



TEAM INFORMATION MANUAL

-HOUSE LEAGUE-

INTRODUCTION

The Operating Procedures and the Rules and Regulations have been adopted to provide all House League players with an enjoyable and meaningful hockey and learning experience. Parents are requested to enhance the efforts of North London Sports Association and its volunteers by:

- (a) Attending as many games as possible. Your children are making an effort to win your respect for them and your presence provides reinforcement;
- (b) Instilling a positive attitude and outlook towards the game of hockey and being supportive of your child and his or her team-mates, regardless of success;
- (c) Being supportive of your child's coaches and other team staff members. Remember that Coaches, Trainers, Managers and other volunteers do not pretend to be perfect but, they are trying their best to ensure that your child has an enjoyable learning experience. Their desire and commitment to provide the best possible instruction to the players, is enhanced by attendance at seminars, clinics and workshops. At the North London Sports Association, we support the efforts, motivation and desires of our coaches. We take every effort to put our players in the best situation to develop their skills and experience the joy of the game through our selected coaches. Player and parental distractions to the team will not be tolerated.

PURPOSE

The purpose of the House League program is to allow for the potential development of a hockey player at a fun and enjoyable level of competition and at the calibre most suited to the individual hockey player's needs, abilities and desires.

North London Sports Association operates within the Minor Hockey Alliance of Ontario, the Ontario Hockey Federation and the Canadian Hockey Association. North London Sports Association House League rules & Guidelines are intended to supplement all CHA rules currently in effect.

PHILOSOPHY

It is the desire of North London Sports Association to promote and develop amateur hockey for youths, including both development of the opportunity for participation in House League hockey.

We strive to help develop good character among players and other members, by teaching the importance of the values of physical competition, physical activity, good sportsmanship, social participation and good fellowship.

Our goal is to promote and develop the fair treatment of others in an environment where there is no place for discriminatory behaviour with respect to race, place of origin, family circumstance, gender, sexual orientation or creed.

The North London Sports Association will promote good citizenship and representation for the City of London and the Minor Hockey Alliance of Ontario.

OPERATING POLICIES AND PROCEDURES

North London Sports Association (NLSA) House League hockey operates each age division broken into two levels; Major and Minor.

MANAGEMENT COMMITTEE

The House League Management Committee is a standing committee of NLSA. Its members include the two Community Hockey League Representatives, the Vice-President, the President, and the Ice Scheduler.

COACH SELECTION

Coach selection begins in the fall and is undertaken by the House League Management Committee. The selection process tends to unfold rather than follow a prescribed formula. A consensus-building format is used but voting takes place when necessary. It is a time-consuming endeavor with most committee members spending several hours per team, between reviewing applications and annual surveys, phone calls, e-mails, interviews and meetings. There are many factors that enter the decision-making process. Some are outlined below.

All coaches must apply. There are no guaranteed positions. This does not mean however, that all coaches are automatically dismissed. Our coaches, trainers and managers are a very dedicated group of volunteers and they must be treated with respect. If a coach is doing a good job, removing them and replacing them with a new coach would be of little benefit to the Association. Regardless, there is usually turnover and promotions to some who have coached lower levels in previous seasons.

Like any selection process, subjectivity is involved. However, the Committee places the greatest emphasis on the applicant's qualifications as both a coach and mentor, and also on his or her ability and desire to promote and implement the goals of the Association.

A coach or entire staff is not precluded from moving up an age division and/or category from one year to the next. As well, a coach is not excluded because they are a parent. Of particular concern to the Committee though, is the evaluation of a coach that has children playing on the team being applied for. In an effort to prevent any real or perceived conflicts of interest, prior to the approval of such a coaching staff, every effort is made to ensure that the parents' children have both the ability and desire to play on the respective team.

All members of a coaching staff (head coach, assistant coaches, trainer, and manager) must be approved by the NLSA Board.

PLAYER EVALUATIONS & TEAM DRAFT

The following standardizations are being put into practice to provide to all NLSA families,

- An open process that is consistent across all age divisions.
- An understanding of the process that will be followed in team formation.
- A structured format for on-ice evaluations and team drafts at all age divisions.
- An understanding of conflict resolution.

- To ensure fair and balanced teams.
- For the benefit of all Players, Parents, Coaches, Convenors, and Board.

Requests:

1. Any player requests shall be submitted to the division Convenor in writing. Generally, requests will only be considered in special circumstances, and will be dealt with on a case by case basis. Balanced team formation will take precedent over requests. Examples of possible requests that will be considered,
 - a. First year Pre-novice registrant.
 - b. Siblings/twins.
 - c. Transportation, i.e. single parent household.

Team Staff:

2. Head coach will be allowed to select their assistant coach and trainer to ensure that each team has a coach/trainer available for all games and practices, keeping in mind that team balance must be ensured.
3. Coaches will NOT be allowed to recruit players to play for their team alone. Players who are late registrants (after team formation), will be evaluated by the division Convenor and will be placed on a team determined by need to ensure balanced teams – both in skill level and overall player numbers.

Evaluations:

4. At the beginning of the season, an evaluation of players' overall skill level will be conducted. The evaluation process will consist of the following procedure for all divisions – Pre-novice through Juvenile.
 - a. One week prior to HL start date evaluations, division Convenors will receive a list of their respective player registrations. Division Convenors will contact the players / families and confirm date and time of evaluation skates. This info will also be posted on the NLSA web site by early September.
 - b. Dependent upon age level, evaluations will be comprised of skill evaluation and scrimmage play, or possibly scrimmage play solely at the Minor Midget, Midget and Juvenile divisions (at discretion of Midget / Juvenile division Convenor).
 - c. Midget Coaches will help evaluate the Bantam Division to include the on ice portion. Bantam Coaches will help evaluate the Midget Division to include the on ice portion. Peewee Coaches will help evaluate the Atom Division to include the on ice portion. Atom Coaches will help evaluate the Peewee Division to include the on ice portion. Novice Coaches will help evaluate the Pre-Novice Division to include the on ice portion. Pre-Novice Coaches will help evaluate the Novice Division to include the on ice portion.
 - d. Evaluation registration. Pre-Novice through Juvenile, at time of evaluation registration, each player will receive a player number. This same player number will be displayed at all times on-ice during all evaluations and scrimmages.
 - e. During on-ice evaluations, the division Convenor, evaluators and coaches will utilize a pre-determined evaluation work sheet as provided by the CHL Representative.
 - f. Players will be ranked using a number system of 1 through 5 (1 being the lowest skill level and 5 being the highest skill level). Half number scoring will be allowed.
 - g. Following completion of all evaluation on-ice skates, including scrimmage games, the division Convenor will tally and average out each player ranking based solely upon the evaluation work sheets. Anomalies (vast differences) for any player on the evaluation work sheets will be reviewed by the division Convenor with the on-ice coach evaluators.
 - h. The division Convenor will arrange a Team Draft with their respective coaches. In advance of the Team Draft, the division Convenor shall provide their coaches with an

- overall summary of the players' rankings, i.e. Listing all players and their overall evaluation ranking of 1 through 5.
- i. The Team Draft shall take place prior to balancing games being played.
5. The Team Draft shall be conducted as follows:
 - a. The CHL Representative(s)/division Convenor shall govern the team draft.
 - b. Only the head coach, or designate, for each team shall attend the Team Draft.
 - c. The division Convenor and each head coach/designate shall have a summary of all players showing their respective ranking, as determined solely by the on ice evaluations and scrimmages.
 - d. The division Convenor shall provide all coaches / designates with the approved requests as provided by the CHL Representative to the division Convenor.
 - e. Head coach will be allowed to select their assistant coach and trainer to ensure that each team has a coach/trainer available for all games and practices. Team balance must be ensured.
 - f. Coaches shall each pick one player at a time to ensure team balancing (standard draft, i.e. 1, 2, 3, ...; 3, 2, 1, ...). Siblings / twins shall be kept together and drafted together.
 - g. Protected players shall be placed on the team first. Protected players are those of the head coach, assistant coach, and trainer.
 - h. Next, players are selected to match up with the rankings of the protected players. i.e. NLSA 15's protected players are ranked 3, 2.5, 1 – remaining teams select a 3, 2.5, 1.
 - i. Goalies are selected next. Consideration shall be afforded a team who receives a lower skill ranked goalie than another team, i.e. the team with the lower skilled goalie will receive one additional strong ranked skater over a team with a higher skilled ranked goalie.
 - j. Players are selected starting with 5.0s, then 4.0s, then 3.0s, then 2.0s, then 1.0s, until all players have been placed on a team. Each coach selects one player at a time.
 - k. During the Team Draft, there shall be no Player / Parent requests taken into consideration. Exception: special circumstances will be dealt with on a case by case basis, and as provided by the CHL Representatives to the division Convenors. Balanced teams take precedent over requests. Examples of possible requests,
 - a. First year Pre-Novice registrant.
 - b. Siblings/twins.
 - c. Transportation, i.e. single parent household.
 - l. During the Team Draft, no coach may choose two players at a time.
 - m. During or after the Team Draft, no coach may interfere with the selection of another coach's pick.
 - n. There shall not be any player trades between coaches. All player trades shall be at the discretion of the division Convenor and CHL Representative.
 - o. During the team draft, coaches/designates, will not put forward player requests.
 6. Following the team draft, each coach shall contact their respective team and provide introductions, team information. The Coach shall advise all team players / families that the teams shall remain in a state of flux up until and immediately following the balancing games – that players may be moved to ensure balanced teams.
 7. Following completion of the final balancing game, the Division Convenor shall meet with all head coaches to discuss team balance, and whether or not any player balance trades are necessary.
 8. In the event that any player balance trades are necessary,
 - a. The division Convenor shall advise the CHL Representative.
 - b. The division Convenor and coaches of the players involved will advise the players/families of the trade.

9. In the event of player balance trades, any player who refuses to move to a new team will forfeit his/her season – they will be discharged from NLSA, their registration fee will be returned, minus a \$50 administration fee, and they will be unable to play for that season. Notification will be made by the CHL Representative in writing.
10. Goalies. Not applicable to Pre-Novice and Novice. In the event that a team does not have a goalie, and there are available goalies at a level below, goalie movement of one level only may be undertaken, i.e. minor Atom to Atom; major Atom to minor Peewee; etc.
 - a. In the event of two goalies being available to move up a division, order of who moves shall be based upon,
 - i. Volunteer.
 - ii. Skill level – higher skill level goalie will move up.
 - iii. Age – older goalie will move up.
 - iv. In the event of equal skill and age, the last goalie to register will be moved.
 - b. Failure of a goalie to agree to move will result in that goalies' registration fee being refunded, minus a \$50.00 administration fee, and their season forfeit. Notification will be made by the CHL Representative in writing.
11. Team Size: NLSA is committed to providing a stable and safe hockey environment to as many players as possible. NLSA will accept late registrations in order to allow as many players as possible to enjoy minor hockey, and as our team numbers will allow. The CHL Representative, in consultation with the Registrar and division Convenor, will determine when registration is closed in any given division due to maximum team capacity. In most instances, a team will be considered full with 15 skaters and 1 to 2 goalies.
12. It is acknowledged that late registrations pose a challenge with regards to team balance, i.e. team size, proper evaluation of player skill level in context of general age group. Late registrations will be evaluated by division Convenor on-ice prior to team placement.
13. Conflict resolution. In the instance of disputes arising during the evaluation process and team draft process, the head coach shall advise the division Convenor in writing of his/her concerns. The division Convenor shall notify the CHL Representative of the issues. A meeting shall be held within one week regarding the issues. In attendance shall be the CHL Representative, division Convenor, and respective head coach in the particular division. Failing resolution of the issue(s), the CHL Representative shall bring the matter to the NLSA Board, which will decide the matter. All disputes regarding evaluation and team draft shall be made in writing no later than three weeks following the start of the season.
14. In-Season conflict resolution. In the instance of disputes arising during the season, the head coach shall advise the division Convenor in writing of his/her concerns. The division Convenor shall notify the CHL Representative of the issues. A meeting shall be held within two weeks of the Director receiving the written complaint from the division Convenor. In attendance shall be the CHL Representative, division Convenor, and respective head coach. Failing resolution of the issue(s), the CHL Representative shall bring the matter to the NLSA Board, which will decide the matter.
15. These rules and procedures are a general guideline. Circumstances and issues arising outside of these procedures will be dealt with on a case by case basis. Any and all decisions made by the Board in all matters pertaining to NLSA shall be binding and absolute.

Evaluations are held in order to select players for all House league teams. The time, locations are posted on the NLSA website.

House League Evaluations and Balancing games traditionally start in late September. Each Player must participate in the evaluations. The purpose of these balancing games is to permit coaches to see the players competing against other players from the same age level. A committee member or coach must be present at all balancing inter-squad games.

Players must understand that if selected by the coach, they are expected to play on that team.

Coaches selected for NLSA House League teams endeavour to make all the right decisions. However, they are not infallible. CHL Representatives and Coaches will select players based on balancing the teams evenly and the individual player's ability. Some selections will not be as easily understood as others but the NLSA board has confidence in our coaching selections and to ice the most balanced combination of players to build a team. They will endeavour to teach all players individual and team skills, tactics, self-discipline and good sportsmanship.

PLAYER MOVEMENT

Player movement is restricted to the divisions set out by the Greater London Hockey Association where there is a shortage of players to constitute teams.

- (1) All out-of-zone players must try out only in their own age division and must play in their own age division.
- (2) Players must register and participate at their own age division.

NLSA does not promote movement to older age division with the exception of Minor Midget to Midget and goaltenders where there is a need for goalie relief.

Under no circumstances are Coaches to exchange players without the knowledge and approval of their respective division Convenors. Division Convenors will immediately notify the CHL Representatives of any player movement for approval and finalization.

Any player wishing to move to a higher age division must apply to the Vice President - Hockey Operations. The final decision regarding players being moved to a higher division will be left with the House League Management Committee after discussion with the coaching staff of the teams involved.

COMMITMENT

Participation in any sport or activity such as hockey, requires considerable commitment (both in terms of time and money), dedication and sometimes sacrifice on the part of not only the volunteer coaches and players, but also their families

Players are to be in the dressing room and "READY TO PLAY" (i.e., Players completely dressed and skates laced up) fifteen (15) minutes prior to game time.

Players who are consistently late or are consistently not ready to play on time (and/or Coaches who are consistently late or absent) may be disciplined as the Division Convenor and Coach deem appropriate.

AFFILIATED PLAYERS

Rule 26: Affiliated Player Rule

1. Affiliated players must be listed on an approved A/P form and submitted to the associations' division convener and their CHL representative
2. It is the responsibility of each association to track their A/P players and submit A/P usage at the monthly CHL meeting.
3. A coach may call on an Affiliated player which can only be used to replace rostered players and only to a maximum of 10 skaters The affiliated goalie may only play in the case of an injury/illness of the regular goalie or in a case where the regular goalie is unable to attend the scheduled game.

4. Affiliated players can only be drawn from the division immediately below within your own association. Exceptions can be made only with CHL approval.
5. Skaters can only A/P to one CHL team.
6. To call up an affiliated player, a coach must contact and obtain permission from:
 - a. the association convenor
 - b. the player's coach
 - c. the player's parent
7. A coach must give permission unless:
 - a. there are conflicting games
 - b. there is less than three hours between games
 - c. there are previously scheduled tournaments and or exhibition games
8. The Affiliated player must be identified as such on the travel permit and or game sheets
9. If both the AP and the team player that was to be replaced both show up for a game it will be the 'AP' that dresses to play and the "unexpected" player will sit out. Any team using an 'AP' cannot exceed 10 skaters.
10. Infraction of this rule will have the player removed from all CHL A/P lists and the offending coach will be suspended for one game with the game being re-scheduled within six days at the offending team's cost.

ICE TIME

NLSA House League Hockey strives to provide all players with Fair Ice-Time throughout an entire game regardless of skill levels. Injuries and penalties are an obvious exception to this rule; also, changing "on the fly" with younger inexperienced players can occasionally lead inadvertently to unfair ice-times. Coaches must try to rectify any accidental inequalities. Coaches, however, may use a "Power Play" during the game which is the only other exception to this rule. The following table should be adhered to as ice-time for all players. If a team wishes to use two goalies they are to be given Fair Ice-Time and the balance of the team will follow these guidelines for the balance of the players:

9	Players	1 Goalie	5 Forwards	3 Defense;
10	Players	1 Goalie	2 Forward Lines	3 Defense;
11	Players	1 Goalie	2 Forward Lines	2 Defensive Lines;
12	Players	1 Goalie	2 Forward Lines	5 Defense; OR
12	Players	1 Goalie	7 Forwards	4 Defense;
13	Players	1 Goalie	7 Forwards	5 Defense; OR
13	Players	1 Goalie	8 Forwards	4 Defense;
14	Players	1 Goalie	3 Forward Lines	2 Defensive Lines;
15	Players	1 Goalie	3 Forward Lines	5 Defense;
16	Players	1 Goalie	3 Forward Lines	3 Defensive Lines;
17	Players	1 Goalie	3 Forward Lines	7 Defense.

Pulling the Goalie for an extra player out can take place anytime during the game.

Double-shifting is prohibited. The only exception is the Power Play described above. Coaches who disregard this rule will, in the first instance, receive a division Convenor's warning. In the case of subsequent infractions, however, the game will be played to its conclusion so as not to punish the entire team. Coaches may be further disciplined and/or suspended at the discretion of the Division Convenors for breach of these "Fair Ice-Time" rules and guidelines. Exceptions to this rule require the explicit permission of the division Convenor.

PROTECTIVE EQUIPMENT POLICY

It is everyone's responsibility to ensure the safety of the players and coaches.

Players:

All players, including goaltenders, shall always wear full hockey equipment anytime they are on North London Sports Association sanctioned ice.

All players, including goaltenders, shall wear a CSA approved hockey helmet to which a CSA approved hockey facial protector must be attached and not altered in any way. The chin strap of the helmet shall be securely fastened under the chin. Penalties shall be assessed in accordance with HC Rule #24.

All players, including goaltenders, shall wear a BNQ approved throat protector, properly fastened and not altered in any manner. A minor penalty shall be assessed to any player who is on the ice and is in violation of this regulation.

NOTE: If a goaltender chooses to wear a neck guard as well as a throat protector, the neck guard must be fastened in a manner so that it provides protection to the throat/neck area. It may not be fastened or altered in any manner that will void the CSA approval of the mask and/or helmet.

Coaches:

All team officials, on ice helpers, outside instructors and NCCP Instructors must wear a CSA approved helmet during all sanctioned on-ice instruction and activities. The chin strap of the helmet shall be securely fastened under the chin. Failure to comply may result in the suspension of the offending party by the home Association or ALLIANCE Hockey. In accordance to the ALLIANCE Policy re: Helmet use for on-Ice Personnel including NCCP Instructors.

Failure to comply with these rules presents both an Insurance and a Risk Management issue for North London Sports Association. As a result, you will receive one warning, second offence will be a one game suspension and third offense will be a three game suspension.

REQUIRED PLAYER & GOALIE EQUIPMENT

PLAYER	GOALIE
Helmet	Helmet
Neck Guard	Neck Guard
Shoulder Pads	Throat Protector
Elbow Pads	Chest Protector
Gloves	Glove
Jock strap/Jill strap	Blocker
Pants	Jock strap/Jill strap
Knee Pads	Pants
Socks	Goalie Pads
Skates	Socks
Stick	Skates
Jersey	Stick
	Jersey

All players, including goaltenders, shall wear a CSA approved hockey helmet to which a CSA approved hockey facial protector must be attached and not altered in any way. The chin strap of the helmet shall be securely fastened under the chin. Penalties shall be assessed in accordance with HC Rule #24. Violation of this regulation shall not be grounds for a protest.

All equipment should be properly fitted to ensure the maximum protection; there will be no unauthorized alterations to equipment is permitted Including sweater unless a player receives explicit written permission from the appropriate CHL Representative.

All sticks must have a knob on the end of the handle. It must be large enough that it cannot get through a facemask

No NLSA players will assists with a practice unless he or she is a CS1 or DS1 Certificated Coach of the on-ice team. The Division Convenor (or Coaching Staff) will refuse to allow an individual to participate in a game or practice.

ASSOCIATION EQUIPMENT

All equipment provided by NLSA must be obtained from the Equipment Manager. Equipment may not be kept for summer use without the explicit permission of the Equipment Manager. Coaches who do not follow this rule may be suspended by NLSA.

TEAM PARENT REPRESENTATIVE

All House League teams are required to have an appointed a Team Parent Representative. This person must be approved by means of a parent vote as opposed to being appointed by the coach. Once a parent representative has been selected, the CHL Representative must be informed of who is acting in this role for each team.

If a parent or player requires a meeting to discuss a problem, after 24 hours they should make contact in the order listed below, one at a time until the matter is resolved:

1. The Team Parent Representative
2. The CHL Representative for your team
3. The Vice-President – Hockey Operations
4. The NLSA President for inclusion in the next Executive Meeting

The role of the Team Parent Representative is as follows;

1. Shall be the liaison between the parents of the team and the team officials
2. Shall assist in resolving team disputes and concerns
3. Member of the following Committees;
4. MD or HL Parent Rep
5. Shall be a member of the appropriate MD or HL Parent Committee and attend such meetings as required (Scheduled twice per year October and February)
6. Bring the concerns of the parents directly to the Disciplinary/Appeals Committee and ultimately the Board of Directors through the Director of MD or HL and the Parent Committee;
7. Promote to all parents the Coaches Evaluation surveys

DISPUTES & COMPLAINTS.

The complaint process along with the complaint/appeal process and form can be located on the NLSA website. Please follow this process.

ANNUAL SURVEY

A survey of players and parents is done annually. The surveys are reviewed by the Vice-President – Hockey Operations and is kept confidential. This information is used when reviewing applications for coaching positions and when planning programs for the future.

CODE OF CONDUCT

NLSA supports the Code of Conduct initiative agreed to at registration. Players, parents and other spectators are expected to enjoy the game of hockey with the usual cheering for all participants. Becoming emotionally involved with referees, coaches, managers and opposing players and parents is not acceptable behaviour. Parents in particular, should be a positive factor in the enjoyment of the game.

All persons attending games or practices as spectators are expected to behave in a responsible manner. The CHL Representative, Board Members, Referees and/or Arena Attendant may require persons to leave an arena area for any of the following conduct:

1. swearing, offensive and foul language
2. excessive taunting or inciting players
3. excessive verbal abuse of game officials, players, coaches, or other spectators.
4. fighting or other disorderly conduct

Persons may also be refused admittance to future games or practices as determined by the NLSA Board and City of London RZone, subject to the right of Appeal pursuant to the Grievances and Appeals procedure in the NLSA Constitutional By-law.

Code of Conducts for Parents, Players, and Team Personnel can be found on the NLSA website and are agreed to as part of the registration process.

TEAM RULES

Team staff may set their own rules provided they are approved and do not in any way contradict what is stated herein. Any penalties imposed for breach of such rules must be clearly set out and equally applied to all and shall be in writing. Any team rule changes, before coming into effect, must also be approved by the CHL Representative(s).

PRACTICE

Players should attend NLSA sanctioned regular team practices and be ready for the practice on time. Player should give appropriate notification of absenteeism to be fair and respect Coaches and other players as practices are important to all players as well as the team.

BENCH STAFF

Individuals who are not part of the coaching staff of the team are not allowed on the ice during practices without the explicit permission of the Head Coach. All on ice Helpers must have completed the RIS "Respect in Sports" and abide by the Protective Equipment Policy, Alliance Hockey on ice helper registration form, and police vulnerable sector check.

No one shall be on the bench during a game other than the coaches, trainers and players on the official roster. As a general rule minimum age for a team official is at least (2) years older than players, a minimum of 16 years old.

The CHL Representative may, as they deem appropriate, apply disciplinary action (with a written explanation) for any violation of these rules. If there are any changes to a staff during the season, the appropriate CHL Representative must be notified so that approval can be obtained from the Board.

DRESSING ROOM

For younger levels (from ***Fundamentals*** up to, and including, Minor Atom) parents are generally allowed in the dressing room to assist players in dressing and tightening skates. However, Coaches may require time before and after games for "Chalk Talks" and so on. At these times no Parents other than Coaching Staff will be allowed in the dressing room. Note that some Coaches, however, will be able to invite Parents with the "RIS" certification to attend pre- and post-game talks at Coach's discretion

At older levels (Major Atom upwards) players are expected to dress by themselves and tighten their own skates. Parents - should not be in the dressing room as Coaches will be there to help players and female players should dress in a separate dressing then join the team for the "Chalk Talk" before the game. Players may leave the dressing room for help with parent assistant skate tighten.

DRESSING ROOM SUPERVISION POLICY

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials. It will be the Policy of ALLIANCE Hockey that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two (2) of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar; two (2) team or club/Association officials, properly screened or one such official and an adult person associated with the team.

In the situation of Juvenile or U21 hockey the coach may use an adult player over the age of 19 to be the second adult associated with the team.

Sanctions

Any person found to be in violation of this policy will receive a warning for the first offence, a two-week suspension for a second offence, and a one-year suspension for a third offence.

Notes:

1. This policy does not apply to a participant and his/her parent or legal guardian.
2. This policy to include "evaluations and balancing games".

TOURNAMENTS

Coaches will submit a Tournament list to their Convenor & CHL Representative by third week in October. Coaches not meeting this deadline may risk not being allowed in the tournaments. House league teams will be allowed to enter a maximum of 2 tournaments per season. Tournament distance is 3 hrs driving time from Downtown London. All Tournaments will be scheduled in the North Website for easy scheduling by the Ice Scheduler. Bonus 3rd tournament for North London House league teams which participate in the North London tournament.

Any Coach who enters his or her team in a House League Tournament may not add any players from another team or substitute players from another team for his own players--without following the "AP" rules set out by the CHL/GLHA and the explicit written permission from the appropriate North CHL Rep.

TRAVEL PERMITS

Travel permits for tournaments or games must be completed by the Head Coach/Manager and approved in writing by Director – Risk Management at least one week prior to ice-time. These forms and instructions are located on the NLSA website. All exhibition games and tournaments must be played under approved travel permits Each association will supply a spreadsheet of issued travel permits upon request No travel permits will be issued for any team during Championship Weekend or beyond.

TEAM BUDGETS

Each team is responsible for its own operating budget during the season. The costs to run a team can be quite substantial and include such items as tournament entry fees, lodging, postage, stationery, telephone long distance charges, travel allowance, bus travel, etc.

In order to keep these costs under control we will only allow a maximum budget of \$5,000.00. Any budgets exceeding \$5,000.00 will need to be approved by the House League Team Management Committee. Players are not allowed to pay fees (up-charges, team fees and uniform) greater than \$300 to play on a House League team.

Budgets are voted on by the parents. A majority vote constitutes passing of the proposed budget. Once the budget is approved, it is the parents' responsibility to uphold the financial requirements as set down in the budget. Teams are required to report their budget to the CHL Representative within 2 weeks of choosing the team.

Bank accounts in the name of the team shall be established at the beginning of the season. These accounts must have a minimum of two (2)-signing officers for each team.

TEAM FUND-RAISING INFORMATION

1. This guideline has been adopted by the NLSA.
2. Fundraising in the City of London is NOT permitted without completing the Fundraising Approval Form located on the NLSA website.
3. Advertising and Promotional materials must not mention or refer to NLSA, Minor Hockey or Sponsors without written consent from NLSA. A team's name may be used, such as "North London Nationals Atom HL A6 Hockey Team".
4. Fundraising projects must not compete with existing NLSA and/or Volunteer Parent areas of fundraising.
5. Sale of equipment owned by NLSA is prohibited.
6. Raffles of any type are prohibited as a fundraising initiative.
7. Alcohol sales or "baskets raffles" cannot be used as a fundraiser

In an effort to co-ordinate and rationalize fundraising endeavours and to get maximum results from such projects, NLSA scrutinizes and approves all fundraisers. This is done to ensure that the costs of playing hockey.

SPONSORSHIP

In accordance with Alliance hockey rule 9.1, Tobacco companies, breweries, distilleries or wineries shall not sponsor any team in the ALLIANCE. No team will display or allow to be displayed, any advertising of a tobacco company, brewery, distillery or winery in relation to a team.

Any sponsorship should not alter or encroach on Nationals branding or name.

The CHL Representative(s) must approve all sponsorship.

COACHES EXPENSES

Required coaches or trainer's certification is considered a team expense if not covered by NLSA. Team expenses would be shared equally amongst participants on the team.

SPORTSMANSHIP

- a) Do not criticize the referee.
- b) Good sportsmanship is paramount.
- c) There should be no emotional outbursts or swearing related to line changes, penalties, etc.
- d) Listen to what your coach or manager tells you.
- e) Encourage your team-mates.
- g) If you receive a penalty, go straight to the box.
- h) Play as a team - it takes all players to build a strong contender and a championship team.
- i) Always give your best effort.
- j) Keep your mind on the game, not in the stands.

RULES AND REGULATIONS

All up to date Community Hockey League Rules and Regulations can be found both on the NLSA website or the GLHA website.

COACH CERTIFICATION

An individual may act as a Head Coach for more than one team, in more than one division in NLSA. This does not prevent such a Coach from acting as a Manager, Assistant Coach or Trainer for another team in a different division. All Coaching staff members must be certified as per the Alliance certification policy.
CS1 or DS1 Certificated

ADMINISTRATORS

An individual may serve in many capacities (e.g., Division Convenor, Coach, Official, etc.) in any given division. This does not prevent such an individual from also acting in other capacities -- either the same or a different one (e.g., Division Convenor, Coach, Official etc.) -- In a different division.

GAME CHANGES

All game changes will be submitted through the CHL Representative on the official change game form.

It is the intent to have all scheduled games played during the regular season and playoffs. Forfeits are not acceptable and must be approved by the House League Management Committee in special circumstances

MEDICAL REQUIREMENTS

All players and coaching staff shall complete the Medical Report Form no later than the date of signing of HC cards. The obtaining of OHIP numbers is not permitted.

A suitable first aid kit must be on the bench during all practices.

Any player that has been injured whether they have been under doctor's care or not must have written permission from their doctor and/or Return to Play Authorization signed by Parent/Guardian before they will be permitted to participate in any NLSA games and practices.