



# ***POLICIES & PROCEDURES for OFFICIALS***

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***Revised: June 21, 2008***

## **OMHA CODE OF CONDUCT**

This Code for Conduct identifies the standard of behaviour which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behaviour, which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical use of drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges, which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

## **WELCOME TO THE OMHA'S OFFICIATING STAFF**

The OMHA takes great pride in the professionalism and expertise of its officiating staff. This professionalism requires the officials to have a thorough knowledge of the rules plus the ability to apply the techniques and procedures set out by the Hockey Canada officiating program. We expect all officials on the OMHA staff to promote the game of hockey through excellence in officiating.

OMHA officials must possess the physical skills as well as the knowledge of the rules to ensure that the game of hockey is played fairly and safely for all participants.

OMHA officials must have a positive attitude towards the game both on and off the ice.

In most cases a new official will start as a House League official at the age of 14 and as age permits will move up through the Hockey Canada officiating program until they become competent Level 4 officials doing the highest level of hockey provided by the OMHA.

Every OMHA official is required to be Recertified annually by attending a HOCKEY CANADA OFFICIATING PROGRAM Recertification Clinic and successfully passing the National Recertification Examination.

Please review the OMHA Policies and Procedures document on the following pages and if there is something that requires further clarification, do not hesitate to contact your Area Instructor / Supervisor or the OMHA Technical Director of Referees.

## **INTRODUCTION**

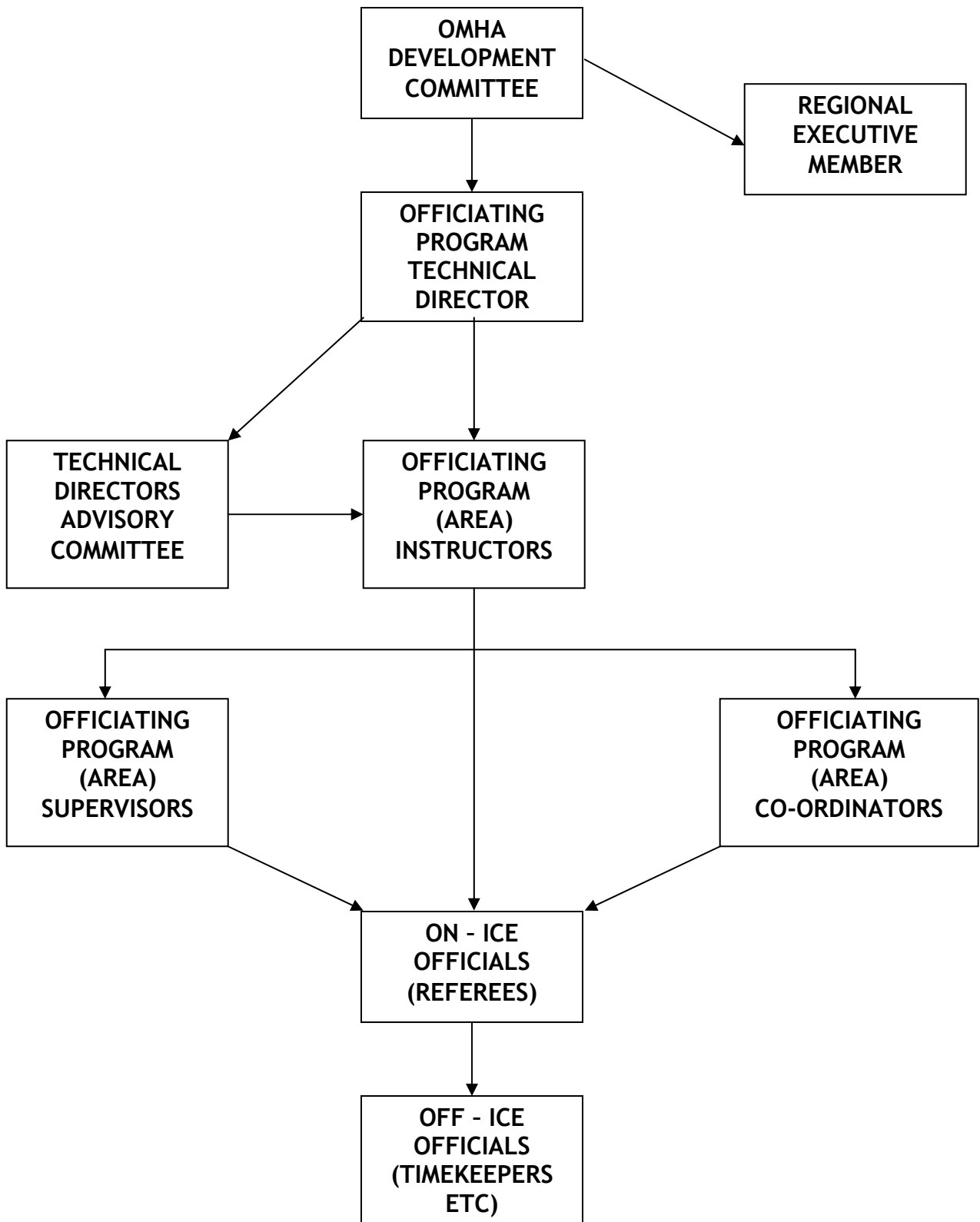
Amateur hockey in Canada is played by men, women, boys and girls from coast to coast. Within this publication the alternating application of gender in grammar is utilized. Any masculine reference shall also apply to female participants and any feminine reference shall apply to male participants. This is to encourage the widest possible involvement in our great game!

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**ORGANIZATIONAL FLOW CHART -  
REFEREES DEVELOPMENT PROGRAM**



## OMHA OFFICIATING POLICIES

### GAME OFFICIALS (OMHA REGULATION 18.0)

- 18.1(b) All OMHA games including regular season, Playoffs and Playdowns shall be officiated as per OMHA Regulations Appendix B (Representative Assignments) or Regulations Appendix C (Local, Select and House League Assignments)  
**NOTE 1:** In the two official system, the other official **MUST** be certified level two or higher.  
**NOTE 2:** In the three official system, the other **LINESMAN** and the **REFEREE** **MUST** be certified level two or higher.
- 18.1(e) For Development purposes, on the recommendations of the Area Supervisor and with the approval of the Area Referee Instructor and the Regional Executive Member, some Officials may be requested to work a higher category or division of hockey as per Regulations 18.1(c) & 18.1(d). **In such a case as described herein, an Area Supervisor or Instructor must be in attendance at the game(s).**
- 18.2(a) In all OMHA competition, on-ice officials will be permitted to work a maximum of six (6) games per day.
- 18.2(b) On-ice officials will be permitted to work a maximum of three (3) consecutive games before adhering to a rest period as described in Regulation 18.2(c).
- 18.2(c) On-ice officials who work consecutive games must adhere to a minimum rest period of one (1) hour for each consecutive game before working the next scheduled assignments.  
**NOTE:** An official who works two (2) consecutive games may rest for a minimum of one (1) hour and then work a single game providing a two (2) hour rest period is adhered to the following the single game.
- 18.2(d) Officials who fail to comply with any part of this regulation shall be subject to disciplinary action by the OMHA Technical Director of Referees.
- 18.4(a) Age for Officials shall be determined as at December 31<sup>st</sup> of the current playing season. All On-Ice Officials must be at least two years older than the division age limit (see Regulation 3.1) they are officiating.

## **TOURNAMENT REGULATIONS (OMHA REGULATION 19.1)**

- 19.1(r) In every game played in a sanctioned tournament, on-ice officials will be assigned in compliance to all applicable sections of Regulation 18.0 governing on-ice officials.
- 19.1(s) Failure to comply with Tournament Regulation 19.1(r) may result in the withdrawal of the Tournament Sanction Permit.

## **UNQUALIFIED OFFICIALS REFEREEING HOCKEY GAMES**

The problem of Hockey Officials working in games which they are not qualified for is not a new one. However, the liability issue is more prevalent than ever. The most common problems are:

- 1. Officials working games for which they are not qualified. (as per Regulation 18.1(c) and/or 18.1(d)).
- 2. Officials working games in which they are not old enough to be officiating. (as per Regulation 18.4(a)).
- 3. Officials working "single official" hockey games.

**The OMHA has adopted the following policy to deal with the above situations.**

- 1. Violations may be found either by first hand observation by any one of the following: OMHA Officiating Program Supervisor, Instructor, Co-ordinator or Technical Director; Regional Executive Member; or by having the official's name appear on a game sheet for a game in which they are not qualified.
- 2. If present, the Supervisor will stay and supervise an unqualified official the first time he observes that official in a hockey game. The OMHA Technical Director of Referees will be notified and a letter will be sent to the:
  - a) Referee
  - b) Town Contact
  - c) Town Assigner
- 3. If a second offence occurs, the Supervisor will stop the game immediately. The Official will be suspended for a minimum of Two (2) weeks for this second offence. This suspension will also apply to coaching, playing and training.
- 4. For a third offence, the game will be stopped and the official will be suspended indefinitely. This suspension will likely necessitate the official's appearance at a hearing.
- 5. Serious or flagrant violations may dictate the immediate suspension of the offender at any time, regardless of the previous history.

OMHA OFFICIATING POLICIES

**REFEREES FEES (OMHA REGULATION 18.5)**

**TWO OFFICIAL SYSTEM**

| Game Lengths   | 10/10/10 | 10/10/15 | 10/15/15 | 15/15/15 |
|----------------|----------|----------|----------|----------|
| Novice & Below | \$17.00  | \$19.00  | \$21.00  | \$23.00  |
| Atom           | \$18.00  | \$20.00  | \$22.00  | \$24.00  |
| Pee Wee        | \$21.00  | \$23.00  | \$25.00  | \$27.00  |
| Bantam         | \$22.00  | \$24.00  | \$26.00  | \$28.00  |
| Midget         | \$23.00  | \$25.00  | \$27.00  | \$29.00  |
| Juvenile       | \$24.00  | \$26.00  | \$28.00  | \$30.00  |

**THREE OFFICIAL SYSTEM**

| Game Lengths | 10/10/10 | 10/10/15 | 10/15/15 | 15/15/15 |
|--------------|----------|----------|----------|----------|
| Referee      | \$27.00  | \$29.00  | \$31.00  | \$33.00  |
| Linesman     | \$21.00  | \$23.00  | \$25.00  | \$27.00  |
| Game Lengths | 15/15/20 | 15/20/20 | 20/20/20 |          |
| Referee      | \$35.00  | \$37.00  | \$39.00  |          |
| Linesman     | \$29.00  | \$31.00  | \$33.00  |          |

**NOTE 1:** OMHA Officials SHALL NOT officiate in a “one man” system.

**NOTE 2:** Any person charging or accepting more than the above rates, or any Centre paying more than the above rates will be subject to immediate sanction until their case has been dealt with by the OMHA Board.

**MILEAGE (OMHA REGULATION 18.6)**

Mileage will be paid at the rate of 35 cents per kilometer each way with all officials in one car wherever possible. Referees must call the second Referee or Linesmen to arrange transportation to the games.

1. Referee only entitled to claim mileage fee.
2. Two (2) official system, only one referee to claim mileage where possible.

**NOTE:** Any person charging or accepting more than the above rates, or any Centre paying more than the above rates will be subject to immediate sanction until their case has been dealt with by the OMHA Board.

## DISCIPLINE OF OFFICIALS

**Policy & Procedure violations are subject to discipline.** Discipline may include, but may not be limited to, probation, suspension, and/or removal of registration.

Any official who officiates an OMHA game and is not in good standing with the OMHA, will be suspended for the remainder of that hockey season and will not be allowed to register with the OMHA for the following hockey season. "Good standing" shall be defined as having registered and fully paid the appropriate fees, attended and successfully passed the current clinic requirements, provided the necessary security clearances, and not be serving a suspension with the OMHA and/or its hockey partners.

Concurrently, as dictated by OMHA By-Law One section 11.4c, the OMHA Board have the power to suspend, expel, or take disciplinary action against any game official or individual for any breach of the OMHA By-laws or of any decision, policy or regulation of the Board.

## GAME REPORTS

Each year, new timekeepers arrive. Some have little experience and no training on to how to complete game reports, or the proper coding of infractions. On-ice Officials should willingly provide advice and guidance. **On-ice Officials bear the ultimate responsibility to ensure that the Official Game Report is correct and complete.**

1. The Referee must check the game report after the game to ensure all penalties and codes are reported as called. **If errors are found and/or additional penalties must be added** to the game report after the team copies have been separated, then a notation must be put on the back side of the original copy, and the official must **immediately** contact the OMHA Regional Executive Member to explain the error.
2. All **Major, Misconduct, Game Misconduct, Gross Misconduct** and **Match** penalties must be reported, with details surrounding the penalty, on the back of the original copy. This will also include any incidents, injuries, and unusual circumstances.
3. If a **Match Penalty** is assessed, the Referee will take the original copy of the game report and send it, along with his Match Penalty Report, to the OMHA Executive. The Referee making the call must also phone the OMHA Executive Member within 24 hours, to detail the events.

## TIME-OUTS (OMHA REGULATION 10.4)

One 30 second time-out per team will be permitted in all OMHA Representative Playdown games.

## SUSPENSION OF OMHA HOCKEY GAMES

All OMHA games should be completed, if and where possible. At times, unexpected circumstances may necessitate the suspension of a hockey game. Full details of any suspended game must be reported to the OMHA Regional Executive Member.

### CURFEWS (OMHA REGULATION 10.3)

As noted on the Official Game Report, curfews may apply only in Exhibition and League Games. The curfew time shall be judged by a mutually agreed upon clock. If an Arena Manager terminates the availability of ice time, this should be noted separately.

### VIOLATION OF HOCKEY CANADA RULES

|                                 |  |
|---------------------------------|--|
| <b>Rule 2.2(a)</b>              | A minimum of Six (6) Players in uniform (not necessarily a Goaltender) on each team shall be necessary to start the game.  |
| <b>Rule 2.5(d), Situation 8</b> | Where a team is unable to place the exact number of players on the ice to which they are entitled whether due to penalties or injuries, the Referee shall suspend the game and report this incident to the President.  |
| <b>Rule 10.14(a)</b>            | If a team is withdrawn from the ice and fails to return and start play, or if being on the ice, fails to start play within TWO MINUTES after being ordered to do so by the Referee, the game or series shall be suspended.   |
| <b>Rule 10.14(c)</b>            | If a team is withdrawn from the ice or fails to go on the ice, or being on the ice, fails to start play a SECOND TIME within the same game after being ordered to do so by the Referee, the two-minute allowance shall not be granted and the game will be officially suspended. |
| <b>Rule 10.14(e)</b>            | A player or team official who refuses to leave the bench or playing area after he has been assessed a Game Misconduct penalty, Gross Misconduct or Match penalty, TWO MINUTES AFTER BEING ORDERED TO DO SO BY THE REFEREE, the game or series shall be suspended.                |

### RISK MANAGEMENT

If an Official feels that there is an unsafe condition, local calamity, or other irreparable issue, they may suspend a game. (*For example: unsafe ice, rink conditions, blackout, etc.*) In these situations, the Arena Manager should be consulted to see if the condition can be cleared without undue delay. The Official, when conferring with the Arena Manager, should have a witness on hand to back up his version of what was said.

### UNQUALIFIED OR MISSING OFFICIALS

As noted elsewhere within this publication.

## **DRESS CODE**

### **OFF-ICE**

In all OMHA and Tournament games the Officials shall be appropriately dressed in Casual Business Attire, as a minimum. Clothes that are not acceptable are Jeans, Track Pants, Jogging Suits, Team Jackets, Ball Caps or Running shoes.

For all OMHA Playdowns or Championships the official must wear Dress Pants, Shirt and Tie.

### **ON-ICE**

This is designed to give the official a professional appearance to the teams and spectators.

1. Black or Referee pants.
2. White skate laces.
3. Clean Referee sweater with the current OMHA cresting on it.
4. Black C.S.A. approved helmet with an approved ½ visor.
5. Black gloves are permitted.
6. See HOCKEY CANADA OFFICIATING PROGRAM Manual Section 4 Page 1 for Mandatory & Optional Equipment.

The OMHA no longer allows officials to wear 'NHL style' jerseys during OMHA play.

## **OFFICIALS' DRESSING ROOMS**

These are off limits to everyone except the game officials. Only the Off-Ice Officials, OMHA Supervisors, and OMHA Executive Members are permitted, as required.

Male and female Officials may not change, or shower, in the same room at the same time. If separate facilities are not available, each party is expected to manage the risk appropriately.

## DEPARTMENT

### PROFANITY BY AN OMHA OFFICIAL

The OMHA will not tolerate officials using profane language when speaking with players, coaches, managers, trainers or spectators at anytime. Any official who is guilty of the above, will be dealt with by the Technical Director of Referees or his designate. There is absolutely no defense for this type of behavior. As a precaution, when explaining something to a coach or player, have the other Referee or a Linesman listen, so there can be no accusations of foul language at a later date. Remember to treat disrespect with respect.

### CONDUCT WITHIN THE ARENA

It is expected that officials will obey all local regulations within the arena and dressing rooms. This includes, but is not restricted to, adherence to smoking bylaws, conforming to use of cell phones/PDAs/cameras regulations, and adherence to alcohol consumption bylaws. The conduct of all officials must be beyond reproach.

### THE USE OF NON-PRESCRIBED DRUGS OR ALCOHOL

The OMHA forbids the use of non-prescribed drugs or alcohol on the day of a game, prior to officiating an OMHA hockey game.

This is prohibited prior to any OMHA hockey game. Given the sensitivity to issues of liability, where officials are ultimately responsible for on-ice safety, stern disciplinary action will be taken against any official who abuses this policy.

### DEALING WITH THE MEDIA

In the event that a Referee is approached by any member of the media, to make comments or respond to questions (be it formal or informal), Referees should simply (and politely) decline the opportunity and redirect the media agent to the OMHA office.

The following is an example of what should be said:

*"As I hope you can appreciate, my job is to referee hockey games. Beyond that, if you are looking for personal opinions or the official position of the OMHA on any particular subject or issues, it would be best if you contacted Richard Ropchan. I hope you understand."*

We, of course, understand that any individual has the right to hold personal opinions on any number of subjects. That said, when acting on behalf of the OMHA, it is critically important not to say anything or act in a manner that could be perceived as contrary to our Code of Conduct or any other policy.

## PLAYING OR ACTING AS A TEAM OFFICIAL IN THE OMHA

Any Official who is suspended while participating as a Player or Team Official **will be ineligible** to officiate until his / her suspension is satisfied. Carry-over suspensions, and suspensions which extend beyond playing eligibility will be reviewed individually by the Official's Area Instructor.

Immediate family members playing or acting as team officials in the OMHA, where an official is assigned, creates a conflict of interest. An OMHA official is **not allowed** to officiate in the same game in which an immediate family member is participating, unless no other qualified Official is available to officiate the game.

Individuals will not be allowed to officiate in tournaments in which they also participate as a Player or Team Official. Additionally, Officials who act as Players or Team Officials will not be scheduled into Playdowns at the same age and category in which they are carded as a Player or Team Official. *(For example: An Official who coaches Atom A hockey will not be scheduled into Playdowns in Atom A.)*

## BLOODY WOUND POLICY (OMHA POLICY 1.2)

- a. If a player suffers a bloody wound, their participation should be immediately interrupted until the bleeding is stopped and the wound is properly covered with a medically acceptable dressing.
- b. All abrasions and skin lesions must be properly covered with a medically acceptable dressing prior to a player participating in an OMHA sanctioned game or practice.

## OMHA INSURANCE (OMHA POLICY 10.0)

Direct any inquiries through the OMHA office. Terms of Insurance Coverage are from September 1<sup>st</sup> to August 31<sup>st</sup> of the following year.

**Claims:** All incidents must be reported to the OMHA office, using the OMHA Case Report & the Hockey Canada Injury Report Form. If you do not have these 2 forms, contact the OMHA Office. These should be completed every time an official is injured. Upon completion, please follow the submission information contained within the form, within thirty (30) days of the incident (wherever possible). Submission of these forms is the first action required, if you subsequently need to make a claim under the insurance coverage provided. An injury should be defined as a condition that requires further treatment by a medical professional. Please file the report, even if you do not think the injury is serious in nature.

## **HARASSMENT AND ABUSE POLICY (OMHA POLICY 4.1)**

Members of the OMHA shall refrain from comments or behaviours which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behaviour which constitutes bullying, harassment or abuse will not be tolerated, and will be dealt with under the OMHA's Harassment & Abuse Policy.

When any person in authority has a reasonable belief that in the course of OMHA business, activities or events a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise the OMHA Board of having made this report.

Harassment or Bullying complaints should be reported to an official of the OMHA.

Ontario Minor Hockey Association  
Prevention Services  
25 Brodie Dr., Unit 3  
Richmond Hill, ON L4B 3K7  
905-780-6642

## **POLICE RECORD CHECKS FOR OMHA OFFICIALS**

This policy applies to all HCOP Officials registered with the OMHA, regardless of age or level. In general, officials with outstanding Criminal Code convictions, or charges pending for certain offences, will not be allowed to officiate in the Ontario Minor Hockey Association. These offences include the following:

- Sexual assault (no time limit)
- Sexual exploitation (no time limit)
- Invitation to Sexual Touching (no time limit)
- Sexual interference (no time limit)
- Physical assault
- Indictable criminal offences for child abuse
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving (for duration of licence suspension - including automatic 90 day suspensions)
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Intent to traffic or trafficking in illegal substances
- Possession or other illegal substance convictions
- Any violent offence, whether or not it involved weapons
- Making, distribution or possession of child pornography

It should be noted that every official, is obliged to inform the OMHA Risk Management Officer, if (s)he is charged and/or convicted of any of the above listed offences. Failure to comply shall result in a suspension from the OMHA Officiating Program. After being initially accepted into the Officiating Program, annual completion of a

## OMHA OFFICIATING POLICIES

Criminal Offence Declaration will serve the purpose of this policy.

All HCOP Officials registering with the OMHA shall be required to produce a copy of their police record check or Criminal Offence Declaration in a sealed envelope at their OMHA Recertification or Entry Level clinic or Referee School. The sealed envelope will be handed over to the Development Coordinator for the clinic, who will then forward all of the sealed envelopes to the Risk Management Officer. The Risk Management Officer will open the envelopes, verify that a police record check or Criminal Offence Declaration has been received from each attendee at the clinic, and review to ensure that each official is in good standing with the policy. The Risk Management Officer will notify those officials with a positive police record check or declaration of their suspension from the OMHA Officiating Program. A copy of the suspension notice will be forwarded to the Technical Director, Referees, the Area Referee Instructor, the Area Officiating Program Co-ordinator, the local Referee-In-Chief and the President of the local Minor Hockey Association.

If the status of a suspended official changes, (s)he may contact the Risk Management Officer for possible re-instatement. The decision to re-instate an official will be at the discretion of the Technical Director, Referees, based upon the recommendation of the Risk Management Officer.

For officials crossing-over from an OHF Member Partner or another Hockey Canada branch, a police record check is required and should be attached to the Inter-Division Information Form or Inter-Branch Transfer Form. For OHA and Alliance officials, a police record check is not required. We have entered into an agreement with them to share police record check compliance data. Failure to do so will nullify them from officiating in the OMHA until such time they produce a copy of a completed police record check.

In Ontario, Police Services normally charge an administration fee for police record checks. If a fee is incurred, the official is responsible for that expense.

## **OMHA OFFICIATING PROCEDURES**

### **ON ICE OFFICIALS**

Prior to the start of each hockey season, all OMHA officials must register with the OMHA office. To do so, Officials must return a completed Registration Form, along with a registration fee appropriate to their HOCKEY CANADA OFFICIATING PROGRAM Level. Each Official is responsible for attending a Recertification Clinic of their choice, as stated in their registration letter. Any registered official who does not attend a Recertification Clinic and pass the national exam is deemed ineligible to officiate in the current OMHA hockey season. Under unusual and exceptional circumstances an official may apply to the Technical Director of Referee's for permission to attain recertification at an Entry Level Clinic. Any official who fails the national exam at a Recertification Clinic may attend another Recertification Clinic, or an Entry Level Clinic to re-write. Any official who fails the exam at an Entry Level Clinic must contact their local Instructor to set up a date and time to re-write the national exam.

### **NOTES**

Any official who does not receive their registration package from the OMHA Office by mid **JULY**, should contact the office at **905-780-6642**, or **omha@omha.net**.

It is the responsibility of each OMHA official to contact the OMHA Office regarding any change of contact information (name, address, phone number, etc.).

Re-write examinations will be conducted between the hours of 10:00 AM and 2:00 PM at Recertification Clinics or Entry Level Clinics only.

### **CROSS-OVERS**

A "Cross-Over" describes an official who attends a Recertification Clinic held by one OHF Member Partner (i.e. GTHL/OWHA/ALLIANCE/OHA) and wishes to register with another Member Partner. Cross-Over fees will be as per current schedule, as detailed in the registration letter. If an Official wishes to Cross-Over, they must obtain an "Inter-Division Information Form" at the clinic at which (s)he attends, upon successful clinic completion. This Form, along with payment, police record check or Criminal Offence Declaration, and appropriate Registration Form, must be submitted to the Division with which the Official wishes to register as a "Cross-Over". The Division receiving the application for "Cross-Over" status has the right to refuse this application. Depending on the submission, the OMHA may require attendance at all or part of an OMHA clinic to satisfy its requirements. An Official paying the "Cross-Over" fee to the OMHA will be issued the appropriate cresting, Manual of Operations and card/number (if a new Official to the OMHA). "Cross-Over" registrations must be processed at the Recertification Clinics or through the Area Co-ordinator by the end of October. "Cross-Over" registrations received after November 1 may be subject to a late handling fee. The onus for completing this process lies with the individual official.

## **NEW OFFICIALS**

### **NEW HOUSE LEAGUE OFFICIALS**

1. 14 or 15 years of age as of December 31<sup>st</sup> of the current playing season.
2. Has completed a Hockey Canada Officiating Program Entry Level Clinic.
3. Has paid the current OMHA registration fees.

### **NEW LEVEL 1 OFFICIALS**

1. A minimum of 16 years of age as of December 31<sup>st</sup> of the current playing season.
2. Has completed a Hockey Canada Officiating Program Entry Level Clinic.
3. Has paid the current OMHA registration fees.

### **NEW LEVEL 2 REGISTERED OFFICIALS**

1. Minimum of 18 years of age who is a returning official or is qualified by having previous refereeing experience.
2. Has been recommended by an Instructor, Supervisor or Co-ordinator.
3. Has completed a Hockey Canada Officiating Program Entry Level Clinic.
4. Has passed the current Hockey Canada Officiating Program Exam.
5. Has paid the current OMHA registration fees.

**Returning active House League and Level 1 Officials** turning 16 years of age as of December 31<sup>st</sup> of the current playing season, or who are older, will advance to Registered Level 2 Officials when they complete a Hockey Canada Officiating Program Recertification Clinic and pass the current Hockey Canada Officiating Program Exam.

**Officials who attend the OMHA Referee's School** that are 16 years of age as of December 31<sup>st</sup> of the current playing season and pass the current Hockey Canada Officiating Program Exam will become Level 2 Registered Officials.

## **ADVANCEMENT OF OFFICIALS**

To become a Certified Official, the referee must receive a minimum of two (2) satisfactory evaluations by an area Supervisor, who will then recommend certification. Evaluations for certification of Level IV officials must be performed by an Area Instructor.

1. Officials must indicate their interest to advance, to their Supervisor.
2. Officials capable & deserving of advancement will be recommended by the OMHA Supervisor to the Area Instructor.
3. Recommendations will be based on on-ice & off-ice performance, abilities, and attitude towards the officiating program.
4. The cost of advancing levels will be borne by the Official.

## **NO SHOWS**

When an Official(s) does not show up for an OMHA game, for whatever reason, the following procedures will go into effect:

### **ALL SYSTEMS**

Work with the local Center and try to find qualified OMHA officials to work the game.

### **TWO OFFICIAL SYSTEM**

One (1) Referee system is **NOT PERMITTED**. The game must be suspended, and a full report must be filed with the appropriate Executive Member.

### **THREE OFFICIAL SYSTEM**

Providing that both officials are, at minimum, Level 2 Certified, then the game should be completed using the two official system. If the originally scheduled official, or a replacement, is expected to arrive during the game, then the game may be started using the one Referee and one Linesman system until the third official arrives. The joining official would join as a Linesman.

If both officials are not, at minimum, Level 2 Certified, then they would only be allowed to complete the game if they were qualified to work the two official system under OMHA Regulation 18.1(b). If they are not qualified, then the game must be suspended.

## **DURING THE GAME**

### **IN UNIFORM**

Officials should be 'game ready' before entering the ice surface. This includes helmets & face shields being properly worn and fastened, jerseys zipped up, and chin straps at an acceptable size (not more than 1 finger width from chin).

### **PRE-GAME**

Officials should be verifying the number of Players on the ice, and the number of Team Officials occupying the benches, to the info recorded on the Official Game Report. In addition to the Hockey Canada rules detailing the maximum number of players to be dressed for a game, all Juvenile teams are allowed to dress twenty (20) players for any game within the OHF (OMHA Regulation 4.1 a). Each team should have a minimum of one (1) carded Coach, and one (1) carded Trainer at the start of each game. If a team does not have a carded Trainer listed, then they must ask their opponent's Trainer to provide coverage. This should be noted on the back of the original copy of the game report. Additionally, Officials should note when a goaltender is marked as an "AP" on the roster, and that goaltender plays in the game. If the "AP" designated goaltender does not play, then no action is required.

**EQUIPMENT GUIDELINES**

Please refer to the following excerpts from the HOCKEY CANADA Playing Rules:

|                                     |   |                                |
|-------------------------------------|---|--------------------------------|
| <b>NECK GUARD</b>                   | Warm-up = report on the back of the game report   | <b>Rule 3.6(e)<br/>Sit. 13</b> |
|                                     | No neck guard = team warning upon 1 <sup>st</sup> violation,<br>Misconduct for subsequent violations                    | <b>Rule 3.6(f)</b>             |
|                                     | Lost during play & proceeds to bench = no penalty<br>& properly replaces = no penalty<br>& participates in play = Minor | <b>Rule 3.6(c)<br/>Sit. 1</b>  |
|                                     | Worn improperly = team warning upon 1 <sup>st</sup> violation,<br>Misconduct for subsequent violations                  | <b>Rule 3.6(f)</b>             |
| <b>HELMET and/or<br/>CHIN STRAP</b> | Warm-up = report on the back of the game report   | <b>Rule 3.6(b)</b>             |
|                                     | On the bench = team warning upon 1 <sup>st</sup> violation,<br>Minor for subsequent violations                          | <b>Rule 3.6(b)<br/>Note 4</b>  |
|                                     | Lost during play & proceeds to bench = no penalty<br>& properly replaces = no penalty<br>& participates in play = Minor | <b>Rule 3.6(c)<br/>Sit. 1</b>  |
|                                     | Offset position = team warning upon 1 <sup>st</sup> violation,<br>Misconduct for subsequent violations                  | <b>Rule 3.6(d)</b>             |
| <b>FACIAL<br/>PROTECTOR</b>         | Warm-up = report on the back of the game report   | <b>Rule 3.6(b)</b>             |
|                                     | On the bench = team warning upon 1 <sup>st</sup> violation,<br>Minor for subsequent violations                          | <b>Rule 3.6(b)<br/>Note 4</b>  |
|                                     | Lost during play & proceeds to bench = no penalty<br>& properly replaces = no penalty<br>& participates in play = Minor | <b>Rule 3.6(c)<br/>Sit. 1</b>  |
|                                     | Offset position = team warning upon 1 <sup>st</sup> violation,<br>Misconduct for subsequent violations                  | <b>Rule 3.6(d)</b>             |
| <b>MOUTH GUARD</b>                  | Warm-up = report on the back of the game report   | <b>Rule 3.6(e)<br/>Sit. 13</b> |
|                                     | Worn improperly = team warning upon 1 <sup>st</sup> violation,<br>Misconduct for subsequent violations                  | <b>Rule 3.6(g)<br/>Sit. 23</b> |
|                                     | No mouth guard = team warning upon 1 <sup>st</sup> violation,<br>Misconduct for subsequent violations                   | <b>Rule 3.6(g)</b>             |

**INJURED PLAYERS**

When an Official stops play because of an injured Player, and the Trainer is summoned, one official should stay with the injured Player to advise the Trainer of any information that the Player may have relayed. If the Trainer begins to verbally berate or chastise the Officials, the Officials should leave the area. Otherwise allow the Trainer to assess the injury, and then ask if there is any assistance that can be offered (stretcher, ambulance call, etc.).

## WATER BOTTLES

Water bottles are allowed on the top of the net. However, they are not there for use by officials. If you wish, bring your own water bottle and leave it at the penalty bench.

## EMERGENCY SITUATIONS

### POWER FAILURE AT ARENAS

If a power failure occurs during a hockey game, have the Rink Manager contact the Hydro Company for information. If an ETA for correction is supplied, consult the Coaches and Rink Manager to determine if the game can be completed. If you do not get an ETA within 30 minutes, then meet the Coaches and Rink Manager and inform them that the game will be suspended one (1) hour from the time the power went out. The Rink Manager should be involved in all decisions concerning ice availability.

### RESPONSE TO FIRE ALARM

Upon hearing a fire alarm sounded within the arena, the Referee shall stop play immediately and determine the emergency response as dictated by the arena management. The Referee shall be aware that all players, team officials, on-ice and off-ice officials may be required to evacuate the building immediately, if dictated by the arena management. A full report should be made to the appropriate Regional Executive Member, and officiating Supervisor.

## HEARINGS

Referee(s) who are requested to attend a hearing should bring copies of all appropriate Game and/or Match Penalty Reports, or any other details required for the hearing. Officials must adhere to the off-ice dress code (at a minimum) when attending hearings.

## PLAYER SUSPENSIONS

These are handled by the OMHA Regional Executive Members, and any inquiries should be directed to them. **Do not tell any Team Official how long a Player may be suspended.** Due to unknown circumstances, the Player could receive a suspension greater than the minimum on the "Suspension List". **REMEMBER, SILENCE CANNOT BE MISQUOTED!**

## **REQUIREMENTS AND SELECTION OF CHAMPIONSHIP OFFICIALS**

### **OFFICIAL REQUIREMENTS**

1. Must be an active official in good standing.
2. All OMHA Championship assignments shall meet the minimum requirements of OMHA Regulation 18.1(c).
3. All OHF Championship assignments shall meet the requirements of OHF Regulations, as communicated by the OHF Referee-in-Chief. As a minimum, Referees will be Level 3 Certified, and Linesmen will be Level 2 Certified.
4. All Hockey Canada Provincial, Regional and National Championship assignments shall meet the requirements of Hockey Canada Regulations, as communicated by the OHF Referee-in-Chief. As a minimum, Referees will be Level 4 Certified, and Linesmen will be Level 3 Certified.
5. Officials wishing consideration shall contact their Championship Selection Committee representative for further direction.

### **SELECTION PROCESS**

1. Before the season commences, assignments are designated to Championship Selection Committee members.
2. Local Supervisors will begin evaluations with knowledge of assignment requirements.
3. Preliminary lists are returned to the Committee by the end of November.
4. All candidates must be evaluated at the appropriate category and position of their consideration, before mid-January for approval.
5. The Championship Selection Committee will make final selections by the end of January.
6. Successful candidates will be contacted by the Championship Captain to confirm attendance and finalize assignment details.

## APPENDICIES

### **HOCKEY CANADA / HOCKEY CANADA OFFICIATING PROGRAM OFFICIALS' CODE OF ETHICS**

The HOCKEY CANADA / HOCKEY CANADA OFFICIATING PROGRAM Officials Code of Ethics provides guidance to registered officials across Canada. The HOCKEY CANADA Branches and their members should expect from HOCKEY CANADA OFFICIATING PROGRAM Officials the highest possible standards of personal integrity, competence, sound judgement and discretion. Developed by the HOCKEY CANADA Referee's Committee, the HOCKEY CANADA OFFICIATING PROGRAM Official's Code of Ethics is its public declaration of an official's obligation to himself, his peers and the game.

I will.....

- Do the best job I can in each game, no matter what the category of hockey.
- Always show respect for my fellow officials, the players, coaches and fans.
- Study and continue to improve my knowledge of the HOCKEY CANADA playing rules, the HOCKEY CANADA OFFICIATING PROGRAM policies and procedures.
- Represent myself and the rules of the game fairly and as accurately as possible at all times.
- Represent myself as professionally as possible in appearance and physical conditioning to suit the level of hockey that I am Officiating.
- Always be unquestionably impartial, keeping a professional and appropriate distance from teams.
- Understand that the use of alcohol is not encouraged and is totally unacceptable on game days. The use of drugs is against the law.
- Uphold the philosophy and right of all hockey participants to "Fair Play" and penalize accordingly all violent acts.
- Raise the standard of play in each game that I officiate.
- Be supportive of my fellow on-ice and off-ice officials at all times, even when I am a spectator.
- Accept the fact that I will make mistakes, but I will not get frustrated or let this learning process affect my performance or my professionalism.
- Contribute to the continuing growth of the HOCKEY CANADA OFFICIATING PROGRAM and its officials within my Branch through support, encouragement and a positive attitude.
- Respect and accept constructive feedback from supervisors and the assignments I receive from my administrators.

By registering with your Provincial Branch in the HOCKEY CANADA OFFICIATING PROGRAM implies that you understand and will comply with the Code of Ethics. Officials not complying with the HOCKEY CANADA OFFICIATING PROGRAM Code of Ethics will be subject to disciplinary action.

APPENDICIES

REPRESENTATIVE ASSIGNMENTS

| LEVEL | TYKE   | NOVICE | ATM-R2   | ATM-R3   | ATM-L3   | PM-R2 | PM-R3 | PM-L3 | BAN-R2 | BAN-R3 | BAN-L3 | MID-R2 | MID-R3 | MID-L3 | JUL-R2 | JUL-R3 | JUL-L3 | NTL | INTR-RR |     |
|-------|--------|--------|----------|----------|----------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|---------|-----|
| 1     |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 2     |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 3     | HL     | N/A    |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 4     |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 5     | REG 1  | N/A    | X-NOTE 1 | X-NOTE 1 | X-NOTE 2 |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 6     |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 7     |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 8     | REG 2  | N/A    | X-NOTE 1 | X-NOTE 1 | X-NOTE 2 |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 9     |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 10    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 11    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 12    | CERT 2 | N/A    | X        | X        | X        | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | X       | EDS |
| 13    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 14    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 15    | REG 3  | N/A    | X        | X        | X        | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | X       | EDS |
| 16    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 17    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 18    | CERT 3 | N/A    | X        | X        | X        | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | X       | EDS |
| 19    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 20    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 21    | REG 4  | N/A    | X        | X        | X        | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | X       | EDS |
| 22    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 23    |        |        |          |          |          |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 24    | CERT 4 | N/A    | X        | X        | X        | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | X       | EDS |

LOCAL/ELECTROHOUSE LEAGUE ASSIGNMENTS

| LEVEL | TYKE   | NOVICE | ATM-R2 | ATM-R3 | ATM-L3 | PM-R2 | PM-R3 | PM-L3 | BAN-R2 | BAN-R3 | BAN-L3 | MID-R2 | MID-R3 | MID-L3 | JUL-R2 | JUL-R3 | JUL-L3 | NTL | INTR-RR |     |
|-------|--------|--------|--------|--------|--------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|---------|-----|
| 1     |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 2     |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 3     | HL     | X      | X      | X      | X      |       |       |       |        |        |        |        |        |        |        |        |        |     | N/A     | N/A |
| 4     |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 5     |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 6     | REG 1  | X      | X      | X      | X      | X     |       |       |        |        |        |        |        |        |        |        |        |     | N/A     | N/A |
| 7     |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 8     |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 9     | REG 2  | X      | X      | X      | X      | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | N/A     | N/A |
| 10    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 11    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 12    | CERT 2 | X      | X      | X      | X      | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | N/A     | N/A |
| 13    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 14    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 15    | REG 3  | X      | X      | X      | X      | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | N/A     | N/A |
| 16    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 17    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 18    | CERT 3 | X      | X      | X      | X      | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | N/A     | N/A |
| 19    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 20    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 21    | REG 4  | X      | X      | X      | X      | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | N/A     | N/A |
| 22    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 23    |        |        |        |        |        |       |       |       |        |        |        |        |        |        |        |        |        |     |         |     |
| 24    | CERT 4 | X      | X      | X      | X      | X     | X     | X     | X      | X      | X      | X      | X      | X      | X      | X      | X      | X   | N/A     | N/A |

The details of NOTE 1 and NOTE 2 are found in the OMHA OFFICIATING POLICIES section of this booklet.



**WITNESSES**

NAME

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

Postal

Postal

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAY PHONE

EVENING PHONE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMENTS:**

**COMPLETE ALL INFORMATION AND RETURN TO:**

**Ontario Minor Hockey Association**

25 Brodie Drive, Unit 3

Richmond Hill, Ontario

L4B 3K7

Fax: (905) 780-0344



# HOCKEY CANADA INJURY REPORT



**CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: (M) (F)

Address: \_\_\_\_\_ City/ Town \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**DIVISION:**

- Initiation  Novice  Atom  PeeWee  
 Bantam  Midget  Juvenile

**CATEGORY:**

- AAA  AA  A  B  BB  C  CC  
 D  DD  E  House  Major Junior  Minor Junior  
 Senior  Adult Rec.  Other \_\_\_\_\_

**BODY PART INJURED: \* visit the Hockey Canada web-site for an optional questionnaire \***

- |   |                                |                                  |                                   |  |                                |                                |                               |                               |                                |
|---|--------------------------------|----------------------------------|-----------------------------------|--|--------------------------------|--------------------------------|-------------------------------|-------------------------------|--------------------------------|
| <b>Head</b>   | <b>Back</b>                    | <b>Trunk</b>                     | <b>Arm</b>                        | <input type="checkbox"/> Left          | <input type="checkbox"/> Right | <b>Pelvis</b>                  | <b>Leg</b>                    | <input type="checkbox"/> Left | <input type="checkbox"/> Right |
| <input type="checkbox"/> Eye Area <input type="checkbox"/> Face | <input type="checkbox"/> Neck  | <input type="checkbox"/> Ribs    | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Hand/Finger   | <input type="checkbox"/> Hip   | <input type="checkbox"/> Thigh | <input type="checkbox"/> Foot |                               |                                |
| <input type="checkbox"/> Throat <input type="checkbox"/> Dental | <input type="checkbox"/> Upper | <input type="checkbox"/> Chest   | <input type="checkbox"/> Upperarm | <input type="checkbox"/> Forearm/Wrist | <input type="checkbox"/> Groin | <input type="checkbox"/> Knee  | <input type="checkbox"/> Toe  |                               |                                |
| <input type="checkbox"/> Skull                                  | <input type="checkbox"/> Lower | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Elbow    | <input type="checkbox"/> Collarbone    | <input type="checkbox"/> Shin  | <input type="checkbox"/> Other |                               |                               |                                |

**NATURE OF CONDITION:**

- Concussion  Laceration  Fracture  Sprain  Strain  
 Contusion  Dislocation  Separation  Internal Organ Injury

**ON-SITE CARE:**  On-Site Care Only  Refused Care

- Sent to Hospital, by:  Ambulance  Car

**INJURY CONDITIONS: Name of arena/ location:** \_\_\_\_\_

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

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

Was this a sanctioned Hockey Canada hockey activity?  Yes  No

**CAUSE OF INJURY:**

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

**LOCATION:**

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

**WEARING WHEN INJURED:**

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

**ADDITIONAL INFORMATION:**

- Has the player sustained this injury before?  Yes  No  
 If "Yes" how long ago \_\_\_\_\_  
 Was a penalty called as result of the incident?  Yes  No  
 Estimated Absence from hockey?  1 week  1-3 weeks  3+ weeks

**DESCRIBE HOW ACCIDENT HAPPENED: (Attach page if necessary)**

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photostatic/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Parent/Guardian if under 18 years of age)

**TEAM INFORMATION: (To be completed by a Team Official)**

Association: \_\_\_\_\_ Team Name : \_\_\_\_\_  
 Team Official (Print): \_\_\_\_\_ Team Official Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH INSURANCE INFORMATION:**

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

- Occupation:  Employed Full-time  Employed Part-time  Unemployed  Full-Time Student  
 Employer (If minor, list parent's employer): \_\_\_\_\_  
 1. Do you have provincial health coverage?  Yes  No Province: \_\_\_\_\_  
 2. Do you have other insurance?  Yes  No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)  
 3. Has a claim been submitted?  Yes  No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATION OF BENEFITS)  
 Make Claim Payable To:  Injured Person  Parent  Team  Other: \_\_\_\_\_

**Branch APPROVAL**

**PHYSICIAN'S STATEMENT**

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

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

Nature of Injury: \_\_\_\_\_ Date of First Attendance: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Claimant will be totally disabled:  
 \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Is the injury permanent and irrecoverable?  No  Yes

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

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

Did any disease or previous injury contribute to the current injury?  No  Yes (describe): \_\_\_\_\_

Was claimant hospitalized?  No  Yes (give hospital name, address and date admitted): \_\_\_\_\_

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

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

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

**DENTIST'S STATEMENT**

Limits of coverage: \$1,000 per tooth, \$2,000 per accident  
 Treatment must be completed within 52 weeks of accident

|  |   |   |
|--|---|---|
|  | UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO. | I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM/HER |
| P<br>A<br>T<br>I<br>E<br>N<br>T<br>L<br>A<br>S<br>T<br>N<br>A<br>M<br>E<br>G<br>I<br>V<br>E<br>N<br>N<br>A<br>M<br>E | D<br>E<br>N<br>T<br>I<br>S<br>T                 |   |
| I<br>A<br>D<br>D<br>R<br>E<br>S<br>S<br>A<br>P<br>T.   | PHONE NO.                                       | SIGNATURE OF SUBSCRIBER   |
| N<br>E<br>A<br>D<br>D<br>R<br>E<br>S<br>S  |   |   |
| T<br>C<br>I<br>T<br>Y<br>P<br>R<br>O<br>V<br>I<br>N<br>C<br>E<br>P<br>O<br>S<br>T<br>A<br>L<br>C<br>O<br>D<br>E      |   |   |

FOR DENTIST'S USE ONLY – FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES, OR SPECIAL CONSIDERATION.

I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT.

I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ \_\_\_\_\_ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR SERVICES RENDERED.

I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR.

DUPLICATE FORM

\_\_\_\_\_  
SIGNATURE OF (PATIENT/GUARDIAN)

OFFICE VERIFICATION

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

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE.

**TOTAL FEE  
SUBMITTED**

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

**Mail completed form to:  
 Ontario Minor Hockey Association  
 25 Brodie Drive, Unit #3, Richmond Hill, ON L4B 3K7  
 Phone: 905-780-6642 Fax: 905-780-0344**



