



NOBLEKING MINOR HOCKEY ASSOCIATION

www.noblekinghockey.com

MANAGERS HANDBOOK

This Handbook has been created to outline the Team Management position within NKMHA and be a quick reference for the Manager.

A quick e-mail with corrections or additional content can be sent to administrator@noblekinghockey.com.

Please remember that NobleKing Minor Hockey is run by dedicated volunteers. Everyone's assistance is appreciated and always welcome. Should anyone find any errors or omissions, please contact the Administrator.

Thank you, in advance, for your help – the season runs much smoother with your attention to detail and organization!

Good luck to all teams!



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GENERAL INFORMATION

- **Governing Bodies**
- **Levels of Hockey**
- **Season Format**
- **NobleKing Executive**
- **NobleKing Website**
- **Arena Locations**

1.1 Governing Bodies

OMHA – Ontario Minor Hockey Association (www.omha.net)

The OMHA is the governing body to which NobleKing belongs.

YSMHL – York Simcoe Minor Hockey League (<http://www.ysmhl.net>)

York Simcoe is the league for our representative teams. NK may roster up to 9 rep teams from Major Novice through Major Midget. A Juvenile team will only be rostered if there is enough interest from players of that age.

SRMHA – Simcoe Region Minor Hockey (<http://216.254.186.154/srmhl>)

Simcoe Region is our Local League organization. NK rosters approximately 15 teams in this Local League from Tyke through Major Midget.

1.2 Levels of Hockey

Hockey players within the King City and Nobleton areas are required to abide by OMHA residency rules. Rep hockey is a competitive level of hockey available for ages 8 (Major Novice) through 20 (Juvenile). Team selection is done through Spring and/or Fall tryouts. Season games begin in mid-September.

The levels of hockey are available as follows:

Level	Description
AAA	Highest level of Rep hockey available with South Central Coyotes
AA	Available to Minor Peewee divisions and older on a yearly basis. Players must tryout at their closest AA centre as a Non-Resident Player as per the OMHA representative. Players return to NK on a yearly basis.
A	Level of Rep hockey available in NobleKing
LL	Local League – recreational level of hockey available in NobleKing for ages 6 (Tyke) through 17 (Midget). Season games begin in early October, except tyke which is after December 1.
Initiation/Jr. Knights	Beginner level of hockey available in NobleKing for ages 4-6. Practices begin mid to late September, with in-house fun games starting in December.



1.3 Season Format

NobleKing provides ice time for its teams from September (the day after Labour Day) through March 31. Generally, Rep teams are given ice time starting the beginning of September, with LL teams starting by the second weekend of September and Jr. Knights by mid to late September.

For the Rep season, games generally start by Sept 15, with the regular season ending by Jan 15. Playoffs begin in mid Jan and continue through March 31. The top 8 teams will qualify for the OMHA playdowns while the bottom 4 teams will play in the regional playoffs.

For the LL season, games start after Thanksgiving weekend, with the regular season ending in mid February. Playoffs begin the second week of Feb and continue through March 31, with all teams guaranteed play through two rounds.

It is very likely that playoff games for both Rep and LL will be scheduled during March break.

1.4 Executive Contact Information

NKMHA executive members can be reached to answer any questions or concerns that you have via email as per below.

President	Steve Ralph	president@noblekinghockey.com
Treasurer	Deb McGrath	treasurer@noblekinghockey.com
OMHA Rep	Will Germinario	omha@noblekinghockey.com
Vice President	Jacques Panneton	treasurer@noblekinghockey.com
Division Convenor-Junior LL	Vince Arnone	jr.convenor@noblekinghockey.com
Division Convenor-Senior LL	John Egan	convenor@noblekinghockey.com
Division Convenor-Jr. Knights	Christine DiCecco	jr.knights@noblekinghockey.com
Communications Director	Sabrina Critelli	info@noblekinghockey.com
Development Director	Matt Paric	development@noblekinghockey.com



Coach Co-ordinator	Tom Diceman	coaches@noblekinghockey.com
Referee in Chief	Paul Smith	ric@noblekinghockey.com
Chief Timekeeper	Julie Kerr	timekeeper@noblekinghockey.com
Equipment Manager	Dan Macedo	equipment@noblekinghockey.com
Tournament Director	Michael Laceby	tournaments@noblekinghockey.com
Registrar	Julie Kerr	registrar@noblekinghockey.com
Sponsorship Director	Chris Miller	sponsorship@noblekinghockey.com
Fundraising Co-Director		fundraising@noblekinghockey.com
AAA Zone Director	Mark Cummings	aaazonedirector@noblekinghockey.com
Past President	Mark Russell	pastpresident@noblekinghockey.com

NobleKing Administrator Ice Convenor	Julie Kerr	administrator@noblekinghockey.com
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Mailing Address – PO Box 309, Nobleton, Ontario L0G 1N0

1.5 NobleKing Website

Our website, <http://www.noblekinghockey.com>, contains the latest information on scheduling, events, team news, etc. Please ensure your team is aware of it. Information on ice schedules is contained on BladeNet. There is a link to BladeNet from the main NobleKing home page (Ice Schedule icon)

1.6 Arena Locations

Directions to arenas are easiest to find using www.arenamaps.com.



2 SEASON START UP

- Team Finances
- Equipment
- Rule Books
- Rosters
- Certifications
- Scheduling

2.1 Team Finances

The manager is responsible for collecting and disbursing money on behalf of the team. NKMHA registration fees cover ice time, equipment (sweaters & socks), and sponsorship bars that are applied to the Jerseys. The team must pay for refs, timekeepers, tournaments, and any extras such as additional ice, team parties, name bars, clothing, etc. Rep teams are also responsible for sponsorship (\$1500), as well as the NKMHA tournament entry fee (\$600). These fees are due to the association on Sept 15.

Based on the above costs and any additional costs, the manager (along with the coaches) must set a budget and divide the cost between the team families, collect the money and set up a bank account. A statement of account must be maintained. The administrator will ask you to submit your reconciled budget to the treasurer at the end of the season.

2.1.1 Team Budget

A basic budget could include the following:

Item	Budget	Actual
Tournaments (3x \$850)	\$2550	\$2000
Team Party	\$200	\$235
Name Tags		\$150
Apparel - Sweatsuits		\$1500
Additional Ice	\$1000	\$900
Sponsorship Fees (Rep Only)	\$1500	\$1500
Fundraising		-\$1000
Total	\$5250	\$5285
# players	15	15
Cost per Player	\$350	\$352
Refund per Player		\$0



2.1.2 Bank Account

The Banks in Nobleton and King City have accounts with reduced fees for this purpose. (eg. TD has a Community plan that has a \$5.00 monthly fee and provides 5 full-service transactions, a monthly statement and cheque return (subject to change). Check with last year's team manager, as some teams keep an account open in the team name (i.e. NobleKing 2000) and just change signing authority when needed.

2.1.3 Rep Fees

All rep teams must remit their sponsorship fee (\$1500) and NK tournament fee (\$600) to the association by **Sept 15 (total = \$2100)**. A cheque can be written to NKMHA and either mailed, or left under the door at the office in Nobleton.

2.2 Equipment

Equipment will be distributed at the beginning of the season, prior to the first season game.

2.2.1 Sweaters & Socks

All Tyke and older LL and Rep teams will be provided home and away sweaters and socks. Initiation teams will receive one sweater & set of socks. These sweaters are sponsored by Tim Horton's. If there is any problem with sizes or quantity of sweaters provided, contact our equipment manager.

2.2.2 Sponsorship Tags

Sponsorship tags will be provided for all sweaters. These are secured with Velcro on the bottom of the jerseys.

Rep teams are responsible for acquiring their own sponsors, collecting and remitting the sponsorship fee of \$1500. Hence, rep team managers are also responsible for forwarding the name of the sponsor to the Equipment Manager as soon as it is secured.

Although LL teams sponsors are sourced by the Sponsorship Director many parents from each team traditionally will sponsor their child's team. If you have a parent, other family member or anyone else interested in sponsoring a team, please forward that information to our Sponsorship Director. The cost of sponsoring a LL team is \$500 for a half-team sponsorship (home or away), or \$1000 for a full-team sponsorship.



2.2.3 Name Tags

These are optional and at the expense of the team. This year, the cost will be \$7.50 per name bar (all teams require 2 bars except for IP who needs 1). The team will be responsible for ensuring name tags are properly affixed to the jerseys. Effective 2008/09 name tags are affixed with Velcro. In order to save costs, they can be reused in future seasons.

2.2.4 Other Equipment

NKMHA provides goalie equipment for teams in Tyke and Novice who do not have their own equipment. This consists of a helmet & neck guard, chest protector, gloves, shin pads, stick and bag. This equipment must be kept in good condition and returned at the end of the season on NobleKing Day.

2.2.5 NobleKing Apparel

NobleKing apparel, i.e. warm-up suits, jackets, shirts, hats etc. are available through our on line store. There is a "merchandise" link on the NobleKing home page. Items can be purchased individually or, preferably, by team. It is advisable to add the cost of a team uniform to the team budget at the beginning of the season.

A sample set of available items will be available at the King City Pro Shop to try on prior to ordering on line. If teams/players want to order melton/leather jackets they must be ordered through QuikBlade Sports.

Any team or individual wishing to purchase items NOT on the standard list (additional clothing, pucks, etc.) with the logo or any type of NobleKing recognition affixed, must apply in writing for approval to the Executive. A modest markup of the pre-tax value of the item(s) will be payable to the Association for the use of the logo. Approval will be based on, but not limited to, quality, style, colour and material.

2.3 Rule Books

The official rule books that must be referenced are as follows:

- Hockey Canada
- OMHA Manual of Operations
- SRMHL Playing Rules – Local League Only

There are on-line copies of these documents at the websites above, however, both the Hockey Canada and OMHA Manual of Operations are available in hard copy from our OMHA representative (see above contact list). **The most current OMHA Manual of Operations should be on-hand at all times.**



2.4 Rosters

Each team requires an approved Team Roster prior to commencement of games. In addition, Affiliated Player's must be added to the roster for any players "called up" from lower level teams to play for your team usually for reasons of injury, illness or absence.

The OMHA approves both Rep and LL team rosters and all players and staff must be listed as approved before participating.

2.4.1 OMHA Roster

The team roster requires the following data for both team officials and players:

2.4.1.1 Team Officials

All teams require a minimum of a certified Coach and Trainer. In addition, three (3) other staff members can be rostered to the team – a manager, an assistant coach and an assistant trainer, for a maximum of five (5) team officials. The manager must be rostered prior to the assistant coach or assistant trainer.

2.4.1.2 Players

The maximum number of players on a roster is two (2) goalies and seventeen (17) players for all teams up to and including Midget. Juvenile teams can roster up to 25 players, but only play 19 per game. **Only players who have registered and paid will be rostered.** All information required to roster a player is gathered in the on-line registration process.

Exceptional situations such as requirements for goalie relief (when NK does not have enough goalies and needs to sign a player from another centre) must be handled through the association OMHA rep.

2.4.2 Team Roster Processing

The manager or coach provides the administrator/registrar with a list of team officials' and players' names and addresses. The administrator will create the roster in HCR and have it approved by the OMHA. Rosters with no errors/missing data should be approved within 48 hours. The approved roster will be e-mailed back to the manager, who is responsible for checking and printing the roster. The approved team roster must travel with you to every game and tournament.



2.4.3 Roster Issues

2.4.3.1 Invalid or Missing Team Official Certifications

All team official certifications must be valid at the time of roster approval. If a team official's certifications are missing or invalid, that official will not be approved on the roster until the certification is updated.

As soon as the certification is complete, e-mail the Administrator with the team official name, birth date, team, and new certification number and a roster change will be initiated. Approval may take up to 48 hours.

2.4.3.2 Residency (Rep Teams Only)

All rep players must be residents within the boundaries of the NKMHA which are as follows:

NK's Eastern boundary is the west side of Bathurst Street
NK's Northern Boundary will be the south side of 17th Side Road
NK's Western boundary is the Caledon/King Townline.
NK's Southern boundary is north of the King/Vaughan Townline

The right of choice area is from the north side of 17th Side Road to the south side of Hwy 9 between Bathurst Street and Hwy 400. "Right of Choice" means that the player can choose to play for NK if the difference in distance between the person's house and the two centres is less than 8 kms.

2.4.4 Affiliated Player Rosters

Affiliated Players

Each team should prepare an affiliated player list to ensure there are spare players available in the case of injury, unavailability, etc. This is especially important for goalies and divisions where there is contact. An affiliated player must come from a lower level team.

For Rep teams – they can come from a lower level rep team or LL team, i.e. a Major Bantam rep team can sign affiliated players from the Minor Bantam Rep team and/or from the Bantam LL teams. Note that NK Rep players can be affiliated to a AAA South Central team. Affiliated Players must also be within the residential boundaries of NobleKing to AP to a rep team. Please refer to the current OMHA Manual of Operations under Regulations/7.0 Affiliation for additional regulations pertaining to rep team affiliation and OHF (major years) eligibility.



For LL teams – ie. the Bantam LL team can sign affiliated players from the PeeWee LL teams.

A player can only be affiliated to ONE team per season. You cannot switch your affiliation during the season. The deadline for approved affiliated player lists is January 15.

The manager or head coach is responsible for filling out the AP form and having all the approvals required (both coaches, OMHA rep, parents) prior to emailing it to the Administrator/Registrar. Please make sure all forms are sent as individual files if sending multiple forms. The form is then uploaded to the players file, they are added to the roster, and approval is requested. Approval may take up to 48 hours.

Prior to Local League team selections: LL players can be AP'd to rep teams prior to the LL season starting. They are added to the rep roster as team members, then released and assigned to their LL teams. They then need to be AP'd using the AP form as detailed above.

Note: The most time consuming part of the process is collecting all the signatures required for the AP form, so start this as soon as possible.

2.5 Team Official Certifications

All teams must have at minimum a coach and a trainer with current certification. The next team official rostered must be the manager, and following that the fourth and fifth team officials must be assistant coach and assistant trainer. All team officials must have their PRS certification as well as the appropriate certifications for their positions as identified below. All rostered officials are permitted to be on the bench for another NobleKing team in the same capacity for which they are rostered (ie. Coach or Trainer). Some coaches or trainers are also added to the NobleKing “at-large” roster and may also fill in during games. The administrator has a copy of this roster.

For LL only: Please ensure you have certification numbers for all your officials prior to the beginning of the season. The administrator can provide these for you. Also, make sure you have the numbers for anyone filling in for your team. These are mandatory for the game sheets.

2.5.1 All Team Officials

Prevention Services (PRS/RIS or Speak Out/Respect in Sport) certification is required for all team officials. This is a 3.5 hour seminar on the topic of abuse & harassment prevention. This certification is one-time only and, therefore, does not require renewal. This course is also available on-line through the OMHA.



2.5.2 Coach/Assistant Coach

The following certifications are required by Level of Team Coached:

Team Level	Certification Required
Initiation & Tyke (7yrs & under)	CHIP/Intro Coach and PRS/RIS
LL Novice	CHIP/Intro Coach and PRS/RIS
LL Atom	CHIP/Intro Coach or NCCP Coach Stream and PRS/RIS
LL Peewee to Juvenile	NCCP Coach Stream and PRS/RIS
Rep – Atom and below	NCCP Coach Stream and PRS/RIS
Rep – Atom and below	NCCP Developmental 1

Coach Certifications are valid as per the chart below.

Certification	Program Length	Valid Term	Renewal
CHIP	6 hrs (1.5 hrs on-ice)	No Expiry	NA
Coach Stream	8 hrs (1 hr on-ice)	3 Years	Coach Refresher
NCCP Dev 1	16 hours (2 hrs on-ice)	3 Years	Coach Refresher
Coach Refresher	4 hrs (no ice)	3 Years	Coach Refresher
NCCP Dev 2	16 hours (2 hrs on-ice)	No Expiry	Prereq – NCCP Dev 1

NKMHA will host PRS, Coach and/or Trainer Clinics depending on the needs of our volunteers. Also, clinics can be attended at other centres. To register for a clinic, go to www.OMHA.net, Clinics, for a list of clinic locations and dates. Some are now available online such as the Trainer's Level 1 and Refreshers. You can be reimbursed for the cost of the clinic by e-mailing or mailing your receipt to the Administrator. All 3-year certifications expire on August 31st of the third year.

Manager only require PRS/RIS (Speak Out/Respect in Sport).

2.5.3 Trainer/Assistant Trainer

Trainer certification is an 8 hour program. The certification is valid for a 3 year term and re-certification is available through a Trainer Refresher clinic (4 hour duration). This course is now available online through the OMHA.



2.6 Scheduling

Scheduling is done in three main blocks throughout the season including pre-season, regular season and playoffs. NKMHA provides each team with a practice and a game time each week with the aim of keeping the schedule as steady as possible week to week. Scheduling changes, however, do happen due to tournaments, weather cancellations, etc. The team manager will be contacted by the administrator for all ice time changes.

The manager is responsible for preparing and distributing the schedule of games and practices to their team. In addition, it is helpful to prepare a roster sheet with player names & numbers, parent names, and contact numbers (home & cell phones) for distribution to the team to assist in getting to know each other and arranging rides when necessary.

2.6.1 Pre-season – September

The pre-season for rep teams begins the first Tues in Sept. Rep teams will be assigned ice time as available in order to complete roster selection during the first week of September. LL teams will be assigned ice time, from the second week of September through Thanksgiving.

2.6.2 Regular Season

Games begin at different times in the fall, depending on the level played.

2.6.2.1 Rep Regular Season

The Rep season usually starts the second week of Sept. The regular season is 30 games, completed by mid January.

2.6.2.2 LL Regular Season

The LL season starts around Thanksgiving. The regular season is 26 games, completed by the first week of February. Tyke begins December 1st.

2.6.2.3 Jr. Knights

The Jr. Knights program is entirely under the control of NKMHA. Similar to the Initiation program, which is approved by the OMHA, it's main goal is development, hence the first third of the season is focussed on hockey and skating skills and games are scheduled starting in December or January. The Jr. Knights program starts approximately the 3rd weekend in Sept.



2.6.3 Scheduling Meetings

The manager and/or coach must attend the regular season scheduling meeting. In preparation for this meeting, the Administrator will provide the manager with a schedule of team game and practice dates. The manager should mark any confirmed or possible tournaments and any other dates to avoid on the calendar.

Scheduling can seem chaotic the first time as there is not a lot of explanation of the process to newcomers. Basically, the coach/manager must get a list of games from their league convenor that they must schedule with the other team managers. Usually the tables are divided up into the age groups – Novice, Atom, etc – and you have to find the coach/manager of the other teams and fit the home and away games into your respective schedules. It is easy at the beginning when there is lots of flexibility in your schedule, but as you get down to the last few teams you may have to trade ice times in order to fit everything in. Once the schedule has been completed, it must be approved by the YSMHL or SRMHL delegate who will make three copies (one for themselves, one for your team, and one for the administrator). **Give the NK Administrator a copy before leaving the meeting.**

Suggestions for Scheduling:

- Be on time (if you are late, your team will get all the left-over time-slots and scheduling may be difficult)
- Go over the calendar with your coach before the scheduling meeting and mark all dates to avoid in order to reduce the number of changes required during the season
- Try to balance your schedule so that you do not play the same team back to back (especially with older teams, this allows rivalries to calm down between meetings)
- Many teams try to schedule with more distant teams first (i.e. Orillia or Stouffville) to avoid late nights mid-week or possible winter weather.
- Use the dates assigned first. If you need another time slot, the Administrator will be at the meeting and will trade times with you to make the schedule work. A practice time slot may also be used (although this is not always preferable as it affects ref scheduling)

The Rep Scheduling meeting is held in late August and only one representative per team is permitted. The LL Scheduling meeting is held in early October and 2 team representatives are permitted.



2.6.4 Scheduling Changes

Practice and Game changes throughout the season are communicated between the team manager and Administrator only. Please follow these guidelines with changes:

- determine tournament weekends prior to the scheduling meeting to avoid changes post-scheduling
- keep changes to a minimum
- inform the Administrator ASAP when a game or practice change is required so sufficient time is available to fill empty ice slots
- game changes during playoffs are almost impossible!

2.6.5 Playoff Season

Scheduling for the playoff season is done by the administrator. Contracts are signed between the two (or more) teams in the series. Tournaments are frowned upon during the playoff season but can be worked around if absolutely necessary. Due to the number of games required in this time period, practices can be bumped for games.

There is NO official break taken for March Break. If your team is still in the playoffs they will have games during this period (at least two-thirds of our teams are still playing at this time). **MAKE SURE YOU HAVE AN AP LIST SO YOU CAN CALL UP PLAYERS, ESPECIALLY GOALIES!!**



3 GAMES

- **Game Sheets**
- **Gate Collection**
- **Scheduling of Refs & Timekeepers**
- **Payment of Refs & Timekeepers**
- **Weather cancellations**
- **Suspensions**

3.1 Game Sheets

At the scheduling meeting coaches/managers will be given a supply of game sheets for the season. The Home team is responsible for supplying the game sheet. There will not be any extras available, so please use carefully. The Home team will fill out the game sheet first, then hand it to the Away team Manager. Once it is filled in, it must be given to the timekeepers.

It is critical that game sheets are filled out appropriately. This is usually done by the team manager, however, the coach is the one who will be penalized for administrative errors. Ensure that the game sheet is filled out COMPLETELY as follows:

1. Date
2. Game Number – very important!
3. Series Number (playoffs)
4. Location of Game – King City or Nobleton, etc.
5. HOME/VISITOR – write in your team name – i.e. Major Bantam
6. Division – Tyke to Juvenile
7. League – YSMHL (rep) or SRMHL (LL)
8. Length of Game – period length is determined by the allotted time allowed for the game as follows:

Period Length	Total Game Length
10 minute periods, 2 or 3 minute buzzer	1 hour
10 minute periods	1 hour
10 minute 1 st & 2 nd period, 15 min 3 rd period	1 hour, 15 minutes
10 minute 1 st period, 15 min 2 nd & 3 rd periods	1 hour, 30 minutes
15 minute periods (flood between 2 nd & 3 rd)	2 hours

9. Curfew – a curfew is when the game is stopped before the final buzzer due to the end of the ice rental. Every effort should be made to play the game within the timeframe allowed. Please ensure your team is ready to go on the ice as soon as the zamboni is finished. Generally we do not curfew games, however, if something extraordinary happens, i.e. injury, penalty delays, etc. a curfew may be necessary.



10. Player/coaches names and/or numbers – If using the label sheets, ensure a list is on all four copies of the game sheet and any player who is absent or suspended is crossed off the list (on all copies). Identify all C's and A's. Labels should not run over the suspended players section on the game sheet. Don't forget the coach's certification numbers for LL.
11. Suspensions – ensure these are listed with the appropriate number of games (i.e. 1 of 3).

The timekeeper is responsible for filling out any game information – i.e. start & end time, scorer name, signature, etc., penalties and goals. The refs/linesman will sign the game sheet at the end of the game. It is the responsibility of the timekeepers to give the home and away teams a signed copy of the game sheet at the end of the game. You may be instructed at the scheduling meeting to fax game sheets after each game to the division convenor.

3.2 Scheduling of Refs & Timekeepers

Scheduling of refs and timekeepers will be done by the Ref-in-Chief and Chief Timekeeper respectively. If a timekeeper or ref has not shown up by the time the ice is being cleared for your game, call the Chief Timekeeper or the Ref-in-Chief as appropriate. Try to get the timekeeper and/or ref from the game before you to stay!

3.3 Payment of Refs & Timekeepers

Each team is responsible for paying the referees and timekeepers. Payment is due as follows:

3.3.1 Timekeepers

Game Length	Fee
1 hour, 10/10/10	\$8.00
1 hour, 15 minutes, 10/10/15	\$10.00
1 hour, 30 minutes, 10/15/15	\$12.00
2 hours, 15/15/15	\$15.00
Juvenile, 20/20/20	\$20.00

If the game goes over the scheduled time, timekeepers do not get paid more. There are two people scheduled for timekeeping each game. This fee is paid to each person. In the rare circumstance when one timekeeper does not show up, please pay the only timekeeper both fees.

Exceptions to the above: Payment for Tyke and Novice LL games is \$10 with only ONE timekeeper required.



3.3.2 Referees

NOTE: NO GAMES WILL BE DONE WITH ONE REF ONLY! The game must be suspended and a full report must be made to the Referee-in-Chief.

2011-2012 Referee Rates

Two Official System				
Game Lengths	10-10-10	10-10-15	10-15-15	15-15-15
Levels	Rates			
Novice & Below	\$19.00	\$21.00	\$23.00	\$25.00
Atom	\$20.00	\$22.00	\$24.00	\$26.00
Peewee	\$23.00	\$25.00	\$27.00	\$29.00
Bantam	\$24.00	\$26.00	\$28.00	\$30.00
Midget	\$25.00	\$27.00	\$29.00	\$31.00
Juvenile	\$26.00	\$28.00	\$30.00	\$32.00

Three Official System: Novice to Peewee							
Game Lengths	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
	Rates						
Referee	\$27.00	\$29.00	\$31.00	\$33.00	\$35.00	\$37.00	\$39.00
Linesman	\$21.00	\$23.00	\$25.00	\$27.00	\$29.00	\$31.00	\$33.00

Three Official System: Bantam and up							
Game Lengths	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
	Rates						
Referee	\$31.00	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Linesman	\$23.00	\$25.00	\$27.00	\$29.00	\$31.00	\$33.00	\$35.00

NOTE: OMHA Officials SHALL NOT officiate in a "one man" system



3.3.3 Out-of-Town Referee Mileage

In addition, if out of town refs are used, (usually Level 3 refs for Midget and Juvenile levels), mileage must be paid. Mileage rates are below and available in referee rooms. Mileage is paid for the kilometre count both ways times \$0.35 (i.e. the kilometre count from King City to Aurora return is 27km x \$0.35 = \$9.45). Only ONE ref is paid (refs should travel together if more than one is required) and the cost is split by all teams utilizing those referees. If more than one ref requests payment, forward the request to the Referee-in-Chief.

Mileage Rates for Nobleton and King City

Mileage is in Kilometres (both ways) X \$0.35

Departure Town	To Nobleton Arena		To King City Arena	
	Km	Rate	Km	Rate
Ajax	146	51.1	127	44.45
Angus	121	42.35	142	49.7
Alliston	91	31.85	112	39.2
Aurora	47	16.45	27	9.45
Barrie	109	38.15	115	40.25
Base Borden	121	42.35	142	49.7
Beeton	56	19.6	79	27.65
Beaverton	183	64.05	164	57.4
Bolton	17	5.95	37	12.95
Bradford	63	22.05	61	21.35
Caledon	62	21.7	84	29.4
Creemore	167	58.45	188	65.8
Coldwater	225	78.75	203	71.05
Collingwood	195	68.25	216	75.6
Elmvale	191	66.85	169	59.15
Gravenjurst	288	100.8	267	93.45
Keswick	109	38.15	89	31.15
Lefroy	101	35.35	124	43.4
Maple	36	12.6	16	5.6
Markham	83	29.05	63	22.05
Midland	114	39.9	221	77.35
Newmarket	58	20.3	38	13.3
Oak Ridges	34	11.9	14	4.9
Orangeville	88	30.8	118	41.3
Orillia	111	38.85	189	66.15
Oro	168	58.8	146	51.1
Pickering	139	48.65	120	42
Penetanguishing	216	75.6	223	78.05
Richmond Hill	49	17.15	29	10.15
Sharon	78	27.3	58	20.3
Schomberg	25	8.75	46	16.1
Shelbourne	146	51.1	167	58.45
Stayner	178	62.3	199	69.65



Stroud	109	38.15	109	38.15
Sutton	134	46.9	114	39.9
Thornton	84	29.4	105	36.75
Tottenham	55	19.25	76	26.6
Unionville	79	27.65	59	20.65
Uxbridge	120	42	100	35
Vaughan	22	7.7	39	13.65
Wasaga Beach	198	69.3	219	76.65
Whitby	159	55.65	140	49
Woodbridge	30	10.5	48	16.8

3.4 Weather Cancellations

Game cancellations due to weather are a last resort, usually due to extreme weather conditions such as a blizzard or ice storm and are initiated by the **travelling** team. It is suggested you check on-line road reports for road conditions prior to making a decision not to travel.

In these instances, it is the responsibility of the manager or coach to contact the Administrator and the Jr. or Sr. Convenor to arrange to cancel the game within 3 hours of the scheduled start time. This timeframe allows the opposing centre to be contacted with enough time to cancel refs and timekeepers, but ensures that weather conditions are severe enough at the time of the game to warrant cancellation.

Although we may feel that cancelling the game is best, the Administrator cannot guarantee the game will be cancelled. We need to make this request via phone call (not email) and sometimes reaching the appropriate person is difficult. If you choose not to travel and the game has not been cancelled, this will result in a forfeit.

3.5 Penalties & Suspensions

3.5.1 Suspensions

Player and team official suspensions are penalties assessed during a game. The manager and coach must review their copy of the game sheet immediately following the game to ensure that suspensions are identified and served correctly, as they can be assessed after the players have left the ice.

A list of suspension codes with the length of the suspension to be served are printed on the last pages of the OMHA Manual of Operations.

Written details surrounding the event are on the back of the white copy of the game sheet which goes to the administrator to be faxed to the league.



It is the team responsibility to understand and question (if required) any suspension received in order to ensure that they are served correctly. It is the coach who will be penalized (usually with additional game suspensions) if penalties are not served correctly by any of the team officials or players. Call the Administrator or the OMHA or LL rep for clarification.

It is also imperative that served suspensions are documented correctly on following game sheets. Ensure that the player is crossed off the player list (on all copies of the game sheet) and is listed in the Suspension section, with the correct number of games, i.e. 1 of 3. Coaches will be suspended for administrative errors. (There is no pleading ignorance – we've tried!)

League convenors check all game sheets to ensure suspensions are correctly served.

Suspensions can be appealed, but only those longer than three (3) games. If an appeal is being considered there are specific rules and timeframes involved as well as fees. Contact the OMHA Rep or LL Convenor as appropriate to discuss options available.

3.6 Injuries

If an injury occurs during a game, either home or away, the trainer is responsible for filling out a Hockey Canada Injury Form and an OMHA Case Report. This form must be forwarded to the OMHA Rep, Administrator and OMHA Office.



4 TOURNAMENTS

- **NobleKing Rep Tournament**
- **Tournament Availability**
- **Tournament Paperwork**
- **Travelling to Tournaments**

Often tournaments are a great bonding time for the team and generally lots of fun. They do require a good deal of organization and it is best to plan early so that tournament weekends can be blocked off before the season scheduling is done (to avoid game changes).

4.1 NobleKing Rep Tournament – First Weekend in January

NobleKing hosts an Annual Rep Tournament, for Major Novice through Major Bantam the first weekend in January. All rep teams are expected to enter the tournament. A reduced entry fee of \$600 is due on Sept 15, along with sponsorship fees. In addition, volunteer help is also needed that weekend to run the tournament. Rep teams are expected to help out, but anyone in Local League or Initiation who is willing to help would be greatly appreciated. Please contact our Tournament director.

4.2 Tournament Availability

Tournaments are listed on the OMHA website, www.omha.net under Tournaments on the left. Tournaments are also available in the GTHL, Alliance, ODMHA, Quebec and the U.S. Note that *NobleKing teams may only participate in sanctioned tournaments*. After contacting the tournament director, you will be required to send the following documentation to confirm your team spot:

- Travel Permit
- Roster (may be pending due to timing)
- Fees

4.2.1 Travel Permit

A signed travel permit is required to travel to tournaments outside the OMHA. This form is available on the OMHA website under Forms and Permits. The permit must be filled in with the Branch, Division and Category checked off. The following information is filled in as follows:

Tournament destination and Name

Centre Requesting Permission - NobleKing

Date – usually a series of dates, i.e. Jan 2-4, 2011

Category – your team category (can be different than the category you are playing at the tournament, i.e. an A team can play in a AA tournament)



Division – your team division (can be different than the division played at the tournament),
Team Official – should be coach or manager
Association Contact – our OMHA rep's signature is here, **but fill in your fax number**

Once the form is completed, you need to fax in the form to the OMHA at (905) 780-0344. The fee of \$20 will have to be paid before it is approved. Payment can be made by cheque or over the phone by credit card. If you are paying by cheque, ensure allow for processing time.

Tournaments within the OMHA only require a letter of permission signed by the OMHA representative for the association. Please provide the same information required for a travel permit to the OMHA rep and a letter will be generated and signed for your team.

4.2.2 Roster

An approved copy of the OMHA roster must be sent to the tournament organizers. If you do not have an up-to-date version of your roster, contact the Administrator.

4.2.3 Tournament Fees

Tournament fees range based on the number of games guaranteed. For budgeting purposes, a 3-game guaranteed tournament cost approximately \$800-\$1200. As tournament fees are prepaid to guarantee your registration, this cost should be included in your team budget at the beginning of the year so that the funds are available to be remitted as required.

4.3 Travelling to Tournaments

If you are going to a tournament more than a 2-hour drive away, teams sometimes charter a bus and arrange to stay in a certain hotel so that everyone stays together. The team manager (or another parent on the team who is willing to take this task) is responsible for these arrangements. Buses can be arranged to pickup and drop-off at both the arenas. Tournament organizers often have a list of suggested hotels that are offering reduced rates to tournament participants. The manager can arrange with the hotel to hold a set number of rooms. Parents must call with their credit card numbers to guarantee the room. All this information must be gathered and communicated to the team members, with deadlines for confirming reservations. Also, it is sometimes preferable to arrange team events in advance such as attending semi-pro or pro hockey games, dinners, etc. Since tournament schedules are usually put together only the week prior to the tournament, if you have special scheduling requirements ensure the tournament organizers can work around them.



5 THROUGH THE SEASON

5.1 Executive Meetings

Executive meetings are held regularly, approximately once a month. Items to be brought forward to the executive for discussion must be sent in writing to the Administrator, preferably 48 hours prior to the meeting.

5.2 Communications

The Administrator will communicate generally through e-mail to coaches and managers. Please ensure you check your e-mail on a daily basis. In emergencies or tight timeframes, communication will be by phone. If you receive anything via e-mail that you cannot view/print please let the Administrator know immediately so a hard copy can be delivered.

To make your job easier, it is best to communicate to your team via e-mail as well, unless time is critical. Please blind copy all recipients to protect their privacy. Free team websites are available through many providers and are another easy way to keep your team up to date.

5.3 Public Relations – Newspaper Reports

The local papers – King Weekly and The Sentinel – will publish write-ups of games and tournaments as well as digital pictures. You can send the information to the Administrator as well to publish on the website. Some teams off-load this task to a parent with good writing skills or a story-telling flair!

Contacts are:

King Weekly – e-mail kvweekly@bellnet.ca, 905-832-1155

The Sentinel – e-mail editor@kingsentinel.com, 905-729-2287

6 ANNUAL NOBLEKING FUNDRAISING EVENTS

There are a number of events throughout the year that NobleKing holds as fundraisers. The proceeds reduce everyone's registration cost, so it is in our interest, collectively, to promote and support these events. It is the responsibility of the team manager to communicate/promote these events and assist in selling tickets and collecting money and/or in helping to find volunteers to organize and run the events. Our Fundraising Director will communicate the details and volunteer requirements to the managers as the events are organized.



7 END OF SEASON EVENTS

7.1 Annual General Meeting

The Annual General Meeting is held usually in February or March at one of the arenas. It is your opportunity to recognize the efforts of the Executive over the past season, to choose the Executive for the following season, to vote on any official changes to the NKMHA Constitution, and to have input on our organization's direction.

Since the Annual General Meeting follows a defined procedure, if you or any of your team members want to place an item on the agenda for discussion or vote, please follow these procedures as per our Constitution:

Any member may propose an amendment by furnishing the same to the Secretary of the Association in writing, at least 2 weeks before the date of the Annual or Special General Meeting.

7.2 NK Day

NK Day is the final event of the season for all teams held at one of the arenas, mid-April. Season awards and trophies are distributed, sponsors are recognized and lunch is provided. (Lunch for non-players & parents is a minimal cost).

Managers are required to collect and hand back the following items:

- Team Funds Reconciliation Sheet
- NK Equipment (goalie)
- One set of sweaters (colour to be determined)

Team officials (Tyke LL and older) are asked to choose recipients of the following Esso Awards:

Most Dedicated
Most Improved
Most Sportsmanlike

In addition, the following unique award recipients must be chosen by team officials:

Award	Level/ Team	Purpose
Most Enthusiastic	Major Novice Rep	Player who brings the most enthusiasm to the game on and off the ice.
Cosimo Oppedisano Spirit Award	Minor Peewee Rep	Player who exemplifies congeniality, compassion, courage and love for life.



Josie Defilippis Award	Peewee Local League	Player who best shows his or her love for the game, gives 100%, win or lose, and never gives up
Albert Hopper Award	Peewee Local League	Regular season high scorer (most goals)
David Kaake Memorial Award	Juvenile Rep	Most gentlemanly player
David White Memorial Award	Juvenile Rep	All-round player
Coach of the Year	Local League Representative	Coach that best displays honour on and off the ice to the players and parents

7.3 Coach Selection

On-line Coach applications can be found on the NK website. Once filled out, they can be e-mailed to the Coach Co-ordinator or the Administrator, mailed to the Association or placed in the NKMHA arena mailboxes. A police record check will be required for all new association coaches prior to acceptance as a coach. The applicant must present themselves at a York Region police station with the filled out form (signed by the Administrator, Coach Co-ordinator, Ref-in-Chief or President), two pieces of picture identification and pay the volunteer fee of \$15, then return the completed record check to the administrator.

7.3.1 Rep Team Coaches

Rep team Coach Applications are due on the date of the AGM. Coach selection is done by committee, with the committee choice ratified by the executive at least one week prior to the tryouts. Rep team coaches must have at least one year experience coaching at the HL or LL level.

7.3.2 LL/Initiation Coaches

Coach applications for LL and Initiation coaches are due on the date of the AGM as well, although, they are accepted at any time up to the start of the season. It helps to organize the season when interest in coaching is identified early.

7.4 Rep Tryouts

Rep team tryouts are scheduled in the Spring, following AAA and AA tryouts which are held mid to late April. Tryouts are open to all NobleKing players. There are at least two tryouts per team, with a fee charged per tryout. Details will be communicated well in advance of the tryouts. The coaches will choose the main core of the team in the spring, but can leave a few spots open to be filled in the Fall, allowing for growth and skill changes over the summer, new residents, and returning players from higher levels.



7.5 Registration

Registration is available on-line, generally after May 1st. Details, including fees and deadlines will be communicated to current registrants prior to the end of the season, and advertised in the local papers. Payment is due (credit card) at the time of registration. In-Person registration dates may also be available for those preferring to pay via cheque. These dates are communicated in advance.

Late registrants will be assessed an additional fee due to the organizational complications created.

New registrants may be required to fax in a birth certificate (which must be validated by the OMHA).

Players moving into NK who have played elsewhere must contact the registrar so they can be transferred appropriately.

Forms & Documents

7.6 OMHA

The majority of forms required throughout the season are available to download at www.omha.net under Forms and Permits.

7.6.1 York Region Police Vulnerable Sector Screening Form

This form must be completed by all new coaches and all referees. To have the screening completed, you must apply in person at a York Region Police Office with two pieces of picture identification. The cost for processing is \$15.

<http://www.yrp.ca/community-policing/how-do-i/vulnerable-sector-screening.aspx>