

# IROQUOIS FALLS MINOR HOCKEY ASSOCIATION



Coaches, Managers and Trainers Manual

Updated September 2025



## **Iroquois Falls Minor Hockey Association**

P.O. Box 335  
Iroquois Falls, ON  
P0K 1G0

[www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca)

Welcome coaches/managers/trainers to the 2025/2026 hockey season. You will find enclosed in your manual the following information:

- Constitution
- Policy Manual
- Cheque requisition forms
- Fundraising forms
- Example financial statement
- Player information sheets
- Team roster sheet
- Team tournament travel permits
- Request to participate in exhibition game form
- Minimum suspension list
- Injury report
- Arena Behavior Policy and Dressing Room policy
- NOHA Team Staff Certificate Requirements
- NOHA Harassment and Abuse Policy
- Copies of Player Registration Forms, Parent Respect in Sport info sheets and Fair Play Code contracts.

For U11, U13, U15, U18 teams, all inquiries about your team and forms should be directed to the U11/ U13/ U15/ U18 Convenor, Kim Fleurie at [kfleurie@hotmail.com](mailto:kfleurie@hotmail.com)

For our U7 & U9 teams, all inquiries about your team and forms should be directed to the U7/ U11 Convenor, Eric Miljours at [miljourseric@gmail.com](mailto:miljourseric@gmail.com)

To book ice time for extra practices or exhibition games or change of planned games email all the following with details: Ice Scheduler, Steve Belanger at [myrecworld@gmail.com](mailto:myrecworld@gmail.com) as well as Ref in Chief Mike McMeekin at [mikemcmeekin@hotmail.com](mailto:mikemcmeekin@hotmail.com) and Rec Dept Pool Desk [pooldesk@iroquoisfalls.com](mailto:pooldesk@iroquoisfalls.com)

Any inquiries about equipment /pucks/first aid kits, etc. should be directed to the Equipment Director Joel Cyr at [jcyr@iroquoisfalls.com](mailto:jcyr@iroquoisfalls.com)

Please visit our website for news and information, extra forms, tournaments, practice schedules, etc. at [www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca)

Please prepare and submit team rosters by October 1<sup>st</sup> to your respective Convenor and send a copy to [ifmhasecretary@gmail.com](mailto:ifmhasecretary@gmail.com)

Please submit all Tournament Travel Permits no later than three weeks prior to events and all Exhibition Game Requests at least 72 hours prior to games to Secretary, Tracy Robinson at [ifmhasecretary@gmail.com](mailto:ifmhasecretary@gmail.com) FOR HOME EXHIBITION GAMES CC: Ref in Chief and Ice Scheduler in email, address and contact number above.

**Wishing everyone a great season!**

## Important notes and reminders:

All coaches and team staff **MUST** have a **Vulnerable Sector Checks** performed before joining a team and renewed every three years and can be completed for free online at <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>

All players **MUST** have one parent perform the Parent Respect in Sport prior to **November 1<sup>st</sup>** or the first tournament

A team expense report must be given to the Treasurer for **December 31<sup>st</sup>** and again at the end of the season for each team

All Exhibition Game Requests should be sent to the Secretary at least **72 hours** before any games

All Tournament Travel Permits must be sent no later than three weeks prior to games - \$50 fine to team if not submitted **14 days** before tournament

Any teams that require extra ice time for practices should consult with team parents to ensure they understand that there will be an extra cost and that the team is responsible for collecting the funds to cover the extra costs at the start of the season

Board members will be visiting each team throughout the year to ensure all are aware of the Harassment and Bullying Policies and to address any issues

IFMHA will be reinforcing the Hockey Canada principals of the Fair Play Code in IFMHA this season. There are different Fair Play Codes for Coaches, Parents and Players. For 2025/2026 each member (coaching staff, players and parents) of Iroquois Falls Minor Hockey is asked to review, sign and abide by the applicable Fair Play Codes.

The Fair Play Code shall be enforced at the boards discretion and any decisions made regarding the Fair Play Code shall be respected by all members of IFMHA.

Most updates relating to IFMHA will be posted on the association Facebook page. This page is for information purposes only and shouldn't be used as a chat page. Each team will have its own Facebook page to share team activities and to keep their team members upto date.

We thank everyone that volunteers their time and energy to making our association a success and wish everyone the best of luck this season. We would also like to stress the importance of ensuring everyone has the opportunity to **learn, play** and **enjoy** the game.

# IROQUOIS FALLS MINOR HOCKEY ASSOCIATION

## Directors Contact List 2025/26

<b><i>President</i></b>	Greg Robinson	<a href="mailto:ifmhasecretary@gmail.com">ifmhasecretary@gmail.com</a>
<b><i>Vice President</i></b>	Mike McMeekin	<a href="mailto:mikemcmeekin@hotmail.com">mikemcmeekin@hotmail.com</a>
<b><i>Secretary</i></b>	Tracy Robinson	<a href="mailto:ifmhasecretary@gmail.com">ifmhasecretary@gmail.com</a>
<b><i>Treasurer</i></b>	Kyle Irvine	<a href="mailto:kirvine1185@gmail.com">kirvine1185@gmail.com</a>
<b><i>U11/ U13/ U15 Convenor</i></b>	Kim Fleurie	<a href="mailto:kfleurie@hotmail.com">kfleurie@hotmail.com</a>
<b><i>U7/ U9 Convenor</i></b>	Eric Miljours	<a href="mailto:miljourseric@gmail.com">miljourseric@gmail.com</a>
<b><i>Equipment Director</i></b>	Joel Cyr	<a href="mailto:jcyr@iroquoisfalls.com">jcyr@iroquoisfalls.com</a>
<b><i>Ice Scheduler</i></b>	Steve Belanger	<a href="mailto:myrecworld@gmail.com">myrecworld@gmail.com</a>
<b><i>Skills Director</i></b>	Gino Come	<a href="mailto:ginocome.gc@gmail.com">ginocome.gc@gmail.com</a>
<b><i>Ref in Chief</i></b>	Mike McMeekin	<a href="mailto:mikemcmeekin@hotmail.com">mikemcmeekin@hotmail.com</a>
<b><i>Tournament Director</i></b>	Jose Miljours Josee Pullen	<a href="mailto:josemiljours@gmail.com">josemiljours@gmail.com</a> <a href="mailto:joseepullen@gmail.com">joseepullen@gmail.com</a>
<b><i>General Director</i></b>	Heidi Pratt	<a href="mailto:prattheidi@hotmail.com">prattheidi@hotmail.com</a>
<b><i>General Director</i></b>	Tom Pullen	<a href="mailto:tompullen82@gmail.com">tompullen82@gmail.com</a>

# IROQUOIS FALLS MINOR HOCKEY ASSOCIATION

## 2024-2025 CONSTITUTION

1. As amended and revised at the annual meeting.
2. This Organization shall be called: IROQUOIS FALLS MINOR HOCKEY ASSOCIATION
3. **(Revised April 2005)** The I.F.M.H.A. through its affiliation with the Northern Ontario Hockey Association is a partner of the Ontario Hockey Federation, which is a branch of Hockey Canada, the governing body of amateur hockey in Canada.
4. Its object is: To foster and encourage the sport of amateur hockey within all categories within territory under its control
5. **(Amended June 2023)** The Constitution of the I.F.M.H.A. shall not be altered except at the Annual meeting, and the notice of the proposed alteration shall be given to the Secretary in writing by an officer, at least 3 weeks before the date of the meeting and shall be forthwith notify the Board of Directors of the proposed changes. An amendment of the Constitution shall be made only at the Annual Meeting and by two-thirds majority of the members voting there on. Notification of the I.F.M.H.A. AGM date, time and location shall be posted on the associations social media page(s), website, and in The Enterprise at least 21 days before the date of the AGM meeting.
6. **(Revised April 2013)** Team fundraising must be done through I.F.M.H.A.  
No I.F.M.H.A. team will go out and solicit funds or donation of any type from our local businesses unless okayed by the Executive of the day. IFMHA will provide a form for teams to go out and fundraise. If a form is not filled out and signed by the President of IFMHA, there will be NO FUNDRAISING. Once the fundraising event is over, there has to be a financial report handed back to the executive of the day, before another event can take place. Failure to do so will result in a fundraising ban to the team for the year. Fundraising may be done to raise funds for the following:
  - extra tournament fees.
  - team travelling uniforms.
  - buses
  - team rooms for tournaments/NOHA play downs.
  - year end party.
  - officials for exhibition games.
  - etc....

Each team shall provide an expense report to the Treasurer by December 31st indicating fundraising dollars and expenses. A second report will be required by March 31st at end of season; to ensure proper handling of finances. All fundraising must abide by the above rules. Failure to comply with the rules will lead to the disbanding of the team.

7. At a General or Regular meeting, once a motion has been discussed and passed or discussed and defeated, this motion cannot be tabled again unless 75% of the Executive approved this change.

8. **(Amended June 2023)** All parents will be given a link to both the Iroquois Falls Minor Hockey Constitution as well as the policies and procedures manual upon signing up their child/children with the I.F.M.H.A. during registrations.
9. **(Amended June 2023)** All purchases done by I.F.M.H.A. will be done locally (within territory) and awarded to the nearest vendor provided the price is not more than 10% of the lowest price for the identical item. All purchases of association operating equipment =>\$2500 require 3 quotes from 3 vendors one of which must include a local provider (if available). All skills or like events, where quality standard is dependent on knowledge and qualification, which are ran or hosted by the association, preference will be given to the most qualified and competent.
10. **(Amended June 2023)** A player who registers with I.F.M.H.A. and decides at a later date that they do not want to play; they will not receive monies back if they quit the team.
11. **(Amended June 2023)** All regular meetings will be held on a monthly basis and the meetings only last not more than 2.5 hours **unless a motion is passed that the meeting can be extended**. All items are to be put on the agenda one week prior to the meeting and any emergency will be dealt with at a special meeting. The meeting will proceed as per articles within the agenda.
12. **(Amended June 2023)** Coaches Selection  
The procedure will be coaches to fill out application supplied by I.F.M.H.A. Interviews to be conducted by a select panel of 3 or 5 members hired by the I.F.M.H.A. on a volunteer basis. Upon completion of interviews, they will make their recommendations to I.F.M.H.A. on coaches for the upcoming season. The I.F.M.H.A. board has the final say on the coach selection. They will vote by secret ballot. Voting will apply to all members of the board excluding: President, applying coaches that sit on the board, and immediate family members of the board (immediate family being-Mothers, Fathers, Wives, Husbands, Sisters, Brothers of applying coach) The President will only vote if there is a tie. I.F.M.H.A will endeavor to only assign coaches to the position of head coach on one team per season provided there are sufficient qualified/interested individuals. Otherwise, the executive board of the day may elect to assign the head coach position on more than one team to the same individual.
13. No transportation will be funded by I.F.M.H.A.
14. All coaching staff with I.F.M.H.A. must be certified.
15. **(Amended June 2023)** I.F.M.H.A. can operate teams from U7 to U18.
16. All parents will be advised of team affiliation once affiliations have been established.
17. **(Amended June 2023)** All I.F.M.H.A. hockey teams will have mandatory team participation in their home ice tournaments but will not have to pay the tournament registration fee.
18. **(Amended June 2023)** All bills to be paid by the Association are to be handed directly to the Treasurer invoiced directly via mail service or e-mailed to the Association Secretary.
19. **(Amended June 2023)** Any vacancy within the executive during the year shall be posted immediately for three weeks via IFMHA website and social media. Anyone wishing to apply may do so in writing, and mail or e-mail it to I.F.M.H.A. secretary.

20. All meetings of the I.F.M.H.A. shall be governed by Robert's Rules of Order.

**21. (Tryout Permission and Release Forms DELETED June 2023)**

22. A person shall become a member of the I.F.M.H.A. by making an application to the secretary of the I.F.M.H.A. for a MEMBERSHIP for the current hockey season as a player/parent or coach/trainer. Any person regardless of being a hockey player/parent can be part of the I.H.M.H.A. Memberships shall be renewed annually by the payment of membership dues (the amount to be decided by the executive of that hockey year), or by registering yourself, or child for the current playing season. Membership in the I.F.M.H.A. shall imply acceptance by the members of the rules and regulations of the I.F.M.H.A. constitution, By-Laws or decisions of the Board of directors by any member of the I.F.M.H.A. shall render such member liable to suspension by the Board of Directors.

**23. OFFICERS AND THEIR DUTIES**

The Board of Directors will consist of 13 officers: President, Vice-President, Secretary, Treasurer and 9 directors. All are to be elected annually by ballot. If after being elected to the board, a member misses more than **2 consecutive meetings** without a valid reason, his term of office will be terminated, and the remaining Board members will name a replacement. To be eligible for the position of President or Vice President, a person must have served at least one year on the board of Directors. All required board members must be present at least 50% of the meetings throughout the year excluding the AGM or will not be re-elected at the following AGM.

**Duties**

**PRESIDENT**

- To preside over all meetings.

**VICE PRESIDENT**

- To act on behalf of the President when he is not available.

**RECORDING SECRETARY**

- To record the minutes of the meetings.
- To type all minutes of previous meetings and distribute them.
- To take roll call and absentees at meetings and distribute them.
- To take charge of all documents belonging to the organization.
- To file all documents away for future references.
- To conduct correspondence as directed.
- To read important correspondence or the gist of it at meetings.
- To answer correspondence and to send out correspondence.

## **TREASURER**

- To maintain a record of all financial transactions made on behalf of the Association.
- To maintain such bank accounts as are deemed necessary for the efficient operation of the association.
- To prepare financial reports for each meeting.
- To pay bills tendered.
- To present a financial statement at all annual meetings and to have books audited annually.

## **REFEREE IN CHIEF**

- To ensure that officials are present for each game played.
- To ensure that all games are officiated in a professional manner.
- Is answerable to the Board of Directors for the conduct of his officials.

## **ICE SCHEDULER/STATISTICIAN**

- To prepare a schedule for regular, tournament, playoff season.
- Game sheets must be ready and in cafeteria mailbox before each game.
- To keep all records of games played.
- Schedule must be approved by the board of Directors before circulation.

## **EQUIPMENT DIRECTOR**

- To take inventory of all equipment pre and post season.
- To notify executive if new equipment needs to be purchased or equipment needs to be repaired.

## **U11 to U18 DIRECTOR (Amended June 2023)**

- To be liaison between all rep teams and the executive i.e., to be in charge of all rep team affairs; coaches' guidelines; card signing; payment of fees, accept all requests for fundraising, bills, and to make sure that each team puts in their team stories in the local media.

## **U7 to U9 DIRECTOR (Amended June 2023)**

- To be liaison between all house league teams and the executive i.e., to be in charge of all house league affairs; coaches' guidelines, card signing, payment fees, accept all requests for fundraising, bills, and to make sure that each team puts in their team stories in the local media.

## **TOURNAMENT CHAIRPERSON – new April 2005**

- To sanction tournaments.
- To send out invitations for the tournaments.



- To meet with the home team and their parents.
- To order trophies/medals. Game stars for the tournament.
- To accept registrations from out-of-town teams.
- To ensure that the tournament is run efficiently (door schedule/music/prizes).
- The tournament chairperson is not expected to attend regular meetings. He/She will report to the board of Directors prior to the tournament, will get a budget from the board of Directors, and will report with a financial statement at the end of the tournament.

24. **(New June 2023)**

- i) Iroquois Falls Minor Hockey will adhere to the policies and procedures as set out within the IFMHA Policy and Procedure Manual for all ongoing business or mandates set out by any of their aforementioned governing bodies (NOHA, OHF and Hockey Canada)
- ii) Should the rules or standards of the game change based on league mandates or governing body (NOHA), amendments may be made to the policy and procedure manual pending a 51% majority vote by the board of the day
- iii) All motions for amendments to the IFMHA Policy and Procedure manual which are defeated within a regular scheduled meeting will adhere to IFMHA Constitution Section 7 in terms of re-tabling where a 75% majority of the executive members is required.

25. **(New June 2023)** Coaches will be required to first read and sign the Policies and Procedures of the I.F.M.H.A. and the Coaches Guidelines and then will be required to adhere to these, throughout their service year. All amendments proposed by coaches or variations to specific rules must be approved by the board of the day and brought to their attention prior to the provision being made. Any and all violations of these rules may result in coaching staff being removed from consideration in following years.

# **IROQUOIS FALLS MINOR HOCKEY ASSOCIATION**

The mission of the Iroquois Falls Minor Hockey Association is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsman-like environment. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well-being of all participants. The Iroquois Falls Minor Hockey's primary interest is the well-being of its participants.

## **STATEMENT OF PURPOSE**

The Iroquois Falls Minor Hockey Association is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. The IFMHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. We want to send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The IFMHA is committed to the highest possible standards of care for its participants.

## **POLICY**

It is the policy of IFMHA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The IFMHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

# IROQUOIS FALLS MINOR HOCKEY ASSOCIATION

## 2024-2025

### TEAM GUIDELINES

Full equipment including mouth guards are mandatory at all times (practices and games). All players have to be fully dressed before they get out of the dressing room (no walking in hallway half dressed)

### Copies of Birth Certificates and Player Information Sheet

Sheets must be carried with the team at **ALL** times. Each player's parent of guardian must carry the child's Health Card. Without it, treatment can be refused.

**All the personnel on the bench or on the ice MUST BE REGISTERED with the N.O.H.A, have required training and certification and MUST HAVE COMPLETED A VULNERABLE SECTOR CHECK (coaches, trainers, managers, and assistant coaches) including the Jr. and Sr. Tykes. Each team will be allowed 5 staff on the bench.**

**Exhibition games:** Forms must be filled out, submitted and approved prior to participating in any games.  
**YOUR TEAM IS NOT INSURED WITHOUT THIS FORM.**

All Coaching Staff is responsible for the safety and behavior of the children in the **arena**.

IFMHA is not responsible for personal equipment left in the lock-ups. Coaching staff must not give the combinations of lock-ups.

Contact the equipment director for your supplies. Please refer to the website or coaches manual for contact information.

Coach's lock up #15. The Associations equipment (pucks, pylons, shooter tooters, etc) is also located in the coach's locker. Items **MUST** be return after each game/practice to ensure they are available for next team.

Updates will be posted on the Iroquois Falls Minor Hockey Facebook page and on the association website at [www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca). Please notify team members, parents and staff to check often for updates.

If at any time something happens that you cannot use your ice time, please call the Ice Scheduler, as soon as possible so that he can make other arrangements for the time slot. Ice time is at a premium and must be treated as such. Any team that does not notify the Ice Scheduler of unused ice will forfeit their next practice ice time.

Travel permit request forms for tournaments should be applied for as soon as possible. The form needs to be filled out and given to your respective House League or Rep Director. Please submit the request and cheque or complete a cheque request to cover the permit. Travel Permit Requests submitted

within two weeks of the tournament will be subject to a \$50 fine by the NOHA and it will be the teams responsibility to pay the fine.

NEW: If any team requests extra ice time for practices it shall be at the teams discretion and the team will be responsible for covering the extra costs associated with the extra ice time. IFMHA will not pay for any unauthorized ice time booked in town or outside of Iroquois Falls.

At the end of the season, all sweaters have to be washed and returned to IFMHA. Sweaters are to stay in lock ups during hockey season. They are not to be worn at school or on the street. **This is a COACHING STAFF'S RESPONSIBILITY.**

NO COACHING STAFF, PLAYER, OR PARENT WILL ABUSE THE OFFICIAL... (IF THIS IS DONE, THE PERSON WILL BE PENALIZED BY THE IFMHA EXECUTIVE)

NO COACHING STAFF WILL ABUSE ANY PLAYER (PHYSICALLY, VERBALLY, EMOTIONALLY, OR OTHERWISE). Coaches should make every effort to assure the security of personal belongings in the dressing rooms.

PRESS RELEASES of games must be sent to the local paper EACH WEEK. The sponsor's name MUST be mentioned in all press releases. It is the Coaches responsibility to ensure articles are submitted on SUNDAY EVENING to the House Director who will in turn submit to the local paper the same night.

IFMHA will not assume any financial responsibilities towards transportation to games and/or tournaments.

NEW: Registration Amounts and dates are laid out in the Player Registration Form which is available online at [www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca). Registration can be paid in full by cash or cheque at registration or prior to September 1st. If paying in installments, ALL POST DATED CHEQUES are required prior to September 1<sup>st</sup> as described on the Player Registration Form. If deadline is not met, the player will not be allowed on the ice until monies are submitted to I.F.M.H.A. **REP PLAYER FEE OF \$200.00 must be paid by November 1<sup>st</sup>.**

Dryland training: when jogging inside the arena, kids must be dressed appropriately (no jock shorts or tank tops allowed)

DRESSING ROOMS AND LOCK-UP #13 are to be locked at all times during games or practices

SHOWERS: **TWO MEMBERS** of the coaching staff must be in the dressing room at all times when the kids take their showers (NO PARENTS ALLOWED)

**NEVER LEAVE KIDS IN THE DRESSING ROOM OR ON THE ICE ALONE!!!**

## **RULES AND REGULATIONS**

1. All players, by reason of their registration in the IFMHA agree to abide by the constitution and by-laws, rules and regulations.
2. All players will be treated fairly and with respect.
3. All officials come under the sole jurisdiction of the District Referee-In-Chief
4. Any complaints regarding officials shall be reduced to writing and presented to a member of the Executive within seven days of the occurrence. Verbal notification of this complaint shall be made to the either the House or Rep director depending on your team within 24 hours. Any complaints shall be dealt with by the Executive.
5. Coaches/trainers, or players shall not use abusive language towards officials.
6. Coaches/trainers shall be available 30 minutes before game time to open storage facilities and to unlock dressing rooms.
7. Dressing rooms shall be locked during games and kept as clean as possible.
8. All sweaters and team equipment shall be kept in the storage facilities provided.
9. Each player shall be provided a numbered sweater at the start of the playing season. This sweater shall be worn at each game and the sweater shall not be changed during the season.
10. Coaches shall compile a list of player's name and sweater number assigned. A form is provided in the coach's manual. Once the form is complete please give it to the Secretary so the team roster may be approved.
11. CSA approved protective equipment must be worn by all the players at all times on the ice surface. (helmets, faceguards, pads etc.) All players must wear BNQ neck guards. Effective September 2004, each player registered with NOHA shall be required to wear an intra-oral mouth guard during all games and practices. This includes goaltenders. No player shall be allowed on the ice without full equipment, including mouth guard and neck guard.
12. Only registered staff is allowed in the team boxes.
13. Players must remain off the ice, out of the team boxes and stay clear of the stairwell leading off the benches until the previous team players have completed their game and are off the ice, and on their way to the dressing room.
14. Players must remain off the ice until the ice-cleaning machine is off the ice and the gates are closed.
15. Players are not to sit on the side rails with their feet over the ice surface.
16. No one is allowed on the ice without skates.
17. Teams not utilizing the ice time allocated for practice will be penalized by the forfeiture of their next scheduled practice.

18. Every child and parent of a child who registers for IFMHA should be informed of the IFMHA code of ethics. Penalties will be placed on offenders of this code of ethics.
19. House league teams are to be reviewed to ensure proper balance for fair teams.
20. IFMHA does not want signing of underage players by other organizations, except for AAA hockey as per our constitution.
21. IFMHA will ensure that a maximum of 25 cards per team will be issued. All registrants will be evaluated skill wise and ensured a spot on a team equal to their skill level and division. In lieu of low registration, IFMHA may enforce a players position on a team.
22. All coaches must understand, date and sign team guidelines and the rules and regulations upon accepting the position.

## EXHIBITION GAMES

As stated in the NOHA Constitution, before an exhibition game is played, the NOHA District Council Director must grant permission. If it involves a team from outside the NOHA, the Secretary-Manager (from the North Bay office) must grant permission.

“REQUEST TO PARTICIPATE IN EXHIBITION GAME” forms which explain the process are included in the coaches manuals and are available on the NOHA website. Once the form is completed it should be emailed to ALL the following: Rep or H/L Director, IFMHA Referee-in-Chief, Ice Scheduler and Secretary who will in turn schedule Referees and time keepers, book ice times and submit through the NOHA Tournament Portal for approval.

The officials rates paid by the IFMHA are provided, which should also be respected for exhibition games. Both teams usually share the cost of exhibition games.

A game sheet must always be filled out for an exhibition game. An exhibition game will count as a game in the case of a suspended player if the exhibition game was scheduled before the suspension was granted.

## NOHA REGISTRATION

All IFMHA teams are registered with the NOHA. Once all players and staff have been selected the Secretary registers them with the NOHA to receive an official team roster. Each team may register 20 players and 5 staff. If a team requires additional registrations, you must write a letter and explain to the Executive why such request is being asked. Should the Executive approve, the Secretary will make the adjustments. Official team rosters must be approved before the team can participate in any games.

One parent of each player must complete the Parent Respect-In-Sport before their child can be registered on a team.

Each Team Staff Member MUST have completed a Vulnerable Sector Check and **(NEW 2017)** OHF GENDER IDENTITY TRAINING for Team Officials before a team can be approved by the NOHA.

## IFMHA TOURNAMENTS

IFMHA will pay each rep team a maximum of \$800.00 and each house team a maximum of \$500.00 for tournament entry fees and all travel permits for each team during the season.

If IFMHA is hosting a tournament in your divisions, it is mandatory that you attend the tournament as there is no cost to the hosting team. When hosting a tournament in your division, it is expected that all parents and coaching staff work during these tournaments.

## **FUNDRAISING**

No IFMHA team will go out and solicit funds or donations of any type from our local and affiliate businesses. IFMHA will provide a form for teams to go out and fundraise. If a form is not filled out, and signed by the President of IFMHA there will be **NO FUNDRAISING**. Once the fundraising event is over, there has to be a financial report handed back to the executive of the day before another event can take place. Failure to do so will result in a fundraising ban to the team for the year. Fundraising may be done to raise funds for the following: tournament fees, team traveling uniforms, buses, team rooms for tournaments/NOHA, NDHL Play downs, yearend party, officials for exhibition games, etc...

Each team shall provide an expense report to the Treasurer by December 31<sup>st</sup> indicating fundraising dollars and expenses. A second report will be required by March 31<sup>st</sup> at end of season; to ensure proper handling of finances. All fundraising must abide by the above rules. Failure to comply with the rules will lead to the disbanding of the team.

## **EQUIPMENT**

CSA approved protective equipment must be worn by all participants at all times on the ice surface. As of September 2004, each player registered with the NOHA shall be required to wear an intra-oral mouth guard during all games and practices. This includes goaltenders. Any player who does not have full equipment, including mouth guards and neck guards will not be allowed on the ice surface.

All sweaters and team equipment shall be kept in the storage facilities provided to each team. It is the responsibility of the coaching staff to return all equipment to the IFMHA equipment director, no later than 30 days after the last scheduled game.

IFMHA is not responsible for personal equipment left in storage facilities. Coaching staff should not give out the combinations for lock-ups.

## **CERTIFICATIONS**

All personnel volunteering on the bench, on the ice or managing must be registered with the NOHA. To be registered certification as per NOHA regulations must be completed as listed online at: [www.noha-hockey.com/coach-what-do-i-need](http://www.noha-hockey.com/coach-what-do-i-need)



## **PROCEDURE FOR COMPLAINTS**

When complaints need to be made, the IFMHA has established the following steps to be taken. In the following, complaints being made by parents and team officials have been dealt with separately.

### **Complaints by parents concerning team officials**

1. The first step to be taken would have the parent speak to a parent representative, about the problem.
2. If the parent is not satisfied, he/she may contact the director of the division in which his/her child plays. The complaint should be in writing at this point.
3. The Director of that division will investigate the complaint. They will speak to team officials and the parents. If a conflict of interest exists, IFMHA executive will appoint a neutral individual.
4. The director will then bring the complaint to the executive at which time a decision/ruling will be made. If warranted, the parties may be invited to attend an executive meeting.
5. This decision will then be communicated to the parents and team officials by the director.

### **Complaints by team officials**

1. Complaints by team officials concerning referees, other teams, and parents/players should be directed to the director of the division in which the team plays. These complaints are to be in writing.
2. After receiving complaints, the director is to investigate the problem at hand, contacting the parties involved.
3. Once the investigation is completed, the director is to bring his/her findings to the executive, where a decision/ruling will be made.
4. Once a decision is made, the director is to inform the parties involved of the decision.

All decisions made are final unless significant new information is brought forwards. The Executive will decide whether or not another meeting is required.

## INJURIES AND INSURANCE CLAIMS

In the event of injuries to players/coaches who are registered with the NOHA, the following procedures should be adhered to:

1. Only a certified official (trainer) is to attend to the injured player, unless extra help is required.
2. If medical attention is required, the team official must have all forms properly completed. The attending physician as well as the trainer, accurately outlining the incident must sign them.
3. Upon completion of treatment the proper documents must immediately be submitted or soon they're after to the NOHA. It is important to note that ambulance fees are the parent's responsibility, until the NOHA submits all claims to the proper insurance company. It is equally important to remember that all-relevant forms be submitted within 90 days of the date of the accident.

### How to make a claim

1. **Secure** a CHA accident report form from your team or IFMHA director. In the event that there are none available contact your nearest NOHA office. Accident report forms will be available at all arenas. Game sheet is to be sent with the accident claim form.
2. **Complete** the form in its entirety. Have your team official complete the team section and your doctor/dentist completes the back of the form.
3. **Submit** the fully completed form to your branch office along with any receipts or invoices within 90 days of the accident. (Approximately 90 days for forms to be processed).

### NOTE:

**Only accident report forms received in the branch office on time will be accepted**

**Forms must be completed in its entirety or the forms will be returned**

**Only original receipts and/or invoices are acceptable**

CHA is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first. The CHA shall cover those costs not covered by your primary insurance to their policy limits. It should take approximately 90 days to finalize all claims.

## STEPS FOR BRINGING UP AFFILIATED PLAYERS

1. The coach wishing to bring up an affiliated player must contact the coach of the affiliated team and ask his/her permission to bring the player up for a game or practice.
2. The coach may request the player(s) of his choice.
3. The affiliated player's coach will then contact his/her player. **The team requesting the player is not to contact the player directly.**
4. It is up to each individual player if he/she wishes to play for the affiliated team.
5. If the player chooses to play then his/her coach will contact the affiliated team's coach and advise.
6. If the player has a game for his/her own team at the same time, then it is up to the discretion of his/her coach if the player may play for the affiliated team.  
When a player plays for an affiliated team, he/she must bring their official team roster to each game. It must be attached to the game sheet and it must be signed by the referee/linesman. Once the game is over, the player's roster is to be returned promptly to the affiliated player so that he/she may return it to his/her coach.

A player may play with an affiliated team 10 games during that season. The player cannot play an eleventh game (11) until the player's registered team completes its regular season and playoffs. Tournaments, **other than the NOHA Playoffs**, and exhibition games do not count as a game played as they are not regular season games.

## DRESSING ROOMS

### Guidelines:

- Any inappropriate behavior in the dressing room must be reported to a supervisor or someone who can help.
- When male and female officials work together, it is **never** appropriate to change or dress in the same space at the same time. One gender should dress first while the other waits outside the dressing room: then vice versa.
- Once both genders are fully dressed, they can share the room in preparation for the competition, but leave the door open.
- Only official and their supervisor are allowed in the official's room.
- Minor officials use two-deep system: always have a third person present.

## **SCREENING/CRIMINAL RECORD CHECKS**

It is the policy of the Iroquois Falls Minor Hockey Association and the NOHA that Criminal Record Checks will be mandatory for all volunteers (coaches, trainers, managers, and referees and executive of IFMHA)

Once the individual has been permitted to act as a volunteer, Criminal Record Checks/ Vulnerable Sector Check will be required every 3 years.

All volunteers, staff and executive of the IFMHA will be required to provide a Vulnerable Sector Check to IFMHA Secretary. The applicant will require an IFMHA Volunteer Letter available from the Secretary and be required to attend the Local Ontario Provincial Police Detachment with the volunteer letter in person along with two pieces of identifications one of which is a photo-identification. No one else is allowed to make this check on the applicant's behalf. The police will require a signature and a small form to be completed while they process the application.



**Iroquois Falls Minor Hockey Association**

P.O. Box 335

Iroquois Falls, ON

P0K 1G0

705-232-6377

[www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca)

**2025 – 2026 Season**

I acknowledge that I have received/read the copies of the 2025-2026 IFMHA Constitution, Policies and Procedures, team guidelines, rules and regulations and that I fully understand them and that I will abide by them.

Coach's Name: (Print)

---

Coach's Signature

---

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

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

## I.F.M.H.A. CHEQUE REQUISITION FORM

**\*\* Please give treasurer 7days notice if you need a cheque \*\***

Date:

---

Payable to:

---

Amount:

---

Requested by:

---

Reason for Cheque:

(eg. Travel permit, tournament fee, etc...)

Comments:

---

---

Signature of Person

Requesting cheque:

---

Please submit all invoices and/ or receipts to the treasurer along with a completed cheque requisition form detailing expenses anytime a cheque is required to make or refund an approved purchase.

A cheque requisition form is required at all times. No cheques will be issued without one.

Any questions about getting a cheque, you can contact Kyle Irvine, Treasurer, at 705-232-8597.

Cheque# \_\_\_\_\_

For Minor Hockey use only

Iroquois Falls Minor Hockey Association  
FUNDRAISING FORM

TEAM NAME: \_\_\_\_\_

FUNDRAISING EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

REASON FOR EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IFMHA President's signature: \_\_\_\_\_

---

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**THIS FORM MUST BE COMPLETED AND RETURNED TO IFMHA ASSOCIATION BEFORE ANOTHER FUNDRAISING EVENT CAN TAKE PLACE.**

Total Money Raised: \$\_\_\_\_\_

Signature of Coach: \_\_\_\_\_

Date form was returned to Minor Hockey: \_\_\_\_\_

IFMHA President's signature: \_\_\_\_\_

NO TEAM WILL GO OUT AND SOLICIT FUNDS OR DONATIONS OF ANY TYPE FROM OUR LOCAL BUSINESSES UNLESS OKAYED BY THE EXECUTIVE OF THE DAY.

FOR FUNDRAISING EVENTS, THIS FORM MUST BE COMPLETED AND APPROVED BY THE PRESIDENT BEFORE FUNDRAISING CAN BEGIN. A NEW FORM MUST BE COMPLETED WITH EACH FUNDRAISING EVENT HELD BY YOUR TEAM. FAILURE TO DO WILL RESULT IN A FUNDRAISING BAN TO THE TEAM FOR THE YEAR.



[illegible]



## I.F.M.H.A. PLAYER INFORMATION SHEET (please print)

Name: _____ Date of Birth: year _____ month _____ day _____ Address: _____ Postal Code: _____ - _____ Phone: _____ Cell: _____ Email: _____ Mother's Name: _____ Father's Name: _____ Contact person in case of emergency: _____ Doctor's Name: _____ Dentist's Name: _____	<i>photo of player</i>
--	------------------------

Please circle the appropriate response below pertaining to your:					
Yes	No	Allergies	Yes	No	Had any illness lasting more than a week in the past year
Yes	No	Asthma	Yes	No	Heart Condition
Yes	No	Wears Glasses/Contacts	Yes	No	Wears medic alert bracelet
Yes	No	Diabetic	Yes	No	Receives counseling
Yes	No	Epileptic	Yes	No	Had a surgical operation in last year
Yes	No	Hearing Problem	Yes	No	Any injuries requiring medical attention
Yes	No	Medication taken at home	Yes	No	Does your child have any health problems that would interfere with his/her participation in a hockey program
Yes	No	Has been in hospital in the Past Year			

If you have stated yes to any of the above, please give an explanation:

---

---

Please enter any information not covered above.

---

---

Date of your child's last complete medical examination: \_\_\_\_\_

I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible, and that in the event no one can be contacted, team management will admit my child to the hospital if deemed necessary. I hereby authorize the physician and nursing staff of any emergency unit to undertake examination, investigation and necessary treatment of my child.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent of Guardian

*copy of birth certificate*

# **2025-2026 TEAM ROSTER SHEET**

Please submit to [ifmhasecretary@gmail.com](mailto:ifmhasecretary@gmail.com)

Team Name: \_\_\_\_\_  
(Association Name, Team Name, Division, Category)

Sweater #	Player's Name	Birth Date (YY/MM/DD)

Staff Member's Name	Position	Certification #'s (CN, HN, BN, TN, IN)
		Not Required
		Not Required
		Not Required
		Not Required
		Not Required



# NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
[www.noha.on.ca](http://www.noha.on.ca)



## TEAM TOURNAMENT PERMIT REQUEST

**Team Name:** \_\_\_\_\_

**Division/Category:** \_\_\_\_\_

**Home Association:** \_\_\_\_\_

**Name/Location of Tournament:** \_\_\_\_\_

**Date of Tournament:** \_\_\_\_\_

**Team Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Notes:

- Please Submit Completed Form to your Minor Hockey Association
- Fully completed forms must be submitted at least two weeks prior to Tournament.
- As per Regulation 13.3: Requests received after the two-week deadline will be subject to a charge of \$50.00



## REQUEST TO PARTICIPATE IN EXHIBITION GAME



**MUST BE FORWARDED TO YOUR ASSOCIATION AT LEAST 48 HOURS IN ADVANCE  
OF GAME FOR APPROVAL.**

TEAM NAME: \_\_\_\_\_

DIVISION/CATEGORY: \_\_\_\_\_

NAME OF TEAM YOU ARE PLAYING: \_\_\_\_\_

DIVISION/CATEGORY: \_\_\_\_\_

ARENA/LOCATION OF GAME: \_\_\_\_\_

DATE & TIME OF GAME: \_\_\_\_\_

TEAM CONTACT – NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**THE HOME TEAM MUST REQUEST PERMISSION AND RECEIVE  
APPROVAL BEFORE THE GAME IS PLAYED. FAILURE TO DO SO  
WILL VOID INSURANCE.**

# ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9  
Cambridge, ON N1T 2H9  
T: 226-533-9070 F: 519-620-7476  
www.ohf.on.ca



## 2025-2026 OHF Minimum Suspension List – Minor Hockey

The following are minimum suspensions that shall be imposed for infractions, which occur in all OHF exhibition, league, and play-off games, during the current playing season for Minor Hockey. Note that these suspensions are over and above any imposed by Hockey Canada rules.

### Notice re: Clarifications

- These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstance warrant.
- It is the responsibility of each team manager and/or coach to ensure their players sit out their appropriate suspensions. When in doubt as to the relevant suspension, contact the association/league office. If unable to contact the association/league office, sit player(s) in question out until clarification can be obtained. These suspensions are in addition to game incurred.
- Match Penalty reports will be forwarded to the appropriate Member for further review.
- A participant who is suspended while playing in an out of OHF jurisdiction event (i.e. USA or out of Member) must serve that governing bodies suspension or portion thereof in the participant teams remaining games in that event even if for a greater number of games than under the OHF Minimum Suspension List.

Upon returning to the OHF, a team will report any suspension received outside of the OHF jurisdiction and the affected Player/Team Official will not be eligible to participate until the report has been received by the Member and the Member rules on the Player/Team Official's eligibility based upon the OHF Minimum Suspension List.

M = Misconduct      GM = Game Misconduct      GE = Game Ejection      MP = Match Penalty      GRM = Gross Misconduct      AS = Accumulation Sanction

Misconducts	Rule/Code	Suspension
Failure to go to the Player's Bench or Neutral Area	7.10 (d)	n/a
Throwing Stick Over Boards	10.5 (d)	n/a
Illegal Equipment	10.6 (d)	n/a
Unsportsmanlike Conduct	11.1 (d) i	n/a
Interference/Distracton During Penalty Shot	11.1 (d) ii	n/a
Intentionally Knocks or Shoots Puck Out of Reach of an Official	11.1 (d) iii	n/a
Failure to go directly to Penalty Bench	11.1 (d) iv	n/a
Entering Referee's Crease	11.1 (d) v	n/a
Disrespectful and Abusive Behaviour (includes Inciting)	11.2 (d)	n/a

Game Misconducts	Rule / Code	Suspension
Second Misconduct – Same Game	4.7 (c)	2 Games
Game Ejections	4.8 (b)	0 Games
2 <sup>nd</sup> Fight, Same stoppage of play (3 <sup>rd</sup> , 4 <sup>th</sup> , etc.)	7.10 (e) iii	3 Games
Player(s) 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Player into Fight	7.10 (e) ii	3 Games
Checking from Behind (Minor + Game Misconduct)	7.5 (a)	2 Games
Holding Injury (Major + Game Misconduct)	8.1 (b)	2 Games
Hooking Injury (Major + Game Misconduct)	8.2 (b)	2 Games
Interference from the Bench (Bench Minor + Game Misconduct, if identifiable)	8.4 (a)	2 Games
Tripping Injury (Major + Game Misconduct)	8.6 (b)	2 Games
Bench Official on the Ice Without Permission of Official	10.4 (a) v	2 Games
Leaving the Players bench or Penalty Box	10.4 (e) i	4 Games
Leaving the Players bench or Penalty Box and incurring subsequent penalty	10.4 (e) ii	5 Games
Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of any period)	10.4 (e)	2 Games
<sup>1</sup> Coach whose player is penalized under 10.4 (e)	10.4 (e)	4 Games
Refusing to Start Play (Coach – Major + Game Misconduct) - Coach refusing to start play and then returns to the bench and the game resumes	10.8 (b) i	4 Games
Refusing to Start Play (Coach – Major + Game Misconduct) - Coach does not return, and the game is suspended	10.8 (b) i	Indefinite*
Refusing to Leave the Players Bench (Major + Game Misconduct)	10.8 (b) ii	2 Games
<sup>1</sup> 10.4 (e) – Coaches' penalty will be noted on the front and back of the game sheet of the Officials' copy only. Penalty to coach is automatic as a result of player receiving 10.4 (e), coach not to be ejected as a result of this penalty being assessed.		
*All Indefinite Suspensions are subject pending a hearing. The Member may establish a set number of games that may not be lower than 4 games.		



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<b>Player Accumulation Sanctions</b>		<b>Offense Count</b>			
Accumulation Sanctions apply for any collective accumulation of the below <b>MAJORS</b> in the same season		<b>Rule/Code</b>	<b>1<sup>st</sup> MAJOR</b>	<b>2<sup>nd</sup> MAJOR</b>	<b>3<sup>rd</sup> MAJOR</b>
Grabbing hair, facial protector, helmet, chin strap or throat protector	7.1 (b)	2 Games			
Boarding (Major + Game Misconduct)	7.2 (b)				
Body Checking (Major + Game Misconduct)	7.3 (b)				
Charging (Major + Game Misconduct)	7.4 (b)				
Checking from Behind (Major + Game Misconduct)	7.5 (b)	3 games			
Head Contact (Major + Game Misconduct)	7.6 (b)				
Kneeing (Major + Game Misconduct)	7.8 (b)	2 games	4 Games	6 Games	Indefinite*
Roughing (Major + Game Misconduct)	7.9 (b)				
Interference (Major + Game Misconduct)	8.3 (b)				
Interference from the Bench (Major + Game Misconduct)	8.4 (b)				
Interference with the Goaltender (Major + Game Misconduct)	8.5 (b)				
Clipping (Major + Game Misconduct)	8.7 (b)				
Cross Checking (Major + Game Misconduct)	9.2 (b)				
Slashing (Major + Game Misconduct)	9.3 (b)				
Throwing or Shooting Stick or Object	10.5 (b)				

\*All Indefinite Suspensions are subject to a hearing.

<b>Coaches Accumulation Sanctions</b>	<b>Suspension</b>
Any team receiving a combination equaling 3 or more x 5-minute time penalties in the same game	1 Game
For a 2nd violation of a team receiving a combination equaling 3 or more x 5-minute time penalties in the same game	3 Games
For a 3rd violation of a team receiving a combination equaling 3 or more x 5-minute time in the same game	Indefinite*

\*All Indefinite Suspensions are subject to a hearing.

<b>Match Penalties</b>	<b>Rule / Code</b>	<b>Offense Count</b>		
		<b>1<sup>st</sup> MATCH</b>	<b>2<sup>nd</sup> MATCH</b>	<b>3<sup>rd</sup> MATCH</b>
Attempt to Injure or Deliberate Injury	7.1 (c)	4 Games	Minimum + 2 Games	Indefinite±
Head Butting	7.1 (c) i			
Grabbing hair, throat protector or any part of the helmet	7.1 (c) ii			
Kicking	7.1 (c) iii			
Using equipment as a weapon	7.1 (c) iv			
Boarding	7.2 (c)			
Body Checking	7.3 (c)			
Charging	7.4 (c)			
Kneeing	7.8 (c)			
Roughing	7.9 (c)			
Fighting – Ring or Tape on Hand(s)	7.10 (c)			
Interference	8.3 (c)			
Interference from the Bench	8.4 (c)			
Interference with the Goaltender	8.5 (c)			
Clipping	8.7 (c)			
Slew Footing	8.8 (c)			
Butt Ending	9.1 (c)			
Cross-Checking	9.2 (c)			
Slashing	9.3 (c)			

**OHF Members**





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Spearing	9.4 (c)	5 Games	Minimum + 4 Games	
Throwing or Shooting Stick or Object	10.5 (c)			
Checking from Behind	7.5 (c)			
Head Contact	7.6 (c)			
* All Indefinite Suspensions are subject to a hearing. The Member may establish a set number of games that may not be lower than 5 games.				

<b>Gross Misconducts</b>	<b>Rule / Code</b>	<b>Suspension</b>
Head-butting (minimal degree of violence)	7.1 (f)	Indefinite**
Fighting with Team Official	7.10 (f)	Indefinite**
Interference from bench (Team Official)	8.4 (f)	Indefinite**
Disrupts game after having been removed	10.4 (f)	Indefinite**
Illegal Equipment	10.6 (f) i	Indefinite**
Refusing to remove helmet or facial protector for identification	10.6 (f) ii	Indefinite**
Removing Helmet and/or Chinstrap	10.6 (f) iii / iv	Indefinite**
** All Indefinite Suspensions are subject to a hearing. The Member may establish a set number of games that may not be lower than 4 games.		

<b>Pre or Post Game Altercations</b>	<b>Suspension</b>
Any player involved where Major and Game Misconducts are assessed	3 Games
Coach of team whose players are so penalized	Indefinite*
Any team involved in a pre or post game brawl	Indefinite*
*All Indefinite Suspensions are subject to a hearing.	

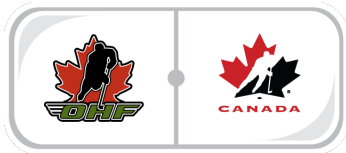
<b>Fighting</b>	<b>H.C. Rule</b>	<b>Offense Count</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
Fighting	7.10 (b)	2 Games	3 Games	5 Games	Indefinite*
*All Indefinite Suspensions are subject pending a hearing.					

<b>Instigator / Aggressor</b>	<b>H.C. Rule</b>	<b>Offense Count</b>		
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Instigator / Aggressor of a fight	7.11 (a)	1 Game	3 Games	Indefinite*
The Coach of team whose player is penalized for a third offence of Instigator or Aggressor	n/a	3 games	n/a	n/a
Rule 7.11 (a) Note: If a player is assessed both penalties in the same altercation, they would receive a suspension for each offence.				
*All Indefinite Suspensions are subject pending a hearing. The Member may establish a set number of games that may not be lower than 4 games.				

<b>Rule 11 – Maltreatment</b>	<b>Type</b>	<b>Rule / Code</b>	<b>Offense Count</b>		
			<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Unsportsmanlike Conduct	Game Misconduct	11.1 (e)	2 Games	Minimum +4 Games	Indefinite**
Disrespectful and Abusive Behaviour		11.2 (e)	3 Games		
Physical Harassment of Officials	Game Misconduct	11.5 (e)	3 Games	Indefinite**	Indefinite**
Disrespectful and Abusive Behaviour	GRM	11.2 (f)	5 Games	Indefinite**	Indefinite**
Spitting	Match	11.3 (c)	5 Games	Indefinite**	Indefinite**
Discrimination	GRM	11.4	Indefinite**	Indefinite**	Indefinite**
Physical Harassment of an Official	Match	11.5 (c)	Indefinite**	Indefinite**	Indefinite**

**OHF Members**





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**\*\* All Indefinite Suspensions are subject to a hearing. The Member may establish a set number of games that may not be lower than 5 games.**

**APPROVED BY THE OHF BOARD OF DIRECTORS**

**OHF Members**







# HOCKEY CANADA INJURY REPORT



See reverse for mailing address.

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE.

DATE OF INJURY: \_\_\_/\_\_\_/\_\_\_  
Mo. Day Yr.

**INJURED PARTICIPANT:** Player Team Official Game Official Spectator

Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Gender: M F  
Mo. Day Yr.

Address: \_\_\_\_\_

City / Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ Email Address: \_\_\_\_\_

## AGE DIVISION

Under-7 Under-9 Under-11 Under-13 Adult Rec  
Under-15 Under-18 Under-21 Junior Senior

## CATEGORY

AAA A BB CC DD House Minor Junior  
AA B C D E Major Junior Other \_\_\_\_\_

## BODY PART INJURED

Arm:		Leg:		Head:	Trunk:	Back:
Left	Right	Left	Right	Eye Area	Abdomen	Neck
Shoulder	Shoulder	Shin	Shin	Face	Chest	Lower
Upper arm	Upper arm	Knee	Knee	Throat	Ribs	Upper
Collarbone	Collarbone	Toe	Toe	Skull	Pelvis:	Groin
Elbow	Elbow	Thigh	Thigh	Dental		
Hand/Finger	Hand/Finger	Foot	Foot	Other:		
Forearm/Wrist	Forearm/Wrist					

## NATURE OF CONDITION

Concussion Laceration Fracture  
Sprain Strain Contusion  
Dislocation Separation Internal Organ Injury

## ON-SITE CARE

On-Site Care Only Refused Care

Sent to Hospital by: Ambulance Car

## INJURY CONDITIONS

Name of arena/location: \_\_\_\_\_

- ☐ Exhibition/Regular Season ☐ Period #2  
☐ Playoffs/Tournament ☐ Period #3  
☐ Practice ☐ Overtime: \_\_\_\_\_  
☐ Try-outs ☐ Dry Land Training  
☐ Other ☐ Gradual Onset  
☐ Warm-up ☐ Other Sport  
☐ Period #1 ☐ Other: \_\_\_\_\_

## CAUSE OF INJURY

Hit by Puck  
Collision with Boards  
Non-Contact Injury  
Hit by Stick  
Collision on Open Ice  
Collision with Opponent  
Fall on Ice  
Checked from Behind  
Collision with Net  
Fight  
Blindsiding

Was the injured player in the correct league and level for their age group?  
☐ Yes ☐ No

Was this a sanctioned Hockey Canada activity?  
☐ Yes ☐ No

## LOCATION

- ☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone  
☐ Behind the Net ☐ 3 ft. from Boards ☐ Spectator Area  
☐ Parking Lot ☐ Dressing Room ☐ Bench  
☐ Other: \_\_\_\_\_

## WEARING WHEN INJURED

- ☐ Full Face Mask  
☐ Helmet/No Face Shield  
☐ No Helmet/No Face Shield  
☐ Intra-Oral Mouth Guard  
☐ Half Face Shield/Visor  
☐ Throat Protector  
☐ Short Gloves  
☐ Long Gloves

## ADDITIONAL INFORMATION

Has the player sustained this injury before? ☐ Yes ☐ No

If "Yes" how long ago? \_\_\_\_\_

Was a penalty called as a result of the incident? ☐ Yes ☐ No

Estimated absence from hockey?

☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

## DESCRIBE HOW INCIDENT HAPPENED

(Attached additional page if necessary)

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 photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: \_\_\_\_\_

(Parent/Guardian if under 18 years of age)

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

## TEAM INFORMATION

(To be completed by a Team Official)

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

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

Team Official (Print): \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

## HEALTH INSURANCE INFORMATION

**THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED**

Occupation: ☐ Employed Full-time ☐ Employed Part-time  
☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): \_\_\_\_\_

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: \_\_\_\_\_

2. Do you have other insurance? ☐ Yes ☐ No

(IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted? ☐ Yes ☐ No

(IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)

Make Claim Payable To: Injured Person Parent Team Other: \_\_\_\_\_

## MEMBER APPROVAL



# HOCKEY CANADA INJURY REPORT

Participant's name: \_\_\_\_\_



## PHYSICIAN'S STATEMENT

Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

Name of Hospital / Clinic: \_\_\_\_\_ Address: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

Date of First Attendance: \_\_\_\_\_

Claimant will be totally disabled:

From: \_\_\_\_\_ To: \_\_\_\_\_

Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Give the details of injury (degree): \_\_\_\_\_

Prognosis for recovery: \_\_\_\_\_

Did any disease or previous injury contribute to the current injury?

No Yes (describe): \_\_\_\_\_

Was the claimant hospitalized? No Yes

(give hospital name, address and date admitted): \_\_\_\_\_

Names and addresses of other physicians or surgeons, if any, who attended claimant: \_\_\_\_\_

I certify that the above information is correct and to the best of my knowledge,

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

## DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

### Patient

Last name Given name

Address

City / Town Province Postal Code

### Dentist

Phone No

I hereby assign my benefits payable from this claim directly to the named dentist and authorize payment directly to him / her

SIGNATURE OF SUBSCRIBER

For dentist use only – for additional information, diagnosis, procedures or special consideration.

DUPLICATE FORM ☐

I understand that the fees listed in this claim may not be covered by or may exceed my plan benefits. I understand that I am financially responsible to my dentist for the entire treatment. I acknowledge that the total fee of \$\_\_\_\_\_ is accurate and has been charged to me for the services rendered. I authorize release of the information contained in this claim form to my insuring company/plan administrator.

SIGNATURE OF (PATIENT/GUARDIAN)

OFFICE VERIFICATION

DATE OF SERVICE MO. / DAY / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

This is an accurate statement of services performed and the total fee due and payable & oe.  
NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

TOTAL FEE SUBMITTED

Mail completed form to: **NORTHERN ONTARIO HOCKEY ASSOCIATION**  
110 LAKESHORE DRIVE TEL: 705-474-8851  
NORTH BAY, ON FAX: 705-474-6019  
P1A 2A8 [NOHA-HOCKEY.COM](http://NOHA-HOCKEY.COM)

## **Town of Iroquois Falls**

### **Acceptable Behaviour Guideline for Recreational Facilities and Properties**

#### **Policy statement**

The Town of Iroquois Falls recreational properties and facilities, including but not limited to the arena, sports centre, outdoor rinks and sports pitches, exist to provide the residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. The town wishes to maintain a supportive climate for its children and users alike so they may enjoy their sport and learn about competition, teamwork, sportsmanship and fair play.

As with many communities, the Iroquois Falls minor sport system is managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Iroquois Falls. It is the town's responsibility to ensure that they too, have the ability to work and function in a safe and positive environment.

It is of utmost importance for the Town of Iroquois Falls, through the Department of Recreation Services, to take all steps necessary to ensure that the proper measures are in place so that incidents of violence or inappropriate behaviour do not occur in our recreational facilities or properties.

Included in this commitment is an understanding that organizations and groups using the Town of Iroquois Falls recreational facilities and properties must take primary responsibility for the behaviour of everyone associated with them, be it players, officials, and/or spectators.

#### **Goals of the Policy**

1. Ensure that everyone involved acts in a respectful and sportsmanlike manner.
2. Maintain a safe and positive environment.
3. Reduce or eliminate violence and inappropriate behaviour from Town recreational properties and facilities.
4. Increase the level of understanding among spectators and fans of the importance of creating a positive environment for minor sports and its participants.
5. Give facility staff and volunteers/organizations the authority to deal with unruly and violent behaviour with appropriate actions/sanctions.

The Focus of this policy is on the behaviour of any participant or user within the Town of Iroquois Falls recreational facilities and properties. Inappropriate acts and/or violence include, but are not limited to the following behaviours:

- Loud verbal assaults, profanity
- Threats and attempts to intimidate facility users/participants
- Aggressive approaches to another individual
- Attempts to initiate or incite violence or abuse
- Physical violence
- Vandalism to building or properties
- Racial or ethnic slurs
- Illegal use of alcohol, smoking or drugs
- Refusal to follow rules and guidelines or the facility

## **CLASSIFICATIONS AND SANCTIONS**

### **CLASS 1 VIOLATION**

- Inappropriate verbal or non verbal disrespectful behaviour not covered in class 2 or 3

### **SANCTIONS**

Could result in immediate ejection.

### **CLASS 2 VIOLATIONS**

- Obscene or vulgar language or body language deemed vulgar or obscene.
- Encouraging disrespectful or unsportsmanlike behaviour in any player, coach, official, administrator or spectator.
- Taunting or ridiculing officials, coaches, players, administrators or spectators.
- Throwing of objects directed towards the spectator's viewing area, at a participant or to create a potential playing/safety hazard.
- Continuing unacceptable behaviour after being advised/warned to follow guidelines.
- Resisting an order to leave the premises after being advised to do so by an official, administrator, or security personnel.
- Participation in any illegal act in the recreation centre (smoking, drinking, drugs).
- Any vandalism to the facilities or parks, inside or outside.
- Refusal to follow rules of any function/event.
- Threats of any nature
- Intimidation

## **SANCTIONS**

All class 2 offences will result in immediate ejection.

1<sup>st</sup> violation: Possible suspension for one (1) month.

2<sup>nd</sup> violation: Possible suspension two (2) months.

3<sup>rd</sup> violation: Possible suspension three (3) months.

Individuals who are identified as perpetrating vandalism to property shall be subject to suspension, as well as assigned a repair bill for damages caused.

\* All minimum ejections are laid out, however depending on the violation the final decision will come from the Director of Recreation Services.

\*Any of these actions resulting in third party control of police involvement will automatically move the offence to a class three (3), possible six month suspension.

## **CLASS 3 VIOLATIONS**

- Physical violence, fighting, or physical contact.
- Returning to facility or park after being ejected or while under suspension.
- Any actions that require the use of a third party such as league administrators or security personnel to control the conduct or situation.

## **SANCTIONS**

Possible six month suspension.

Police will be involved in all class three actions as well as class two illegal actions.

**\*\*There will be no reconsiderations to the suspension times given.**

Staff training is imperative to ensure that all Recreation Department employees are aware of their roles and responsibilities as set out in this policy.

In order to notify the public, a promotional campaign should be implemented. This would include signage to be hung throughout the facility and an article through the local media, as well as a circulation of the policy to all stakeholders/user groups.

It is intended that through the education and participation of the staff, the various sport organizations and the community that the Town of Iroquois Falls can and will foster an environment of sportsmanship and co-operation.

Town of Iroquois Falls Recreation Department	Policy -Arena-0705 TITLE: Dressing Rooms User Policy
Prepared By: Steve Belanger	Effective Date: August 1st 2007

The Jus Jordan Arena is equipped with 1 referee dressing room and 5 dressing rooms for public and group use. They are issued on a rotational and systematic basis to ensure all minor sports and recreational users have the availability of a dressing room 30 minutes prior to each 1 hour rental period. \*\*

The rental party requesting a dressing room is required to pick up their designated dressing room key in the arena staff lunchroom located in the South West corner of the upper concourse. Keys are to be returned to the staff room after the ice is vacated and dressing room opened. Arena staff will not release their key under any circumstance. The facility will re-key a new lock in a time efficient manner any time a key has been lost or stolen. The Town of Iroquois Falls accepts no responsibility for lost or stolen items.

Any damage/vandalism is to be reported immediately. Any party found to have committed vandalism or damages will be subject to any repairs fees and an additional 20% surcharge.

Arena Staff are prohibited from entering any occupied dressing room or referee room alone, under any circumstances. If there is a requirement to enter an occupied dressing room the door must be opened the rental guest occupying the room and entered with the guest. Staff is not to lock a dressing room for any guest.

If a theft occurs in a dressing room and staff is notified, staff must then recommend that the individual or group contact police immediately. Staff is required to complete an incident report and include the police officers and report number. If the group chooses not to summon the services of the police, staff will note the incident and its details in the incident report. In this case the individual who chooses not to summon police will sign the incident report.

The departing team is obligated to leave the dressing room in the same condition they would expect it to be in for their next game. Any major clean-ups that require attention are to be reported to staff immediately.

- **NO SMOKING OR ALCOHOLIC BEVERAGES ARE PERMITTED IN THE DRESSING ROOMS.**
- **FLOOR HOCKEY IS NOT PERMITTED IN DRESSING ROOMS OR HALLWAYS**

**\*\* For any Abitibi Eskimos JR A hockey game, the visiting team will be provided access to dressing room 1 hour prior to warm up begins. Example, game time is 7:30pm, warm up commences at 7pm therefore the room must be vacated by 6pm**

**\*\* For Iroquois Falls Stingers games, teams will be provided access to dressing rooms 5 and 3 one hour prior to game time.**





## NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
[www.noha.on.ca](http://www.noha.on.ca)



### **NOHA Social Media Policy – Updated 2014**

The policy below shall encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare, Instagram, and any other social media network that allows users to communicate online.

The Northern Ontario Hockey Association understands the importance of social media and social networking, however, social media also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the NOHA, and the future of NOHA players.

The purpose of this policy is to educate the membership of the Northern Ontario Hockey Association on the risks of social media and to ensure that all members are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

#### **Social Media Guidelines**

- The NOHA holds the entire NOHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials, and others who participate in SOCIAL MEDIA and SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, Association, League, the NOHA, or an individual will not be tolerated and will be subject to disciplinary action.
- It is important to remember that social media comments are on the record and are instantly published and available to the public and media. NOHA members should conduct themselves in an appropriate and professional manner at all times.
- Use your best judgement at all times – pause before posting. Use the “24 hour rule” if necessary. You are solely responsible for your comments once they are published.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in the NOHA, it is recommended that you request approval from your Team or Minor Hockey Association.





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### **Social Media Violations**

The following are examples of conduct through social media that are considered to be violations of the social media and networking policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League, and/or the NOHA.

- Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, or individual or the NOHA.
- Commenting on or publishing information that is confidential or in any way sensitive to a team, association, league, individual or the NOHA.
- Negative or derogatory comments about any team, association, league, NOHA staff, volunteers, programs, stakeholder, player or any NOHA member.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to:
  - Drug use
  - Alcohol abuse
  - Public intoxication
  - Hazing
  - Sexual exploitation
- Online activity that contradicts the current policies of Hockey Canada, the Ontario Hockey Federation (OHF), the NOHA, or any of its member associations.
- Inappropriate derogatory, racist, or sexist comments of any kind, in keeping with NOHA policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

### **Discipline**

The team, association, league and/or NOHA will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, the team, association, and/or NOHA will impose an appropriate suspension.



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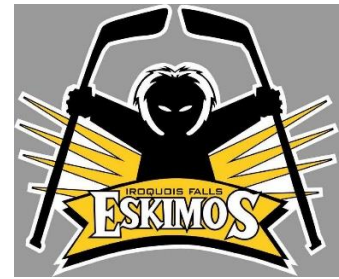
### **VIDEO RECORDERS – CELL PHONES APPENDIX F**

The NOHA has banned the use of video recorders, including cell phones and other electronic devices with video capabilities (still and motion) from the bench area and dressing rooms at all NOHA sanctioned events.

June 2011



## **Respect in Sport Parent Program**



At least one parent or guardian of each player under the age of 18 who is registered in minor hockey under the OHF will be required to complete the Respect in Sport Parent Program as a condition of participation.

As the game of hockey continues to evolve it is the responsibility of us all to change with it – but more importantly, to be the agents for positive change.

The Respect in Sport Parent Program is designed to cover a wide range of sport parenting topics that deal with;

- Using guilt on your child
- Misplaced enthusiasm
- Living through your child
- Making the “bigs”
- Losing perspective
- Handling winning and losing
- Balance not burnout
- Making the team
- Establishing positive relationships with referees, coaches, teammates, opponents and other parents
- Ensuring safe environments through better understanding of bullying, abuse and harassment
- Empowering parents to not be silent “bystanders”
- Injury Management
- Physical Development (LTAD)

### **DETAILS:**

1 hour online program via computer

1 parent/guardian must complete the program

Access can be shared with other family members

\$12.00 one-time fee

No recertification requirement

Must be completed by November 1<sup>st</sup> or first tournament

Certification can be used for any sport

[www.nohaparent.respectgroupinc.com](http://www.nohaparent.respectgroupinc.com)

# Fair Play Code... for COACHES

**I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.**

**I will teach my players to play fairly and to respect the rules, officials and opponents.**

**I will ensure that all players get equal instruction, support and playing time.**

**I will not ridicule or yell at my players for making mistakes or for performing poorly.**

**I will remember that players play to have fun and must be encouraged to have confidence in themselves.**

**I will make sure that equipment and facilities are safe and match the players' ages and abilities.**

**I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.**

**I will obtain proper training and continue to upgrade my coaching skills.**

**I will work in cooperation with officials for the benefit of the game.**

*Coaches Signature:*

*Date:*

# Fair Play Code... for PARENTS

**I will not force my child to participate in hockey.**

**I will remember that my child plays hockey for his or her enjoyment, not mine.**

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

**I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.**

**I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.**

**I will never ridicule or yell at my child for making a mistake or losing a competition.**

**I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents.**

**I will never question the official's judgement or honesty in public.**

**I will support all efforts to remove verbal and physical abuse from children's hockey activities.**

**I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.**

*Parent's Signature:*

*Date:*

# Fair Play Code... for PLAYERS

**I will play hockey because I want to, not just because others or coaches want me to.**

**I will play by the rules of hockey, and in the spirit of the game.**

**I will respect my opponents.**

**I will control my temper – fighting and mouthing off can spoil the activity for everyone.**

**I will do my best to be a true team player.**

**I will remember that winning isn't everything that having fun, improving skills, making friends and doing my best are also important.**

**I will acknowledge all good plays / performances – those of my team and of my opponents.**

**I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.**

*Player's Signature:*

*Date:*

# NORTHERN ONTARIO HOCKEY ASSOCIATION

## HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY

*PROMOTING POSITIVE BEHAVIOUR IN HOCKEY*



NORTHERN ONTARIO HOCKEY ASSOCIATION  
110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO  
P1A 2A8  
(705) 474-8851  
(705) 474-6019 (FAX)  
[WWW.NOHA.ON.CA](http://WWW.NOHA.ON.CA)



REVISED – June, 2014

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# **NOHA HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY**

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## **Introduction**

This document includes Policies and Procedures that enhance the Hockey Canada and Ontario Hockey Federation Speak Out Policies and Procedures. All NOHA Member Associations/Single Entry Teams are obligated to adhere to these Policies and Procedures as stated.

The following policies have been approved by the NOHA Board of Directors. It shall be the obligation of all NOHA Member Associations to adhere to these policies.

Please refer to the following for more information:

- 1- Hockey Canada Policy on Harassment and Abuse – [www.hockeycanada.ca](http://www.hockeycanada.ca)
- 2- OHF Harassment and Abuse Policies – [www.ohf.on.ca](http://www.ohf.on.ca)
- 3- NOHA Code of Conduct – [www.noha.on.ca](http://www.noha.on.ca)
- 4- OHF Code of Conduct – [www.ohf.on.ca](http://www.ohf.on.ca)
- 5- Hockey Canada Fair Play means Safety for All Booklet- [www.hockeycanada.ca](http://www.hockeycanada.ca)
- 6- NOHA Full Speak Out Policies and Procedures and Appendices – [www.noha.on.ca](http://www.noha.on.ca)

## **1. POLICY STATEMENTS**

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- 1.1** The Northern Ontario Hockey Association (NOHA) is committed to provide an environment that is safe and respectful. The OHF supports the right of all its members and staff to participate and work in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.
- 1.2** It is the policy of the NOHA that there be no harassment, abuse or bullying of any participant in any of its programs.
- 1.3** The NOHA expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the NOHA and each of the NOHA Member Associations to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.
- 1.4** The NOHA will make all reasonable efforts to promote awareness of the problems or harassment, abuse, bullying and misconduct among all its members.

## **2. EFFECTIVE DATE**

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- 2.1** June 27, 1998
- 2.2** Revised February 28, 2006
- 2.3** Revised June 1, 2011
- 2.4** Revised June, 2014

### 3. NOHA MEMBER ASSOCIATION REQUIREMENTS

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**3.1** NOHA Member Associations are responsible for adopting and implementing a policy similar to, and consistent with this policy.

### 4. DEFINITIONS

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#### 4.1. Legislation

[1] Child Protection Legislation – Ontario Child and Family Services Act (CFSA)  
<http://www.canlii.org/en/on/laws/stat/rso-1990-c-c11/latest/rso-1990-c-c11.html>

<http://www.children.gov.on.ca/htdocs/English/topics/childrensaid/reportingabuse/index.aspx>

[2] Human Rights Legislation – the Canadian Human Rights Act or the Ontario Human Rights Code

<http://laws-lois.justice.gc.ca/eng/acts/h-6/>

<http://www.ohrc.on.ca/en/ontario-human-rights-code>

#### 4.2. Child

In the Province of Ontario Child means a person between the age of 0 and 18 years.

#### 4.3. Adult

Adult means a person who has reached the age of maturity. In the Province of Ontario this age is 18 years.

#### 4.4. Bullying

Bullying describes behaviours that are similar to harassment, but occur between children that are not addressed under human rights laws. Bullying can be broken down into six categories:

##### 4.4.1. Physical Bullying:

Hitting, shaking, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person's property; used most often by boys.

##### 4.4.2. Verbal Bullying:

Name calling, hurtful teasing, humiliating or threatening someone, degrading behaviors; may happen over the phone, through text messaging or chat rooms, through social media sites, in notes or in person.

##### 4.4.3. Relational Bullying:

Trying to cut off victims from social connection by convincing peers to exclude or reject a certain person, spreading rumours or giving the "silent treatment; used most often by girls. This may happen in person, over the phone, through the computer.

**4.4.4. Discriminatory Bullying:**

Discriminatory bullying targets people because of their sexual orientation, ethnicity, gender identity, skin colour, religion, weight, appearance, disability, nationality or other things that are perceived to make them “different”.

**4.4.5. Reactive Bullying:**

Engaging in bullying as well as provoking bullies to attack by taunting them.

**4.4.6. Cyber Bullying:**

Involves the use of information and communication technologies such as email, cell phones and text messaging, camera phones, instant messaging, social networking sites such as Facebook, Twitter, Instagram, Tumblr, Flickr, Myspace etc., defamatory personal websites (such as Network 54), or other forms of electronic information transfer to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others, threaten, harass, embarrass, socially exclude or damage reputations and friendships.

**Bullying is not...**

- Conflict between friends
- An argument between people of equal power
- Accidental
- Normal relational development challenges
- A “one-time” event (usually)
- Friendly teasing that all parties are enjoying
- Something people grow out of

**Bullying is...**

- Hurting behaviours based on oppression and “meanness”
- Based on power differentials
- Intentionally harmful
- Intense and long in duration
- Repeated over time (generally)
- Oppressive – isolates victims
- Caused by many factors and behavioural challenges

**4.5. Harassment**

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in the Ontario Human Rights Legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Types of behaviour which constitute harassment include, but are not limited to:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, nationality, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions, **based on a ground of discrimination**, which undermine self-esteem or diminish performance.
- Practical jokes **based on a ground of discrimination**, which cause awkwardness or embarrassment, endanger a person's safety or negatively affects performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors, this is defined as abuse under the Child and Family Services Act).
- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

### **What is criminal harassment?**

Criminal harassment—often known as stalking—involves following another person; monitoring them or someone close to them, or their home; contacting them repeatedly against their wishes or threatening them. For a charge of criminal harassment to be laid, the victim must have reason to fear for his/her safety (or the safety of someone else) and the perpetrator must know – or could reasonably be expected to know – that the victim is fearful (Family Violence in Canada, A Statistical Profile, 2001).

Criminal charges may also be laid in harassment cases if a person has been physically or sexually assaulted.

## **4.6 Abuse**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

### **4.6.1 Emotional Abuse**

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs but it is not simply benching a player for disciplinary reasons, cutting a player from a team after tryouts, refusing to transfer a player, limiting ice time and yelling instructions from the bench.

### **4.6.2 Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

### **4.6.3 Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good

hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Some examples of neglect occurring in a sport environment are:

- Inadequate Shelter/Unsafe Environments: Failure to maintain equipment or facility; forcing athletes to participate without proper protective equipment.
- Inadequate Clothing: Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game.
- Inadequate Supervision: Leaving young athletes unsupervised in a facility or on a team trip (OHF Two Deep Policy).
- Lack of Medical/Dental Care: Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted.
- Inadequate Education: Encouraging athletes to not do homework, to not attend school, or to drop out.
- Inadequate Rest: Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time.
- Inadequate Moral Guidance & Discipline: Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornography to young athletes.

#### **4.6.4 Sexual Abuse**

Sexual abuse is when a child is used by a child with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

##### **4.6.4.1 Contact**

- Touch and fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with object or finger
- Sexually oriented hazing

##### **4.6.4.2 Non-Contact**

- Obscene calls/remarks on a computer, cell phone or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions or comments
- Indecent exposure
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate
- Forced to watch others masturbate

#### **Duty to Report**

Abuse and neglect are community problems requiring urgent attention. The Ontario Hockey Federation (OHF) is committed to help reduce and prevent the abuse and neglect of participants. The OHF realizes that persons working closely with children

and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection legislation and following through as required.

The Province of Ontario has mandatory reporting laws regarding the abuse and neglect of children and youth, which are contained in Section 72 of the Child and Family Services Act (CFSA). Consequently, it is the policy of the OHF that any OHF personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or OHF partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In Ontario a person is considered a child up to the age of eighteen.

Those involved with the OHF in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the CFSA.

#### **4.7 Hazing**

Hazing is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s).

#### **4.8 Misconduct**

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the OHF Code of Conduct and that is not harassment, abuse or bullying.

#### **4.9 Complaint**

Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the OHF.

#### **4.10 OHF Personnel**

OHF personnel include OHF office employees, council and committee chairs and members, Directors and Officers and any other personnel that may be identified by the OHF President.

#### **4.11 Billet**

Any community volunteer who applies or is requested by an OHF Member Partner club, association team or league, to host a traveling player or players on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

## **5. RECEIVING A COMPLAINT**

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**5.1.** Complaints must be submitted in writing and on the NOHA Complaint Intake Form (Appendix C)

### **5.2. NOHA Responsibility**

**5.2.1** The NOHA shall designate one person or committee to accept complaints originating from participants within their jurisdiction. This person or committee will be identified to the OHF Risk Management Committee at the beginning of each season.

**5.2.2** Upon receipt of a complaint, the NOHA will submit the Complaint Intake Form and submit it to the OHF Executive Director or staff designate, who will notify the Hockey Canada Insurance Department in accordance with Hockey Canada guidelines. .

**5.2.3** The NOHA will provide an annual report to the OHF pertaining to complaints that meet the merits of the Respect in Sport Activity Leader Program on or before June 1 each year that will include: (a) the number of complaints of harassment, abuse, bullying and misconduct received, (b) the number of complaints of harassment, abuse, bullying and misconduct found to be with merit and those without merit, and (c) the number of Speak Out training sessions held, number of certified participants and the number of Respect in Sport Activity Leader certified participants for the season.

**5.2.4.** If a Complaint is directed to the attention of the NOHA, all relevant information will be forwarded to the associated Member Association for follow up and/or investigation.

**5.2.5.** If a Complaint is addressed to the NOHA but relates to an action within a Member Association, the NOHA President will request the relevant Member Association to conduct an investigation within an agreed time frame. The Complaint will be referred to that Member Association to be dealt with in accordance with this policy and the Member Association policies.

**5.2.6.** It is the policy of the NOHA that any and all situations involving Harassment, Abuse, Bullying and/or Misconduct must be responded to the NOHA and subsequently to the OHF.

## **6. COMPLAINT ADMINISTRATION**

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**6.1** Complaints of abuse, harassment, bullying or misconduct may be handled informally where possible, or formally, but within a reasonable time frame.

**6.2.** The NOHA, and its Member Associations and Teams, are not required to deal with all complaints. The NOHA, and its Member Associations and Teams, may decide not to deal with the complaint if it is of the opinion that it:

**6.2.1** could be more appropriate dealt with under another policy, rule or regulation;  
**6.2.2** is frivolous, vexatious or made in bad faith;

**6.2.3** is not within the governing body's jurisdiction, or;

**6.2.4** is based on occurrences that are more than six months old

**6.3.** The NOHA, and its Member Associations and Teams, will not deal with any complaint of abuse as defined in the Child Protection Legislation. Any investigation of a complaint of this nature will be left to the police or appropriate child protective agency.

**6.3.1** During an investigation by the police or appropriate child protective agency the individual under investigation would be removed from participation.

**6.3.2** If a complaint of abuse of a child results in a conviction, the NOHA, and its Associations and Teams, may discipline the individual convicted.

**6.3.3** If a complaint of abuse of a child participant does not result in a conviction, the NOHA, and its Associations and Teams, may nevertheless discipline the individual subject to the complaint having merit.

**6.3.4** Consideration of time served during the investigation will be taken into account in any further discipline applied.

**6.4** Complaint of abuse, harassment, bullying or misconduct will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behavior of the offending party which may include disciplinary action up to and including suspension or removal.

## **7. INVESTIGATION**

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**7.1** In order to remain impartial for the purpose of hearing appeals, the NOHA will not engage in investigations except: (a) where it is inappropriate for the Member Association to do so, or (b) if the initial investigation was conducted incorrectly as determined by NOHA Regulation 15, or (c) if the complaint is of one Member Association from another Member Association.

**7.2** All investigations of harassment, bullying or misconduct will be conducted in accordance with the NOHA Privacy Policy. Disclosure of any part of the final report will be provided at the discretion of the NOHA President and where third party confidentiality is required the report may not be provided. Upon the final determination, a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.

**7.3** When the NOHA is conducting an investigation, the report resulting from there will be received by the NOHA Officers for review and determination.



- 7.4** The NOHA will use an Independent Fact Finder to conduct an NOHA initiated investigation.
- 7.5** Any decision for the NOHA to contact the police on the basis of the Investigation Report will be made by the NOHA President.

#### **7.6 NOHA Member Association/Single Entry Team Responsibility:**

- 7.6.1** NOHA Member Associations are required to oversee all investigations within their jurisdiction.
- 7.6.2** Once directed to do so, a NOHA Member Association may not cede its responsibility to:
- 7.6.2.1** complete the investigation and;
  - 7.6.2.2** render a decision within the specified timeframe.
- 7.6.3** The failure of an NOHA Member Association to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the President or Board of Directors.
- 7.6.4** NOHA Member Associations are encouraged to employ the services of a professional investigation firm or individual, be it that of the NOHA or another approved firm or individual.
- 7.6.5** NOHA Member Associations must file a copy of the investigation report with the NOHA Executive Director.

### **8. INVESTIGATION DECISIONS**

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- 8.1** The following decisions resulting from any investigation may be made:
- 8.1.1** the complaint is with merit;
  - 8.1.2** the complaint is without merit;
  - 8.1.3** there is insufficient information to enable a conclusive decision to be made;
  - 8.1.4** the complaint is outside of the jurisdiction of the investigating body.

### **9. DISCIPLINE**

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- 9.1.** Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the NOHA and/or within any of the NOHA Member Associations or member thereof found in violation of the Hockey Canada Policy on Harassment, Abuse, Bullying and Misconduct or the OHF Speak Out Policy or the OHF Code of Conduct or the NOHA Code of Conduct or the NOHA Speak Out Policies and procedures may be disciplined up to and including dismissal and/or revocation of membership in accordance with the NOHA Constitution, By-Laws and Regulations.

**9.2** Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the NOHA and/or any of the NOHA Member Associations who knowingly brings a false complaint against an NOHA participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the NOHA Constitution, By-laws and Regulations.

**9.3** Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone within the NOHA who is the subject of a complaint of harassment, abuse, bullying or misconduct may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the NOHA President or other designate on a case by case basis in accordance with the NOHA Constitution, By-laws and Regulations.

**9.4** Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone within the NOHA who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the NOHA Constitution, By-Laws and Regulations.

## **10. SANCTIONS**

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**10.1** When directing appropriate disciplinary sanctions, the NOHA and/or its Member Associations shall consider factors such as:

- 1 - The nature and security of the harassment and bullying information.
- 2 - Whether the harassment and bullying involved any physical contact.
- 3 - Whether the harassment and bullying was an isolated incident or part of an ongoing pattern.
- 4 - The nature of the relationship between the complainant and the respondent.
- 5 - The age of the Complainant.
- 6 - Whether the respondent has been involved in any previous harassment and bullying incidents.
- 7 - Whether the respondent admitted responsibility and expressed a willingness to change.
- 8 - Whether the respondent retaliated against the complainant.

**10.2** In directing disciplinary sanctions, the NOHA and/or its Member Associations may consider the following options, singly or in combination, depending on the nature and severity of the harassment and bullying:

- 1 - Verbal apology
- 2 - Written apology
- 3 - Letter of reprimand from the NOHA
- 4 - A fine or Levy
- 5 - Referral to counselling
- 6 - Removal of certain privileges of membership or employment
- 7 - Temporary suspension with or without pay
- 8 - Termination of employment or contract
- 9 - Suspension of membership
- 10 - Expulsion from membership
- 11 - Publication of the details of the sanction

12 - Any other sanction which the NOHA and/or its Member Associations may deem appropriate

**10.3.** Failure to comply with a sanction as determined by the NOHA and/or its Member Associations shall result in automatic suspension of membership in the NOHA and/or its Member Associations affiliated with the NOHA, until such time as the sanction is fulfilled.

**10.4.** Notwithstanding the procedures set out in this policy, any individual participating in NOHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the NOHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the NOHA in accordance with this policy.

## **11. APPEALS**

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**11.1** Except where otherwise provided, an appeal of any disciplinary matter will be regulated and heard in accordance with NOHA Regulation 15.

**11.2** It is the policy of the NOHA that the qualifications of the NOHA Harassment and Abuse Appeal Members may include, but are not restricted to: Child psychology, Mediation, Education, Law, Medicine, Hockey and who has attended a Hockey Canada Speak Out clinic.

## **12. AMENDMENTS**

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**12.1** Any amendments or changes in the Constitution, By-Laws, Regulations or Speak Out Policies and Procedures of Hockey Canada and/or the Ontario Hockey Federation shall automatically amend or change the Constitution, By-Laws, Regulations or Speak Out Policies and Procedures of the NOHA in accordance therewith.

**12.2** NOHA Member Associations have the ability to enhance the NOHA Speak Out Policies and Procedures. A copy of the NOHA Member Associations Speak Out Policies and Procedures must be filed with the NOHA Executive Director.

**APPENDIX A – NOHA CODE OF CONDUCT**

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1. The NOHA is committed to providing a sport environment in which all individuals are treated with respect.
2. During the course of all NOHA activities, athletes, coaches, parents, directors, volunteers, staff, chaperones and others within each of the NOHA Member Associations:
  - a) Shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the NOHA will not tolerate behaviour that constitutes harassment or abuse or bullying, and;
  - b) Shall avoid behaviour which brings the NOHA and/or its Member Associations, or the sport of hockey into disrepute, including but not limited to the abusive use of alcohol and/or non-medical use of drugs, and;
  - c) Shall not use unlawful performance enhancing drugs or methods, nor shall they engage in any activity or behaviour that endangers the safety of others, and;
  - d) Shall at all times adhere to the Hockey Canada, OHF, NOHA Member Associations operational policies and procedures, to rules governing Hockey Canada, OHF, NOHA Member Associations events and activities and to rules governing any competition in which the member participates on behalf of the OHF, NOHA and NOHA Member Associations.
3. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association and/or NOHA including the opportunity to participate in NOHA and its Member Association activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Revised February 2006

## **APPENDIX B – NOHA EXECUTIVE CODE OF ETHICS**

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As a representative of hockey, I support the Values, Mission and Code of Conduct of the Northern Ontario Hockey Association. It is an honour to work with others who share the desire to contribute to the positive growth and development of hockey. I am pleased to support this document, thereby demonstrating my support for the high standards required by the volunteer role models for the players.

My commitment as a volunteer is to:

- recognize that positive communication is key to the success of the NOHA
- accept responsibility
- contribute to the best of my ability
- look at the big picture - supporting the advancement of hockey throughout the NOHA
- consider the “needs” and “desires” of every single player
- state my thoughts honestly and through proper channels
- refrain from participation on web site forums
- listen to other points of view with an open mind
- approach problems constructively, with a determined effort for a fair solution
- sincerely support majority decisions once they are made
- speak in a positive manner about the NOHA, its members, organizations and individuals involved
- deal with concerns internally and constructively
- speak positively about peers - if there are concerns, talk to the individual(s) concerned, not to others
- graciously share the credit when things go right
- remain humble
- share the blame and work towards a solution when things go wrong
- do my own job and support others who are doing their work
- always speak positively
- declare a conflict of interest in appropriate cases, stepping aside from decisions
- refrain from swearing
- avoid public confrontations
- wear neutral or NOHA clothing when representing the NOHA
- refrain from cheering for a team when at NOHA games
- agree to screening as per the NOHA/OHF/Hockey Canada Harassment and Abuse Policies and Procedures
- take time to enjoy the game, and, most importantly, the people in the game

**Failure to comply with this Code of Ethics is considered to be a violation of the NOHA Code of Conduct.**

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

## **APPENDIX D – DEFINITIONS**

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The following abbreviated definitions will be used to determine the grounds on which the complaint is made and the process to address it. For the complete definitions please see Section 4 of the OHF Harassment, Abuse, Bullying and Misconduct Policy.

### **Misconduct**

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the OHF Code of Conduct and that is not harassment, abuse or bullying.

### **Bullying**

Bullying describes behaviours that are similar to harassment, but occur between children that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into six categories: Physical, Verbal, Relational, Reactive, Discriminatory and Cyber.

### **Harassment**

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in Human Rights Legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation..

### **Hazing**

Hazing is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s).

### **Abuse**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children is an abuse of power or authority and/or breach of trust. Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

#### **Emotional Abuse**

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

#### **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child. This may take the form of slapping, hitting, shaking,

kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

**Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

**Sexual Abuse**

Sexual abuse is when a child is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

## **APPENDIX E – NOHA SOCIAL NETWORKING POLICY**

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The policy below shall encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare, Instagram, and any other social media network that allows users to communicate online.

The Northern Ontario Hockey Association understands the importance of social media and social networking, however, social media also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the NOHA, and the future of NOHA players.

The purpose of this policy is to educate the membership of the Northern Ontario Hockey Association on the risks of social media and to ensure that all members are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

### **Social Media Guidelines**

- The NOHA holds the entire NOHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials, and others who participate in SOCIAL MEDIA and SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, Association, League, the NOHA, or an individual will not be tolerated and will be subject to disciplinary action.
- It is important to remember that social media comments are on the record and are instantly published and available to the public and media. NOHA members should conduct themselves in an appropriate and professional manner at all times.
- Use your best judgment at all times – pause before posting. Use the “24 hour rule” if necessary. You are solely responsible for your comments once they are published.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in the NOHA, it is recommended that you request approval from your Team or Minor Hockey Association.

### **Social Media Violations**

The following are examples of conduct through social media that are considered to be violations of the social media and networking policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League, and/or the NOHA.

- Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, or individual or the NOHA.
- Commenting on or publishing information that is confidential or in any way sensitive to a team, association, league, individual or the NOHA.
- Negative or derogatory comments about any team, association, league, NOHA staff, volunteers, programs, stakeholder, player or any NOHA member.
- Any form of bullying, harassment or threats against players or officials.



- Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to:
  - Drug use
  - Alcohol abuse
  - Public intoxication
  - Hazing
  - Sexual exploitation
- Online activity that contradicts the current policies of Hockey Canada, the Ontario Hockey Federation (OHF), the NOHA, or any of its member associations.
- Inappropriate derogatory, racist, or sexist comments of any kind, in keeping with NOHA policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

### **Discipline**

The team, association, league and/or NOHA will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, the team, association, and/or NOHA will impose an appropriate suspension.

**APPENDIX F – NOHA VIDEO RECORDER – CELL PHONES**

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The NOHA has banned the use of video recorders, including cell phones and other electronic devices with video capabilities (still and motion) from the bench area and dressing rooms at all NOHA sanctioned events.

June 2014

## **APPENDIX G – ASSOCIATION HARASSEMENT/ABUSE MONITORING FORM**

### **Northern Ontario Hockey Association Local Association Harassment / Abuse Monitoring Form**

NOHA Policy 6.7: It shall be the policy of the NOHA that all Member Associations must provide documentation of their Harassment / Abuse implementation efforts to the NOHA on an annual basis. This documentation will be provided on a check off form and signed by the Member Association President. Copies of these reports will be forwarded to the OHF at the conclusion of each season.

Please indicate the status of each of the 10 Steps of Screening for the prevention of Harassment / Abuse in your Association.

	<b>Implemented</b>	<b>Working Towards</b>
Job Designs	_____	_____
Job Applications	_____	_____
Application Forms and Process	_____	_____
Recruitment	_____	_____
Interviews	_____	_____
Reference Checks	_____	_____
Police Record Checks	_____	_____
Orientation and Training	_____	_____
Supervision / Evaluation	_____	_____
Participant Follow Up	_____	_____

Comments / Explanations: \_\_\_\_\_

Local Association Name: \_\_\_\_\_

Local Association President: \_\_\_\_\_

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

June, 2014