) ([Appendix 3](#))
- Send the following links to parents to complete and submit:
 - Safety Requires Teamwork - [Hockey Canada Policy](#)
 - [Fair Play Code](#) – found in Safety Requires Teamwork document
 - [Player Medical Information Form](#) (to be completed by parents and submitted directly to the Team Trainer only) prior to the first game
 - Parents Code of Conduct to be signed at team meeting ([Appendix 2](#))
 - Link to [Respect in Sport](#) for at least one parent to complete
 - This is required by the NOHA in order for the player to be approved on the team roster. If one parent has already completed the Respect in Sport course, it does not need to be redone - this is a one-time training. If they have not completed it, they must complete it prior to the first game. This course is at the parent's expense.
 - [Fair Play Code for Players](#) (coaching team/parents review with players) – found in Safety Requires Teamwork document
 - [Fair Play Code for Parents and Spectators](#) (to be reviewed and discussed at Parent Meeting) – found in Safety Requires Teamwork document
 - [NCMHA Code of Conduct](#) (parents to review)

- [NOHA Code of Conduct](#) for Parents and Coaching Team
- [Fair Play Code for Coaching Team](#) (reviewed by Coaching Team and discussed at Parent Meeting)

1.3 – Vision, Philosophy & Fair Play

Team Vision

To lead, develop, and promote a positive hockey experience for all players and their families.

To create a learning environment built on a foundation of respect, integrity, and inclusion.

To foster a love for the great game of hockey while creating lasting memories and life-long friendships.

To maximize the individual skills development of every player that will enable these players to play and develop in hockey for years to come.

To emphasize that hockey is a team game, and that team achievements far outweigh the individual accomplishments.

To recognize the success of winning while downplaying the significance of losing.

To teach the importance of goal setting that allows for personal development.

Association Vision

Puts the kids first.

Ensures a positive and rewarding experience for the participants.

Ensures there is a structured development program for Players and Coaches.

Provides an avenue for parents and participants to give input to allow for continued improvement.

Example of a Coaching Philosophy

(Your Coach will have their own philosophy)

- Our expectations for the players are simple – give 100% and be ready to listen and learn at all times.
- Communication between coaches is extremely important to ensure we are conveying the same message to the players. Please DO NOT coach your child at home or from the stands. The coaching staff will discuss every player individually and determine what skill sets require attention.
- Our practice plans will be geared to skills development and team concepts. Players will be motivated to achieve their full potential.
- Our overall philosophy is that players need to play to develop.
- Player positioning may change as the year develops and in strategic situations. These decisions are at the sole discretion of the coaching staff.
- Power play and penalty kills will also be at the sole discretion of the coaches with this being house league and coaching based on Fair Play.
- Sitting a player may happen during the season for lack of effort or attitude and disrespect to coaching and fellow players. The coaching team will discuss any concerns with you after a game. Never approach the bench while a game is being played.
- We must remember that hockey is a sport and the number one priority for the student athlete is their schoolwork. If players are falling behind or doing poorly academically, it may be necessary to miss practices or games. We ask that you notify us and update attendance on the team's platform. Education is the key to their future success!

1.4 - Conduct, Attitude, and Discipline

To have a successful team, players need to work together and be willing to do what is asked of them and to do it with a positive attitude. Examples include:

Players being moved to different positions that are not necessarily their first choice.

Not complaining about playing time during the game.

Foul language, physically or verbally aggressive behavior, bullying or any other inappropriate behavior will not be tolerated from any player under any circumstances.

Drugs, alcohol or smoking will not be tolerated. If players are found with any of these items in their possession, they will be suspended from the Team and their parents will be notified.

1.5 – Complaint Resolution Process

There is a **MANDATORY** process in place called the “**24-Hour Rule**” that is commonplace in all sports at various levels. The 24-Hour Rule is highly effective in maintaining a respectful and successful level of communication among parents and coaches, which in turn ensures that adult exchanges are positive in the eyes of the players. This cannot be understated or underestimated.

If at any time you see something that makes you angry or upset, the 24-Hour Rule stipulates that you take one full day as a cool down period to determine if you are truly bothered by the situation, or if you are simply reacting to emotion. We ask that you go home, think about the situation from a variety of perspectives, write down your thoughts, and after a minimum of 24-hours, you may contact the Manager, either in person, by telephone or by email to explain the nature of your concern. **Please DO NOT approach or contact before 24 hours and please DO NOT discuss your concerns with others OR get others involved.** The Manager will approach the coaches to arrange for a meeting if necessary. **The coaches will NOT discuss any issues or complaints on an individual basis. They will deal with all issues collectively as a coaching staff.**

Issues or concerns not resolved by the coaching staff are to be communicated to the Convenor by the coaching staff or parent. The Convenor will listen to the concerns of the parent and coaching staff and then notify the Board of the issue. The Board will then determine the best actions to be taken to resolve the matter.

Lines of Communication

- Parent to Manager. If serious the issue/concern must be submitted in writing. Depending on the type of issue/concern it is typically resolved between parent and Manager
- Manager to Head Coach.
- Manager/Head Coach to Division Convenor.
- Convenor to Board.
- NCMHA President to NOHA District contact.

Safety

2.0 – Criminal Record Check

All team staff (Coaches, Trainer) must have a completed Criminal Record Check with Vulnerable Sector Check (CRC VSS). Criminal Record Checks are to be submitted to the division Convenor. See [NCMHA Constitution](#) for full details.

Managers are not required to have a CRC VSS as they are not required to be one-on-one with any player. If the Manager's position, for a valid reason, will require they be one-on-one with a player then you must first request a letter from the Board sighting the reason you will be required to be alone with a player. Once you have this letter you would present it when having your CRC VSS completed.

Without a CRC VSS a Manager is not permitted to be in the change room, or to provide one-on-one care of a player during any game or practice.

Objective:

To provide the opportunity to be part of an NCMHA member in good standing.

Accountabilities:

To submit the proper documentation for your position as an NCMHA member.

Process:

All Team-staff must submit the following documentation by Oct. 15 of each year:

- Submit a Criminal Record Check every 3 years.
- Submit a Criminal Offence Declaration every year to ensure that your record is in good standings throughout the 3 years. [Declaration](#)
- Copies of all documentation are to be submitted in a sealed envelope directly to your Division Convenor. Original documents will be returned.

Any NCMHA member that does not submit these documents by Oct. 15 will be suspended immediately until such time as the documents are received and reviewed by the Association.

In the event that a coach cannot or will not sign a “Criminal Offence Declaration” the NCMHA will invalidate the individual’s previous Criminal Record Check and any previous Criminal Offence Declarations.

The individual will have to submit a new Criminal Record Check at his or her expense.

[Declaration](#) to be signed off annually by all team staff and placed in their confidential coaching file which is stored in a locked cabinet.

Have team staff complete **The Criminal Reference Check** Request Form ([Appendix 5](#)) and signed by NCMHA President to bring to the Greater Sudbury Police Services to submit with request for Criminal Reference Check with Vulnerable Screening.

2.1 – Insurance and Sanctioned Events

The following events/fundraisers are covered under the Hockey Canada Insurance Program. Low risk events, such as the following, **must be approved by the NCMHA Board of Directors:**

- Practices, exhibition games and regular season games in the City of Greater Sudbury
- Sanctioned tournaments
- NCMHA registered fundraisers: Online 50/50 and Winter Blast Tournament raffle tickets and sales
- Lottery license must be obtained from the Association if fundraiser approved by Board of Directors
- Door-to-door selling, bottle drives, personal fundraising, cookies, candy bars, etc.

The definite “No” list and not covered through NOHA sanctioned insurance:

- Road Blocks
- Non-Hockey Related Activities
- Car Rallies
- Community Festivals
- Other Sport Activities (including in-line hockey & ball hockey)
- Community Parades
- Roadside Clean Up
- Concerts
- Wood-Splitting
- National Hockey League (NHL) Players participating in event
- Blueline Club, canteen, beer tent
- Un-Sanctioned summer hockey – camps, practices, leagues
- Any lease agreement with a clause that transfers the financial burden to the team for facility
- Out of town tournament activities outside of arena properties

2.2 – Dressing Room

There will be NO adults (aside from the team staff) permitted in the dressing rooms at any time from the U11 to U18 divisions. Male with male players only and female with

female players only. Gender diversity and accommodation to be discussed with the Team Manager.

Two (2) Deep Rule - There must be two (2) board approved team staff in the room at all times.

Parents should respect that the locker room is a private area. The dressing room is also a place where valuable information is communicated, and team bonding is formed. In most cases, the dressing rooms are limited in size. The dressing rooms are to be kept tidy before and after each game or practice. There are no cameras or other picture taking devices allowed in the dressing rooms.

2.3 – Rowan’s Law and Concussion Information

Effective September 2019, all NOHA registered players must review and sign off on Rowan’s Law Concussion Safety. This must be completed prior to “first” ice time.

<https://www.noha-hockey.ca/parent-information>

In the event that a player gets hit, or falls and shows any signs of a concussion (loss of consciousness, nausea, vomiting and disorientation) the team Trainer will proceed with the following;

- The player will immediately cease play.
- The player will be taken to the dressing room where the team Trainer will review with the player and the parent the plan for return to play.
- In any situation where the team Trainer feels there may be any signs of concussion, it is recommended the player's parent take the player to be evaluated by a qualified physician.
- [Return to Play](#) — must be a signed document by the physician after the player has met specific targets and tests. Player resumes ice after physician approval only.

It is important to note that at any time in any of the steps, if a player starts to show symptoms due to the concussion, the player will need to go back one step and slow the process down.

We also need to keep in mind that rushing the process will inevitably result in the player being out for a longer period of time or indefinitely.

Any abnormalities can be discussed with the team Trainer however, if the Trainer requests to have a “Return to Play” signed by a physician, this decision will be final and mandatory.

Have parents review Concussion Information Sheet ([Appendix 6](#))

2.4 – Injuries

The Trainer’s role is to attend to any player that has or may have an injury as per their NOHA certification.

Ensure that the Player Medical form and Incident Report (sealed in an envelope with Trainer) are transported with the player if emergency services are required.

It is imperative that the attending physician complete the information needed for the Incident Report. The report would need to outline any restrictions and return to hockey plans to be submitted with the Incident Report within 24 hours of emergency to your Convenor to submit to NOHA.

Due to confidentiality, only your team Trainer has access to the players medical information.

At times, your team may have an alternate Trainer stand in, please ensure they have access to Players Medical information and Trainer Bag.

Process: [Hockey Canada Injury Report](#) must be filled out when:

- A player is removed from play for the remainder of a period or game due to an injury sustained while playing hockey (Example: A player injured in the first period, but who returns to play in the second or third period would have a form filled out for them).
- A player is injured during a practice, whether on or off the ice.
- A player is forced to leave play for an unknown health reason.
- To be completed in full by the team Trainer or another team official.

To be completed and submitted to the NOHA within 24 HOURS by the team Manager or team Trainer.

The player will be provided with the following documentation: [Hockey Canada Injury Report](#) — parent must complete and submit to the Manager to submit to NOHA. (Link Below)

All player/coaching injuries must be reported to your Convenor immediately. Once the player has been through all the steps and practices required for return to play (as per doctor's instructions) they will then need to provide the team Trainer with a [Return to Play](#) form signed by a physician. This will need to be submitted to your Convenor and NOHA.

Financial Information

3.0 – Team Finances

[Guidelines for Budget](#)

[Example of a budget \(xls\)](#)

NCMHA team operating budgets shall be submitted to their Division Convenor for review at the beginning of each hockey season and shall contain the following items:

1. Forecasted expenditures
2. Forecasted revenues
3. Forecasted surplus/deficits.

As per NCMHA Constitution:

All NCMHA team operating budgets shall not exceed a total of \$8,000 per hockey season. This amount shall be reviewed for appropriateness at every Annual Meeting and shall be amended as required. Further expansion of the budget must be submitted to the Board of Directors for approval.

It is recommended to set up a team bank account with another Board approved team staff member. If your banking institution requires a letter from NCMHA, complete a letter of request and send it to the Association President for approval. Best to print this letter and schedule time to meet in person to have it signed. Discuss with the bank what details they require in the letter. When you set up your bank account, request cheques for your team as well. You will need them for tournament payments, team apparel and other team expenses.

Create an organized receipt system of debits and credits. You will need receipts and documentation for all expenses/expenditures.

Send out copies of budget updates to parents on your team throughout the season.

3.1 – Fundraising

All fundraising requests must be submitted to your Convenor with your team budget at onset of season. **NO** fundraising events will take place until you have approved/signed forms from the Board of Directors. Board meetings are monthly to obtain approvals. The form for approval can be found at [Appendix 4](#).

It is suggested to form a fundraising committee to assist and to coordinate the events. The fundraising committee will have the full support of the coaching staff. Please keep the coaching team updated. Participation in fundraising activities is **MANDATORY** for all members of this team, however parents may decide to contribute an equal cash amount.

Money will only be spent where necessary, but at the coaching staff's discretion. If there is a surplus remaining at the end of the season, the remaining will be divided equally and disbursed back to the parent.

3.2 – 50/50

The Board utilizes a secure, online fundraising platform, Rafflebox, for the 50/50 which makes it accessible to everyone including out of town friends and family. You are encouraged to send the Rafflebox link to all parents on your team and to encourage them to further share this link and invite their friends and family to participate.

Family and friends of a player can securely purchase on line 50/50 tickets in support of their player by selecting the player from the list provided. All NCMHA players are uploaded to the list.

3.3 – Jersey Fees

Teams in the U7 division will have jerseys provided by Tim Hortons. These jerseys are distributed by the Equipment Manager. When putting the NCMHA crest on the jersey, the approved apparel supplier must be used. The cost of creasing must be included in your team budget.

Teams in the U9 & U11 divisions will have “Blast” jerseys provided for a fee; this fee will be added to the Registration fee. Managers will be provided with tester sizes and shall make note of each child and their jersey size. The Manager will send this list to the NCMHA Equipment Manager who will make the order and receive the order. Once the jerseys are in, they will be distributed by the NCMHA Equipment Manager.

Teams in the U13, U15, and U18 divisions will be provided with Association jerseys as a season rental only. Teams will be charged a fee of \$40.00 per jersey (home and away). This cost will be added to the Registration fee.

All U13, U15, and U18 jerseys are to be returned at the end of the season. If a jersey is deemed to not be in good condition and/or is in need of replacement, the parent will be charged the full replacement cost of the jersey (approximately \$68.00 plus tax and any shipping/additional costs).

All parents signed off on NCMHA Jersey and Apparel contract during registration. This is only an excerpt of the contact parents signed during the Registration process:

“Parents/Players will be responsible for their own care and return of the jerseys (2) rental to the Team Representative and any costs incurred for damages at the end of the season. It is required that players store their jerseys in a garment bag only after REGULARLY LAUNDERED AND HUNG TO DRY. Please refer to “Jersey Care” protocol as per Nickel Centre Minor Hockey Association. <https://www.ncmha.net/documents/>”

3.4 – Refunds

Any player refund requests must be directed to the NCMHA President.

3.5 – Sponsorship

The team is looking for major sponsors, as well as individual sponsors. Parents are asked to seek any form of sponsorship they can.

A copy of the team’s Sponsorship Request Letter can be provided by the team Manager ([Appendix 3](#)).

3.6 – Team Apparel

The NCMHA has an **EXCLUSIVE VENDOR** for your team apparel. Vendor information can be found on the NCMHA website under [RESOURCES](#) –This link will provide you with information on contacting the Vendor for team orders. **No other Vendor can be utilized and or utilize the NICKEL CENTRE MINOR HOCKEY BLAST LOGO for any production. Teams that use alternate vendors to purchase their team apparel will result in the suspension of their Head Coach.**

Practices, Games and Tournaments

4.0 – Attendance

It is expected that the players will attend all team functions including games, practices and tournaments.

If a player cannot attend, please update your team's platform immediately in order for the Coaching Staff to plan accordingly.

Please advise the Head Coach or Manager of any holiday plans or conflicts as soon as possible.

4.1 – Practice Expectations

Practice time should be valued and considered the most important part of the program.

Players must be at the rink **30 minutes prior to practice time and Games** – Coach will define this time expectation.

Players must be fully dressed and ready **5 minutes before practice time** and **15 minutes prior to Game time**.

Consistent tardiness will be addressed with the parent and player as required.

During practice, players must stop what they are doing **immediately** when the coach blows the whistle.

At times, players not listening or impacting other player's ability to learn may be sent off the ice.

4.2 – Jersey Handling

Players shall **NOT** have jerseys stored in their equipment bags nor are they to be worn for practices. Players **MUST** transport their jersey to and from games in a garment bag.

Washing Instructions

- Wash Jerseys inside out
- Only Jerseys in Machine
- Use colour safe detergent
- Use cold water safe detergent
- Use colour safe stain remover only
- No bleach
- No softeners
- Wash in cold water
- Hang to dry is preferred

Jersey Care Tips

- Only use the dryer on low heat tumble dry
- Do not place soiled/wet Jersey inside garment bag after games
 - The garment bag and clean jersey will have high odours otherwise
- Place used jersey in a separate bag to transport home to wash
- Carry clean jersey and garment bag separate from soiled jersey to transport home
- Place hangers inside garment bag when not in use
- Place clean & dried jerseys on hangers back in garment bag to transport to games

4.3 – Game Information and Expectations

U11 through to U18 play in the North East Hockey League (NEHL).

<https://www.leaguelineup.com/welcome.asp?url=nehminorhockey>

This website is for all NEHL teams to view their scheduled games. If you are using a team platform such as TeamSnap, it is your responsibility to input and update your team's games in this platform in order for your team members to have access to their schedule.

The NMCHA Ice Convenor will send you the practice schedule for you to input in your team platform. Post any changes to your practice/game schedule promptly. Suggest to parents to have their "alerts" on for this platform. There may be times that an urgent message needs to reach parents.

Rescheduling a Game

After you receive your schedule, it is imperative to review all dates promptly. If you need to reschedule, follow the procedure below:

Review the dates on the NEHL website for yourself/opposing team/coaching team availability. This will save time going back and forth via email knowing dates that you both may be available.

Managers must contact the NCMHA Ice Convenor for an alternative block of ice that can be used.

Once blocks are identified contact the opposing team's contact person to confirm a date/time/location. All team contacts can be found on the NEHL website under the "Forms" tab, the contact list file is called "<season year> Contact List"

You will need to send an email to the NEHL Scheduler and the NCMHA Ice Convenor once the date, time and location are all confirmed with the home and away team.

Please do not cc' or send email streams of reschedule game dialogues to the NEHL representative. Only send the actual change; game #, date, time, location.

Update your team platform schedule with these changes once approved by viewing the update on NEHL.

Game Sheets

Each team Manager/Coaching Staff will be provided with an Association iPad programmed with the digital score sheet application, GameSheet. It is the Manager's responsibility to ensure this iPad is fully charged or at the very minimum sufficiently charged to last an entire game. Some Timekeeper stands are not equipped with an electrical outlet therefore do not rely on the Timekeeper to be able keep the iPad charged for the duration of the game. It is the Home Team's responsibility to provide the iPad for the game.

Teams will sign off on the NCMHA iPad contract and submit to their division Convenor.

Preparing the Game Sheet

Manager/Coaching Staff of the Home Team is responsible to ensure their correct game is uploaded to their iPad and that the player Roster is up-to-date for that particular game. If a player is absent, suspended, etc. they must be marked accordingly.

You MUST have a WiFi connection to upload the game, once the game is uploaded a WiFi connection is not required to manage the game forms. A game can only be uploaded on game day within a specific timeline, approximately 8hrs prior to game start and until game start.

The Home Team's Manager is responsible for ensuring the Visiting Team is provided the iPad in a timely manner so that they may update their team accordingly.

Once the iPad is returned to the Home Team ensure the required signatures are completed and no errors exist prior to giving the iPad to the Timekeeper. Please also ensure that the iPad is provided to the Timekeeper in a timely manner prior to game start as they also have some items to input before the game.

If errors exist and the Timekeeper cannot upload the game results it is the Home Team's responsibility to correct any error and upload the game results. If the game results are not uploaded within 24 hrs the Home Team will be fined accordingly.

If you are not certain how to use the GameSheet application please review the YouTube tutorials prior to your first game to ensure you can complete all require steps.

- GameSheet How It Works = <https://www.youtube.com/watch?v=6VMNULCyTJw>

GameSheet Training videos, listed as follows, can be found at =
<https://www.youtube.com/watch?v=8qJ70wzCI9M&list=PLaeMeikE6LRT9bfTndd7pPiYQIMySPMjM>

- Starting New Game
- Navigating the App.
- Starting Goalie
- Editing a Roster
- Changing a Coach Position

- Changing a Jersey Number, Position or Duty
- Coach Signature
- Adding a Coach, Player or AP Player
- Error on Roster Page

OHF Penalty and Suspension Codes

It is imperative that all coaching team members and Manager review and have accessible the [OHF Penalty](#) and [Suspension Codes](#).

Penalty codes are very important to review after each game to ensure there are no suspensions and or follow up needed. If there are any players with Major Penalties with/without suspensions, from either team, the Manager of both teams must submit a **Game Report** to the identified NEHL Game Reports contact (see 5.1 – Contacts for NEHL contact person) within 24 hrs of the game. You must also track your own player's suspensions, for each game served, through the Gamesheet App on your Association designated iPad by documenting the player and 1 of #games suspended, 2 of #games suspended, etc.

If the other team is serving a suspension and your team is not you still have to submit a **Game Report**. Therefore, review the final Gamesheet after every game. Failure to do so will result in a team fine. An Excel and PDF version of the **Game Report** can be found on the NEHL website (see 5.1 – Contacts for NEHL website address) under Forms, then Handouts

4.4 - Tournaments

Every NCMHA team (U9, U11, U13, U15 and U18) **MUST** attend our annual Winter Blast Tournament which is the last weekend of January every year.

Tournaments take much time to plan and schedule. You can plan out of town and local tournaments. The number of tournaments permitted per team total is based on the team budget and Division.

Number of allowable tournaments per Division

- U9 are limited to 2 half ice Jamborees & 2 tournaments; the # of tournaments played will affect the allowable # of regular season games they can play
- U11 are limited to 4 tournaments, which includes a maximum of 2 out of town tournaments
- U13, U15, U16, U18 are limited to 5 tournaments, which includes a maximum of 2 out of town tournaments

There are several steps to complete which typically take approx. 3-5 weeks to schedule/plan.

- Review tournament options: Always select your team division and House League.
 - <https://www.noha-hockey.ca/tournament-listings>
 - <https://www.omha.net/findatournament>
- Discuss with your coaching team and present these dates at your Team Parent Meeting if possible. Place the name, date and details of the tournament on your Parent Team Meeting agenda. If you have not decided by this meeting, plan an alternate date sooner than later to discuss tournaments. Tournament planning is a lot of work for Managers so please have your coaches support you with this task.
- Follow the registration procedures on the selected tournament.

Once you have confirmed your dates for all your team tournaments; For travel permits, the NCMHA Registrar requires the name, date and location of the tournament to be submitted by email to: ncmha.registrar@gmail.com

- If you are awaiting and requiring Registrar information sooner, send a courtesy email request/reminder to the Registrar with the date of your tournament.
- The Registrar will send you your team tournament travel permits once they are approved.

- Send tournament travel permit and approved team roster to tournament reps. Save a copy of these documents.
- Bring a **printed copy** of your Approved Roster and travel permit to the tournament – even if you have already submitted to the tournament via email. You will not be permitted into the tournament if you do not have these two documents.
 - If you have a suspended player, you will need to bring this documentation along with any games played for suspension. (Bring game sheets that show the games served)

Helpful tips for Tournaments

- Once your team tournaments are decided; complete the application and note deadline dates for registration and payment.
- Some tournaments require you to book through their hotel booking contracts. It will state this in the tournament information/rules.
- If there are no requirements for booking hotels; review and book under the team name.
- Hotels may require the Manager to sign off on a team contract and supply a credit card on file.
- Once your hotel booking is set up; you will send this link/contact information to your team with a booking deadline.
- Typically, hotels provide “team pricing” inquire about this pricing and options available to the team when booking hotels.
- Imperative to send your confirmed tournament dates to NCMHA Ice Convenor and NEHL rep as soon as possible to avoid having to reschedule games.
- When selecting hotels some items to consider; does it have a complimentary breakfast, pool, distance to arenas, use of a conference room for team dinners.
- Beforehand, reviewing options for team dinners to order into the hotel saves a lot for parents/team budget.

- Review and allocate at the beginning of the year in your team budget for payment of team dinner. If parents prefer to contribute, this will need to be discussed at the parent meeting.
- It is very nice to have money allocated for team dinners that are out of town tournaments to assist with expenses. i.e., Pizza night, catered budget friendly dinner.
- Always order food with team allergies in mind and or have the parent/person order their food in conjunction with you.

4.5 - Affiliation

If a team is wanting to affiliate/call up a player, the following steps are needing to be completed.

All requests for an affiliated player that is one division below only, must be requested in writing to the President of NCMHA and provided to your division Convenor prior to any discussions with the other team Coach and players.

The Division Convenor and President will share with you the player options available as an affiliate.

The Convenor would then discuss with the Head Coach and contact the alternate team Head Coach to discuss.

Once a player is affiliated to the team, on the game sheet there is a section to document this player. You will need to have the approved affiliated player form with you in the event the officials require this approval prior to permitting the player on the ice.

Player Affiliation Record:

https://docs.wixstatic.com/ugd/19e5e5_18c438821264423b85c696dfd30d80be.pdf

Resources and Contacts

5.0 – Resources

Northern Ontario Hockey Association (NOHA): <https://www.noha-hockey.ca/>

Ontario Hockey Federation (OHF): <https://www.ohf.on.ca>

Hockey Canada (HC): <https://www.hockeycanada.ca/en-ca>

5.1 - Contacts

NCMHA Board of Directors: <https://www.ncmha.net/board-of-directors/>

NCMHA Registrar: ncmha.registrar@gmail.com

NCMHA Ice Convenor: ncmha.iceconvenor@gmail.com

NEHL: <https://www.leaguelineup.com/welcome.asp?url=nehlmminorhockey>

NEHL Scheduler: Leslie Campbell

<https://www.leaguelineup.com/contactform.asp?url=nehlmminorhockey&id=553698&l=1>

NEHL: 705-923-6212

NEHL Game Reports: territimony@gmail.com

NOHA Rep – Craig Maki cmaki@noha-hockey.ca

Officials – NCMHA Ice Convenor: ncmha.iceconvenor@gmail.com

Timekeepers – NCMHA Ice Convenor: ncmha.iceconvenor@gmail.com

5.2 – Appendices

1. Parent Meeting Agenda
2. Parent Code of Conduct
3. Sponsor Letter
4. Fundraising Approval Form
5. Criminal Record Check
6. Concussion Information Sheet
7. Jersey and Apparel Contract

Conducting the First Parent Meeting – Utilize outline below as a guide for your Parent Meeting Agenda

(host meeting shortly after team is formed)

Scheduled Date: _____

A. Introduction (5-10 minutes)

- Introduce yourself (Manager), Coach, Assistant coaches, Trainer, Convenor role etc.
- Allow time for Convenor and or Board of Director Rep to discuss any items
- Give a brief explanation of the importance and purpose of the meeting.

B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his/her credentials and philosophy.

C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.

D. Discuss expectations of the player (and parents):

- Fair Play Codes
- Time commitment.
- Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
- Expected conduct – games, practices, locker room, events
- Discipline

E. Budget (15 minutes) Have Draft Budget completed for discussion

- Outline of expected costs
- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? *Suggestions: Porketta* bingos, raffles, sponsors, etc. Team fee contributions

F. Team Apparel (5 minutes)

- Discuss Jersey expectations
- Discuss Apparel vendor and option to order

G. Expectations of the Parents / Volunteers (20 minutes)

- volunteer roles are essential, and each family should participate in a role

H. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention. Parent Code of Conduct signed by parents. [Appendix 2](#)

PARENTAL CODE OF CONDUCT

As a member of the Nickel Centre Minor Hockey Association (NCMHA);

I have read and fully understand the following code of conduct for parents:

I will remember that an important part of my child playing hockey is his or her enjoyment, not mine.

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.

I will not coach my child at home or from the stands.

I will support and encourage the concept of my child belonging to a team and I recognize the benefits of the commitment, discipline, and the social skills learned and acquired.

I will remember that ice time, line combinations, goaltender rotations, and specific positions are all coaching decisions and are not open for discussion.

I will not ridicule or yell at any child for making a mistake or losing a game.

I will not be critical of or embarrass any player, including opposition players.

I will remember that children learn by example. I will applaud good plays by both my child's team and his/her opponents.

If we are winning by four or more goals, I will not cheer loudly. Polite applause is always appropriate for our own accomplishments as well as those of the opposing team.

I will support the concept of "zero tolerance" and will not yell or question an official's judgment.

I recognize that officials are being developed in the same manner as players. I will refrain from use of abusive or vulgar language at the rink or any hockey team function.

I will not engage in any unpleasantries with wayward parents from other teams. I will not throw objects of any kind on the ice or lean over and pound on the glass.

I will make sure my child has the proper rest, nutrition, and hydration to compete at their best for the team and for themselves.

I will not yell, taunt, threaten or inflict physical violence upon any player, coach, official or spectator at any hockey activity.

NICKEL CENTRE MINOR HOCKEY ASSOCIATION

I will communicate any concerns to the Manager or Convenor in a respectful manner and in accordance with the 24-Hour Rule. I will not discuss any issues with others or get others involved.

I respect and understand that the coaches and parents that assist in running the NCMHA are volunteers who are helping to make my child's experience enjoyable.

I acknowledge my responsibility to report infractions that I observe to an executive member of the NCMHA Board. I acknowledge that I have read and will abide by the above Code of Conduct. I understand that the NCMHA follows the Northern Ontario Hockey Association (NOHA) disciplinary rules and action if there is a violation.

Parent 1 Name

Parent 1 Signature

Date

Parent 2 Name

Parent 2 Signature

Date

NICKEL CENTRE BLAST– Add Division and Jersey Colour

Dear Sponsor:

The House League Minor Hockey season has begun, and we would like to take this opportunity to call upon your generosity and support to become a sponsor of our;

“Nickel Centre Blast”

Our team consists of <# of players> young hockey players who are excited at the prospect of playing Canada’s greatest sport. In addition to countless hours of practice ice, they will be playing over 20 regular season games and their hope is to participate in several tournaments: where they can test their skills against other teams outside of our own area. Your sponsorship dollars will be used to assist in the cost of entry fees into these tournaments.

Becoming a Team Sponsor which will be displayed on our team website along with team recognition, will be a valuable financial support to assist the team in this year’s team goals.

If you would like to make a contribution to the team for other sponsorship items; apparel, assist with fundraising and team expenses, we value your contributions.

Our Team appreciates your commitment to youth recreational activities within our community. Team sponsorship is crucial to ensuring young hockey players in our community have the opportunity to continue to develop their skills and play the sport of hockey.

If you would like to support the **YEAR** - *Nickel Centre Blast*, please contact **NAME** at 705-Phone # or **EMAIL**

We would be honored by your support and appreciate any assistance that you can provide. We also invite you to come out to see our team at any time play the game they love.

Kindest Regards,

Team Manager

Head Coach

Nickel Centre Blast

Nickel Centre Blast



Nickel Centre Minor Hockey Association
 PO Box 539
 Garson, ON P3L 1S6

FUNDRAISING EVENT APPROVAL FORM

Prior to hosting a fundraising event for your team, organizers are required to have approval from the Board of Directs before the event takes place. Please complete this form and forward to your Division Convenor.

This form must be completed for each fundraiser.

Division:	
Team Name:	
Contact:	
Name of Event:	
Date:	
Time:	
Location:	
Notes:	

Approved: Yes No

Date: _____

Note: After your fundraising event is approved, you must apply for insurance from the NOHA

Board Action:	
<input type="checkbox"/>	Team Notified
<input type="checkbox"/>	Social Media Coord Notified
<input type="checkbox"/>	Added to Fundraising Calendar

CRIMINAL REFERENCE CHECK

Date:

To Whom It May Concern:

The Nickel Centre Minor Hockey Association (NCMHA) requires that all volunteer Coaching Staff and Team Management have a valid Police Record Check, which includes the Vulnerable Sector Screening, prior to the current hockey season.

Please complete a Police Record Check, including Vulnerable Sector Screening, for the following NCMHA volunteer:

Name: (PRINT FULL NAME): _____ with the date of birth
of (dd/mm/year): _____.

Regards,

President

Nickel Centre Minor Hockey Association

PATIENT INFORMATION SHEET ON CONCUSSIONS IN CHILDREN

A concussion is any injury to the head that may cause loss of consciousness or confusion or amnesia (memory loss). You don't need to hit your head or be knocked out to develop a concussion. A sudden jerk or jarring motion can also cause an injury to the brain. After a concussion, symptoms of a "Post-Concussion Syndrome" may appear including: headache, poor concentration, dizziness, blurred vision, fatigue and inability to do normal activities. No sports or other contact activities should be played until all symptoms are completely better — both at rest and during no contact exertion. Severe brain injury can occur if a second concussion occurs before the first injury is completely better.

WHAT TO EXPECT IN THE EMERGENCY DEPARTMENT:

Your doctor will examine your child to determine the severity of the concussion and to look for other possible injuries. Skull x-rays are rarely done in the emergency department. Most children with a concussion can be safely diagnosed without any special tests. Concussions are usually graded as Grade 1 (mild) to Grade 3 (severe - any loss of consciousness).

WHAT TO DO AT HOME:

During the first day, watch your child closely for changes in behavior. Your child may be tired and want to sleep after the injury. After one hour, wake your child up. They should wake up easily and act normally. During the first night after the injury, wake your child for a few minutes every 2 to 3 hours (or as directed by your doctor). Your child should wake and act normal. During the first few hours, only give clear fluids to prevent nausea and vomiting. Give only recommended medication as directed by the physician.

RETURN TO THE EMERGENCY DEPARTMENT IMMEDIATELY IF YOUR CHILD DEVELOPS:

- A convulsion (seizure).
- Confusion — can't remember their name or their age.
- Dizziness or unsteadiness on their feet.
- Vomiting more than twice.
- A change in personality or behavior.
- A severe headache or a fever.
- Drainage of blood or fluid from their nose or ear(s).
- A new problem or does not improve as expected.

SUGGESTED STEPS IN RETURNING TO SPORTS:

- No sports. Rest until all symptoms are gone.

- Walking and simple activities.
 - Sport specific exercises (skating for hockey, running for soccer).
-
- Non-contact play.
 - Contact practice after medical clearance.
 - Game play.
 - If symptoms occur (headache, dizziness, nausea) with any step, return to the previous step until symptoms disappear. This may be several days at each step.

REFERENCE

McCrory P et al. Summary and agreement statement of the 2nd International Conference on Concussion in Sport, Prague 2004. Br J Sports Med 2005;39:196-204

Team Apparel

The NCMHA has an EXCLUSIVE VENDOR for your team apparel. *Vendor information can be found on the NCMHA website under RESOURCES – this vendor is OutRival.* <https://www.ncmha.net/ncmha-apparel/>

This link will provide you with information on contacting the Vendor for team orders. No other Vendor can be utilized and or utilize the NICKEL CENTRE MINOR HOCKEY BLAST LOGO for any production. **Should your team purchase team apparel outside of the contract, the Head Coach will be suspended.**

This information must be presented to each team member and verified by signing below and submitting to your Division Convenor on the date of receipt of Jersey Rental.

Player Jersey Size: _____ Jersey # : _____ Colour: _____

Parent Name: PRINT _____

Parent Signature: _____ Date: _____

Convenor Signature: _____ Date: _____

NCMHA Blast Team Socks

YES or NO (circle) _____ Size (Adult or Youth)