



TEAM INFORMATION MANUAL

MINOR DEVELOPMENT

INTRODUCTION

The Operating Procedures and the Rules and Regulations have been adopted to provide all 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 Minor Development program is to allow for the potential development of a hockey player at the highest level of competition and at the calibre most suited to the individual hockey player's needs, abilities and desires.

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 and the development of Minor Development Hockey teams with high levels of competency.

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

MANAGEMENT COMMITTEE

The Minor Development Teams Management Committee is a standing committee of North London Sports Association (NLSA). Its members include the Director - Minor Development, Vice-President – Hockey Operation, President, and the Ice Scheduler.

COACH SELECTION

Coach selection begins in spring and continues into the early summer and is undertaken by the Minor Development Teams 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.

There continues to be a strong interest in volunteering as coaches; overall, there is usually a greater number of applicants than there are teams available. With such interest comes the need to distinguish between applicants, which can result in disappointment to those not awarded a team.

At the end of each season, all coaches must re-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 some who have coached in previous seasons are not awarded teams.

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 trying out for 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. An online form is located on the website to submit the coaching staff.

PLAYER SELECTION

Tryouts are held to select players for all Minor Development teams. The time, location and cost are posted on the NLSA website.

Each player attending tryouts will be charged a fee for ice time. This fee, approved by the board, is designed to offset the cost of tryouts. By charging the tryout fee, costs are shared among players trying out rather than all the minor hockey players in North London.

Tryouts traditionally start in early September. Each team may participate in inter-squad and exhibition games. One of the purposes of these games is to permit coaches to see the players competing against other players from the same age level. Players that pay a tryout fee are guaranteed two skates or two hours of ice participation in MD tryout.

Minor Development teams shall have until their respective signing dates (as set by NLSA) to declare their teams on a roster sheet. All Minor Development players signing cards and/or a roster sheet for the first time will need proof of age.

Coaches selected for NLSA Minor Development teams endeavour to make all the right decisions. However, they are not infallible. Coaches will select players based on the needs of the team and the individual player's ability, attitude, physical and mental potential. 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 attending tryouts 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.

Any player wishing to move to a higher age division must apply to the Director - Minor Development prior to the 1st tryout of the older age division. The final decision regarding players being signed to a higher division will be left with the Minor Development Management Committee after discussion with the coaching staff of the teams involved.

COMMITMENT

Participation in any competitive 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. To meet the needs of a team, a participant's (coach's and player's) family may be asked to work around vacation time and other activities. Difficulties with commitment and dedication are accentuated when a participant is involved in more than one competitive sport or activity. The Association respects the varying needs of families. In return for their commitment and dedication, the volunteers expect a corresponding level of commitment and dedication from the players, especially at crucial points in the season.

TEAM SIZE

All teams will carry seventeen (17) to possibly nineteen (19 in Midget) players, two (2) being goalies. Minor Development teams will carry seventeen (17) players, two (2) being goalies, unless approved by the Director - Minor Development.

PRIMARY & HIGH SCHOOL VARSITY HOCKEY

Although NLSA fully supports school sports, the MD coach shall have the right to establish policies for players engaging in Varsity sports.

AFFILIATED PLAYERS

NLSA teams affiliate with up to 19 affiliated players (AP's). HOCKEY CANADA and ALLIANCE rules apply.

It is mandatory for all teams to file an AP list with a minimum of 5 skaters and 1 goalie. A more robust AP list is encouraged.

Under ALLIANCE Rules, House League AP players may play up to 10 games as an AP (excluding tournaments and exhibition games) and still maintain eligibility for the team to which he/she is carded. House League Select AP player may play up to 5 games as an AP (excluding tournaments and exhibition games) as maintain eligibility for the team to which he/she is carded.

An AP may participate in the activities of the team to which he or she has been affiliated only if the player has no tournament, regular season or play-off game commitment with the team to which he or she is carded or rostered. If a player and or coach violates this rule he or she may be suspended from play in both leagues. An AP may only be used to replace a player in the event of injury, illness, suspension or if a player is away on holidays.

Maximum AP fees will be determined by the Minor Development Management Committee. Teams may assess fees to Aps, such fees may not exceed: \$100. To charge an AP fee, the respective team must allow the AP player to at least 10 on-ice activities throughout the year (practices or games including tournaments). Such fees are to be paid to the team account.

The general goal of AP involvement is to promote player development and is supported by the Minor Development Management Committee. To the extent possible teams should be practicing with a full roster – in the event of injury, illness or other absences, APs should be contacted for practices.

As such, the following guidelines apply;

1. Priority is given and each team is expected to AP from within their age division first (i.e. Major Atom MD from Major Atom House League but understand that there are potential scheduling conflicts that may require an AP from the younger age. MD teams cannot AP a player from the Seeded team below them.
2. Priority is given to players that participated in tryouts and were unsuccessful. If a team wishes to AP a player that did not participate in tryouts, approval must be requested from the Director – Minor Development.
3. Players can only be an AP on one team.
4. Each team will provide a provisional list of AP players to the Director – Minor Development by first week in November for approval. The list shall consist of a minimum

of five (5) players from each team you wish to select from; at least one being a goaltender.

5. Each team shall try to rotate through the AP players on the list so that each player on the list fairly share the AP spot. This relates to both practices and games.
6. Use of AP players continues to be a result of an emergency. An emergency shall be deemed to mean a team has less than fifteen (15) skaters available, or only one (1) Goaltender. Coaches are encouraged to have AP players participate in practices where appropriate but must endeavor to rotate through the players on the list. The appropriate Competitive Rep and/or Coaches must be informed before an AP is notified to play. No coach requesting the use of an AP will call a player directly unless requested to do so by the coach of the team to which the player is carded.

ICE TIME

At the Minor Development level, equal ice time is the objective. Ice time is to be appropriated fairly, up until the last (5) minutes of a game and goaltenders must share games equally. This rule applies to all exhibition, Tournament games and regular season games. Playoff, Play-down and Championship games may not be equal ice time but should be a fair share of ice time, taking all circumstances into consideration. League Playoffs, Play-downs, and Championship games along with Tournament elimination, Championship games may not be equal but must be appropriated fairly, up until the last 5 minutes of the game.

UNIFORM/COLOURS

A player must wear NLSA colours. An approved combination of blue, red and white socks and sweaters (supplied), facemask as approved by Hockey Canada, black helmet, and black pants unless the entire team colour is altered. These team colour alterations **MUST** be approved by the MDMC. Hockey jerseys that are issued and approved by NLSA must be worn during all games and tournaments. Approved throat protectors are also mandatory equipment for NLSA goaltenders.

Only NLSA officials (not parents or players) are allowed in equipment storage areas. All NLSA equipment must be returned in full within two (2) weeks of elimination (including sweaters, sweater bags, equipment bags. etc.) or as otherwise determined by the Director - Equipment of NLSA.

Game jerseys are the property of NLSA and must be returned at the end of the season, unless otherwise specified. Jerseys are to be used for game purposes only and not for practices. The use of a game jersey for other than NLSA games, unless approved by the Director - Equipment, will result in a suspension. Jerseys are **NOT** to be handed out to individual players. One parent volunteer shall be responsible for all team jerseys throughout the year. Sponsor and name bars, and A's and C's must be done through Pete's Sports. Alterations of Game jerseys is not permitted without the permission of the Director - Equipment

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. Full equipment is still required “just to skate” even if injured or returning from injury.

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 Hockey Canada 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 equipment should be properly fitted to ensure the maximum protection.

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

DRESS CODES

All coaches and players in the MD Division of NLSA must wear association approved wear. We are representing our City and our organization and we hope that everyone shows that they are proud of the City that they represent. Trainers are allowed to and encouraged to wear running shoes or other rubber soled shoes at games for safety purposes.

TEAM PARENT REPRESENTATIVE

All Minor Development 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 Director – Minor Development 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. Team Parent Representative
2. Director - Minor Development
3. President or Vice-President using the NLSA complaint process

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. Parent Representative
5. Shall be a member of the appropriate 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 Director - Minor Development, Board Members, Referees and/or Arena Attendant may require persons to leave an arena area for any of the following conduct:

- (a) swearing, offensive and foul language
- (b) excessive taunting or inciting players
- (c) excessive verbal abuse of game officials, players, coaches, or other spectators.
- (d) 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 R-Zone, 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 Director - Minor Development.

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 Coaches and Trainers are required to take Respect in Sport – Activity Leader and a Police Vulnerable Screening Check (PVSC) every two years.

All on-ice helpers must abide by the Protective Equipment Policy, and Alliance Hockey on-ice helper registration form.

No one shall be on the bench during a game other than the coaches, trainers and players on the official roster. Maximum allowable coaching staff on the official roster is 4, any additional will be at a cost to the team. As a general rule; minimum age for a team official is at least (2) years older than players, and a minimum of 16 years old.

The Director - Minor Development 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 Director - Minor Development must be notified so that approval can be obtained from the Board.

DRESSING ROOM

For younger levels (from Pre-Novice 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:

- a. This policy does not apply to a participant and his/her parent or legal guardian.
- b. This policy to include "tryouts".

TOURNAMENTS

The Director - Minor Development must approve all tournaments. Minor Atom to Midget are permitted 4 tournaments plus one at Christmas during Regular Season and Playoff Round Robin. Novice MD Teams are permitted 3 tournaments plus 1 at Christmas during Regular Season and Playoff Round Robin. Silver Stick tournaments shall count as one tournament. Teams are allowed up to five nights in a hotel room for all tournaments combined unless approved by the Minor Development Management Committee. Penalty to teams who do not adhere to the Tournament Policy will be a 5-game suspension to the Head Coach, a \$1,500 fine and immediate cancelation of the tournament for adherence to Policy.

Christmas Break is defined as December 27-31 for the 2017/18 season.

Attending a tournament hosted by a centre over 300 kilometres from London must be approved by the Minor Development Management Committee.

The dates of all tournaments that a team is applying for must be submitted prior to second week in August. (NLSA will NOT adjust the scheduling of any games to fit in extra tournaments). Any NLSA team must first receive a Travel Permit from the Director - Risk Management prior to travelling to any tournament or exhibition game.

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. Travel Permits are required for any team scheduled off ice activities such as conditioning etc.

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, lodgings for coaching staff, postage, stationery, telephone long distance charges, travel allowance, bus travel, etc. Budgets must be drafted and submitted to the Director – Minor Development no later than July 22nd.

In order to keep these costs under control we will only allow a maximum budget of \$20,000.00. Any budgets exceeding \$20,000.00 will need to be approved by the Minor Development Team Management Committee. Team fee per player should not exceed \$1,100 which includes the bump up fee to play on a Minor Development team.

Budgets are voted on by the team 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 Director - Minor Development within 2 weeks of choosing the team, December 1, March 15 and April 15th.

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. The form for fundraising approval can be found on the NLSA website.

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 Director - Minor Development must approve all sponsorship.

COACHES EXPENSES

Out-of-town Tournaments and Mileage

NLSA does NOT allow the payment of mileage to coaches. Hotel rooms for non-parent coaches may be paid by the team to a maximum of 5 nights per year for the entire coaching staff. Coaches are expected to double up in a room if applicable.

These are the maximum coaches' expenses to be paid.

All coaches may submit expenses for team related expenses and miscellaneous out-of-pocket expenses not included in the above section. These team expenses should be factored into the team's \$20,000 budget.

PLAYER 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

The below listed Rules and Regulations are in addition to the playing rules of ALLIANCE, the Ontario Hockey Federation and Hockey Canada.

All teams are subject to these rules and regulations regardless of where the team activity takes place. This is to include any and all games (ALLIANCE, Tournament, Exhibition, etc.)

Any team official or player who breaches the rules may be subject to suspension at the discretion of the Minor Development Management Committee and/or NLSA board. Such suspensions include practices.

Coaches, the appropriate Competitive Minor Development and MDMC will apply disciplinary actions as they see fit for violation of any Rules.

TRYOUTS

1. Except as stated in Player Movement and players are to attend tryouts in their own age category.
2. Players that pay a tryout fee are guaranteed two skates or two hours of ice participation in Minor Development tryout.
3. No player may register for Minor Development Teams after the final try out, save and except when a player moves to North London territory or is moved up on a one-for-one change with another previously registered player, or has been trying out for a team above minor hockey (i.e. Junior).
4. Tryouts must be managed through the Tryout Management tool on the Team website to ensure consistent communication (not submitted as an article).
5. Tryout Management Tool Instructional Video;
<http://support.mbsportsweb.ca/kb/a99/tryout-lists-training-videos.aspx>
6. When releasing a player from a team, feedback must be given to the player if requested and will be given after tryouts are completed.
7. Players who tryout for a division, make the team, but refuse to sign a roster sheet will be automatically assigned to House League and not be allowed to be an affiliated player unless overturned by the Minor Development Management Committee.

DECLARATION OF TEAM

1. The team roster must be declared within 24 hours of the end of each team's tryouts.
2. Any exception to (a) must be approved by the Minor Development Management Committee and the next level coaches.

If teams are not selected within the above-noted time period, carded and/or rostered and fees paid within the following week, the Head Coach of the offending team may receive a suspension. The suspension shall commence at the beginning of regular season play.

PLAYER RELEASE RULES AFTER TEAM SELECTION

A player can be released from a Minor Development team by one of the following methods:

1. One-for-one trade with a lower category team
2. The player is released outright by the team
3. The player quits the team

These rules are subject to the restrictions. Refer to these restrictions at the end of this section and part 8 – Minor Development Teams.

RELEASE METHODS

1. **One-for-one trade with a lower team:**

- a. Coaches contact the Director - Minor Development immediately, for approval.
 - b. Roster position must immediately be presented to the Registrar
 - c. One-for-one player movement shall be permitted up to and including December 1st of any year.
- 2. Player released outright by Coaches:**
- a. Coaches contact the Director - Minor Development.
 - b. Approval must be obtained from the Minor Development Management Committee.
 - c. The team in the category immediately below may sign player if they so desire. The lower category team has seven (7) days to decide if the player is to be carded.
 - d. If team below decides not to sign player, the player may apply to CHL Representative for placement. Placement in House League is not automatic and is at the discretion of the CHL Representative. It may take up to 14 days to place a player.
- 3. Player quits the team:**
- a. Coaches contact the Director - Minor Development. immediately.
 - b. Roster position must immediately be presented to the Vice- President – Hockey Operations.
 - c. Verbal notification to the Director - Minor Development. will be deemed as confirmation of a player's intention to quit only after the passage of 24 hours. Written notification, of a player's intention to quit, will have immediate effect. The player may apply to the Minor Development Management Committee to be placed on a team in a lower category.
 - d. If the team below chooses not to sign the player, the player may apply to play in House League. It may take up to 14 days to place a player and allow the MD Coach to select a player from a lower team or level, should he choose to do so.
 - e. A player refusing to play in House League will have his or her registration cancelled. If the player quits after December 1st and is offered a position on the team below and refuses, the player may apply to play in the House League but will be ineligible to be declared as an AP for 30 days. Any player who plays or practices with any team other than the House League team during the said 30-day period, will automatically be considered ineligible to play for any team other than assigned House League team. Any coaches using such players will be suspended for a period of 30 days. Any player filing a formal grievance and appeal regarding the above ineligibility will not be permitted to play for any team other than assigned House League team until the decision on appeal is given.
- 4. Restrictions:**
- a. If the release involves movement to House League, coaches are to contact the Director – House League first and not discuss proposed movement with House League coaches, players or parents.
 - b. One-for-one trades or the release of players carded to teams cannot take place without the approval of the Minor Development Management Committee.
 - c. The outright release of players after December 1st will generally not be permitted except for disciplinary reasons. Such releases will also generally be refused if the effect is to reduce the number of players on the team below our minimum roster requirements.

DECLARING AFFILIATED PLAYERS

The declaration and signing of final AP's must be complete by December 31st.

CONTACT WITH REFEREES AND OFFICIALS

There shall be absolutely no contact, directly or indirectly, between coaching staffs and the referee-in-chief regarding officials' assignments. Concerns must be directed to the Director - Minor Development.

MEDICAL REQUIREMENTS

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

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

Return to play from an injury:

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.