

# ONTARIO MINOR HOCKEY ASSOCIATION



(HCOP)

## OFFICIATING PROGRAM

AREA COORDINATOR  
POLICY/PROCEDURE  
AND  
CLINIC OPERATIONS HANDBOOK

2016-2017

*Revised: August, 2016*

**OMHA**  
**DEVELOPMENT**

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## **SCOPE**

**The Purpose of this handbook is to describe methods for efficient and effective organization and delivery of Hockey Canada Officiating Program Official's clinics for the Ontario Minor Hockey Association.**

**Typically, the types of clinics and the timeframe for delivery are as follows:**

**Membership (Recertification) Clinics:**

**Staged annually commencing mid August to late September.**

**Level I/II (Entry Level) Clinics:**

**Staged annually commencing early October to late November (may also be staged in early Spring.**

**Level III (Upgrade) Clinics:**

**Staged annually commencing early November to late December (may also be staged in early Spring or as directed by the Chair – Referees Program).**

## **APPOINTMENTS**

**Recommendation by the Area Instructor in consultation with the Regional Director and Chair of Referees.**

**Appointments are reviewed on an annual basis.**

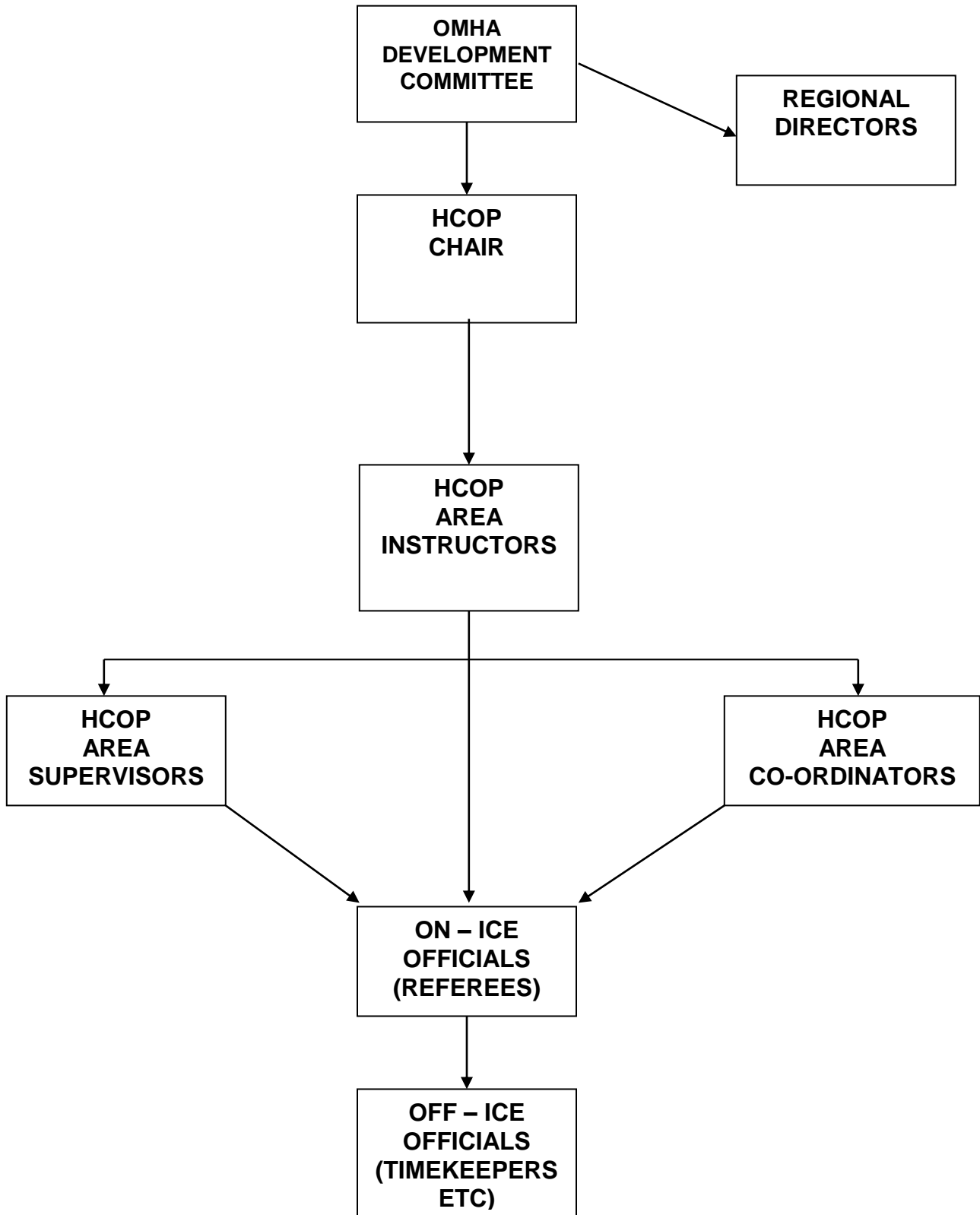
**May not hold the position of Area Instructor and/or Regional Director.**

**Knowledge of and acquaintance with the OMHA, and the HCOP Program is encouraged but not mandatory.**

**Adherence to the OMHA Code of Conduct.**

**Submission of an acceptable Criminal Records Check / Vulnerable Sector Search or Criminal Offence Declaration Form is mandatory.**

**ORGANIZATIONAL FLOW CHART  
REFEREES DEVELOPMENT PROGRAM**



# HOCKEY CANADA OFFICIATING PROGRAM

## PROGRAM ADMINISTRATION

The **Hockey Canada Officiating Program (HCOP)** began in 1973 as the National Referee's Certification Program (NRCP).

This **Six-Level system** is the foundation for training and development of hockey Officials across Canada.

### The Objectives of the Program are:

- To standardize the methods and techniques of Officiating.
- To acquire uniformity throughout the country with respect to rule interpretation.
- To offer participants national recognition for their achievements.

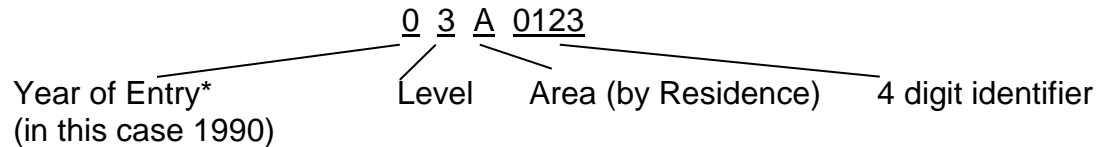
### The structure of the Program includes six levels of Certification:

- **Level I**  
Prepares a new Official to Officiate Minor Hockey, and is achieved through Clinic Attendance, Hockey University (HU) - Online Officiating 1 / 2 course and completion of a National Examination.
- **Level II**  
Following a minimum of one season of activity at Level I, Level II further enhances training and skills. It is achieved through Clinic attendance, obtaining a minimum of 70% on the National Examination, and successful on-ice evaluation, performed by a qualified OMHA HCOP Supervisor.
- **Level III**  
Following a minimum of one season of activity at Level II, and 18 years of age, a fully Certified Level II Official, may, upon the recommendation of the Area HCOP Supervisor or Instructor, be invited to attend a Level III Clinic.  
Clinic Attendance, successful completion of the national examination, and successful supervision all remain an integral part of this Level.
- **Levels IV-V-VI**  
Require full certification at the appropriate level before being eligible. Selection at Level IV is by Branch invitation. Level V-VI is done through nomination to a selection committee of Hockey Canada. Officials certified at these Levels will be qualified to officiate Senior, Junior, Branch and National Championships, and International Hockey.  
Certification involves clinic attendance ranging from one weekend to a full week, national examination standards, as well as practical on-ice and fitness evaluation.

Level 1 & 2 Officials are required to maintain their certification through a half-day in class Membership Recertification Clinic (Level 3 and above optional), successful completion of the Online Module and national examination with the appropriate mark, as determined by Level.

## OMHA HCOP CERTIFICATION NUMBER

Ex. 03A0123



\*this refers to the last digit of the year in which the individual first registered with the OMHA. The digits 0 through 9 indicate the years 1990 through 1999. A 'Z' prefix indicates entry prior to 1990. The "Y" prefix indicates 2000-01, "X" indicates 2001-02, "W" indicates 2002-03, "V" indicates 2003-04, "U" indicates 2004-05, "T" indicates 2005-06, "S" indicates 2006-07, "R" indicates 2007-08, "Q" indicates 2008-09, "P" indicates 2009-2010, "N" indicates 2010-11, "M" indicates 2011-12, "L" indicates 2012-13, "K" indicates 2013-14, "J" indicates 2014-15, "H" indicates 2015-16 and "G" indicates 2016-17.

### Request for Clinics:

- Requests for Clinics must be made to the Chair, Referees Program through the Area Instructor and/or Regional Coordinator.
- It is hoped that the Regional Director will work cooperatively with the Referee Membership Committee in confirming dates and locations of the Membership Recertification Clinics as established by the Membership Committee.
- The information should be finalized by the March Meeting of the OMHA Board annually.
- Clinic supplies will be shipped from the OMHA Office. No supplies will be shipped unless the Clinic has been confirmed by the Chair, Referees Program.
- Regional Coordinator to provide Entry Level/Upgrade Clinic information to the OMHA office for website posting after approval from the Chair, Referees Program.



# **MEMBERSHIP RECERTIFICATION CLINICS**

## **MEMBERSHIP RECERTIFICATION CLINICS**

**(mid August to late September)**

### **OVERVIEW**

- In class Membership Recertification Clinics for Level 1 and 2 Officials will normally require a maximum of four (4) hours instruction time and the location should comfortably accommodate the projected number of Officials attending. **(Membership Recertification Clinics for Level 3 and Above Officials is Optional.)**
- Maximum attendance will be limited to 200 officials. Facilities, which should be secured for these clinics are, air conditioned secondary schools, or post-secondary institutions, which can accommodate the projected registration.
- Clarification regarding required equipment will be provided to the Regional Coordinator in the event the Membership Committee is unable to provide sufficient equipment.
- For all Membership Recertification Clinics it is recommended that the same booking arrangement be made regarding classrooms. Confirmation of actual classrooms required can be undertaken through the Regional Coordinator.
- Complete registration procedures will be provided at each clinic by the Chair, Referees Program through the Regional Coordinator. These procedures are not included here as changes are necessary on an annual basis.

### **Participants at a Membership Recertification Clinic Receive:**

- OHF Shoulder Patch (2) (if new for that season)
- Hockey Canada Rule Book / Case Book Combination (if new for that season)
- Supplements to HCOP Manual (if applicable)
- Other printed handouts relevant to the current season

### **Following The Completion Of Each Clinic:**

#### **Submit to the OMHA Office (within 7 days):**

- All fees collected at clinic.
- One copy of each Registration Form completed at the clinic.
- Complete data entry into the OMHA Portal, including attendance and successful completion.
- One copy of the Clinic Summary Sheet detailing all Revenues and Expenses.
- Summary of Clinic Attendance.
- HCOP Officials Failure List.
- Updates to OMHA and/or Hockey Canada database.
- All current Criminal Record Checks or Criminal Offence Declaration Forms in a sealed envelope. **(This should be sent directly to the OHF Office in Cambridge.)**

**Submit to the Chair, Referees Program (within 7 days):**

- One copy of each of the Registration Summaries completed at the Clinic.
- One copy of the Clinic Summary Sheet detailing all Revenues and Expenses.
- Clinic Attendance Summary.
- HCOP Instruction Assignment Sheet.
- OHF Crossover Form(s).

## CLINIC CAPTAIN'S RESPONSIBILITIES

- Receive from the OMHA Office a list of participants for the Membership clinic.
- Contact Lead Coordinator and / or Area Instructor for any area issues.
- Prepare room designation for all participants and provide the list to the Lead Coordinator for registration purposes.
- Shall liaise with the Chair, Referees Program for the Instructors assignments
- Prepare room designation for all the Instructors.
- May convene a pre-clinic meeting prior to each clinic. Such meetings shall be held to review any program changes or updates as well as to discuss special arrangements for the clinic that day. These meetings shall take place the morning of each clinic at a time and location designated by the Clinic Captain.
- Provide the Referees lists to the Coordinators and assign group numbers to the classrooms with the Coordinator.
- Inform Coordinators where you will be if they have any problems.
- **Clinic captains will have the right to dismiss an instructor deemed not fit to instruct that day.**
- Hold quick meeting to find out if there was any problems during the day so the other clinics being held on the same day can be informed for the next day.
- Make sure all Instructors are informed of the meeting for the next day.
- Clinic Captain and / or Coordinator to check the classrooms and report to the designated facilities personnel.
- Shall provide an e-mail report to the Chair, Referees Program within 72 hours of the clinic.
- Both Clinic Captains of that day shall communicate the night of the clinics if possible to discuss any program or material problems.



# **ENTRY LEVEL REFEREE SCHOOL and UPGRADE CLINICS**

## LEVEL I / II (ENTRY LEVEL) CLINICS

### OVERVIEW

- Entry Level Clinics will normally require a minimum of eight (8) hours of instruction time.
- Completion of the Hockey University (HU) - Online Officiating 1 / 2 course pre-requisite.
- All Clinics start at 9:00 a.m.
- Instructor and Coordinator for each region will establish a procedure for financial collections and obligations.
- Summary of all clinic financial details and attendance must be reported to the OMHA Office on the appropriate form within 7 days of the clinic.
- All participants to be entered into Hockey Canada's Registry upon completion of clinic.
- Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.

### Facility Requirements:

- Hall/Classroom suitable for instructional purposes to accommodate a maximum of 30 participants.
- A minimum of 20 participants is also required.
- Ice time is optional, but if scheduled should be either the first hour of the clinic or at least prior to the lunch break.
- Pucks and sticks are required for ice session.
- Lunch should be built into the clinic fee structure. (if applicable)
- Should your projected attendance exceed **30 persons**, split the group and stage a second classroom or clinic on another date, or combine extras with a clinic being staged in an area of close proximity.
- Cost: All additional incidental charges (i.e. Facility Rental; Meals; Ice Rental) should be factored in to the total clinic fee on a Pro Rata/Per Participant shared basis.

### Participants Receive:

- Hockey Canada – HCOP Procedure Manual (if applicable)
- Hockey Canada Rule Book/Casebook
- Clinic Workbooks
- OMHA Crest
- OHF Shoulder Patch
- Hockey Canada Shoulder Patch
- Wallet Card
- OMHA Membership Handbook for Officials
- Other printed handouts relevant to current season

## SPECIAL INFORMATION

- Participants should also be advised that mandatory protective equipment is required (CSA certified helmet, facial protection, BNQ approved throat protector) if an ice session (optional) is scheduled.
- Participants should also be advised that a Criminal Record Check in a Sealed Envelope is required.

### NEW OFFICIALS:

A New Level I Official is:

1. 14 or 15 years of age as of December 31<sup>st</sup> of the current playing season.
2. Has completed a HCOP Entry Level Clinic or Referee School.
3. Has paid the current OMHA Registration Fees.
4. Has submitted an appropriate Criminal Record Check.
5. Has completed the current HCOP Exam.

A New Level II Official is:

1. A minimum of 16 years of age as of December 31<sup>st</sup> of the current playing season.
2. Has completed a HCOP Entry Level Clinic or Referee School.
3. Has paid the current OMHA Registration Fees.
4. Has submitted an appropriate Criminal Record Check.
5. Has passed the current HCOP Exam.

**Active Level I Officials** turning 16 years of age as of December 31<sup>st</sup> of the current playing season will advance to Registered Level II status upon completion of the HCOP Membership Recertification Clinic and successful completion of the current HCOP Exam.

**To become a Certified Official, the Referee must receive a minimum** of two (2) satisfactory evaluations by an OMHA Supervisor or Instructor who will then recommend Certification.

### Referees in conjunction with HCOP Personnel:

- Clinic Fee includes registration with the OMHA. This allows the individual to enter the HCOP as an active official and allows them to progress through the program.
- Supplies will be shipped direct from the OMHA office to the appropriate Clinic Coordinator.
- Should an Official successfully complete the Clinic/Examination, (s)he will be issued a new official's card reflecting their HCOP Level. The designations of 'R' (Registered) and 'C'

(Certified) will be used internally for the OMHA Referee's Program. An individual will progress from 'R' to 'C' upon completion of two (2) 'satisfactory on-ice evaluations, performed by a qualified OMHA Supervisor or Instructor. Eligibility to Officiate is as outlined in the OMHA Manual of Operations or Membership Handbook for Officials.

- Membership Recertifications are “**NOT**” permitted at an Entry Level I/II Clinic or School.
- **Special considerations must be handled via the Instructor and the Chair, Referees Program.**

## LEVEL III (UPGRADE) HCOP CLINICS

### OVERVIEW

- Officials must be a minimum of 18 years of age on or before December 31<sup>st</sup> of the current playing season.
- Clinic attendance at an OMHA Level III Upgrade Clinic is by invitation, and is based upon recommendation of the Area OMHA Supervisor or Instructor.
- Clinics require a minimum of eight (8) hours instruction time.
- All clinics start at 9:00 a.m.
- Minimum attendance allowable is 20.
- Maximum attendance allowable is 30.
- Should your projected attendance exceed **30 persons**, split the group and stage a second classroom or clinic on another date, or combine extras with a clinic being staged in an Area in close proximity.

### Facility Requirements:

- Hall/Classroom suitable for instructional purposes.
- Ice time is not required.
- Cost: As outlined below. All additional incidental charges (i.e. Facility Rental; Meals) should be factored in to the total clinic fee on a Pro Rata/Per Participant shared basis.
- Clinic invitations should advise all participants to bring with them to the clinic their Hockey Canada Rule Book/Casebook plus their Hockey Canada Officiating Manual (if applicable).
- Supplies will be shipped direct from the OMHA Office to the appropriate Coordinator.

### Participants Receive:

- Upgrade Agenda/Workbook
- OMHA Crest
- OHF Shoulder Patch
- Hockey Canada Shoulder Patch
- Wallet Card
- Other printed handouts relevant to the current season.

### Following the Completion Of Each Clinic:

#### Submit to the OMHA Office:

- One copy of the Clinic Report (Original) detailing all Revenue and Expenses.
- All Registration Fees as collected from all Officials attending the Clinic.
- One copy of the Clinic Attendance Summary (Original) listing all Clinic Participants attending indicating all Officials who passed and require their HCOP Level upgraded to Level III 'R'.

- All participants to be entered into Hockey Canada's Registry upon completion of clinic.

### **Submit to the Chair, Referees Program:**

- One copy of the Clinic Report (Yellow) detailing all Revenue and Expenses.
- One copy of the Clinic Attendance Summary listing all Clinic Participants attending.

### **SPECIAL INSTRUCTIONS**

- Should an Official successfully complete the Clinic/Examination, (s)he should be issued a new Official's Card indicating current Card Number plus the HCOP Level III 'R'.
- An individual will progress from Level III 'R' to 'C' upon completion of a minimum of two (2) satisfactory on-ice evaluations, performed by a qualified OMHA Supervisor or Instructor.
- These designations, as with the those of Level II are for internal use only, and are used to track the individual through the HCOP as administered by the OMHA
- Eligibility to Officiate is as outlined in the OMHA Manual of Operations and Membership Handbook for Officials.
- Membership Recertifications are **"NOT"** permitted at a Level III Upgrade Clinic.
- **Special considerations must be handled via the Instructor and the Chair, Referees Program.**

## **ADDITIONAL COMMENTS ON HCOP CLINICS**

It is hoped that this information will assist you in understanding clinic administration procedures. Should you have any questions related to clinic organization or administration, please do not hesitate in contacting the Chair, Referees Program for direction/clarification.

Please adhere to procedures as stated as your Development Committee believes that in so doing, clinics will be more easily administered. These procedures will create a more expedient flow of information to the Officials involved. Should any unusual situation arise at any clinic, document fully all information and explain the actions taken to resolve. It is hoped that in standardizing clinic administrative functions, operating costs will be minimized.

Your comments and suggestions are welcome and encouraged. Please direct same to the Chair, Referees Program for consideration by the Development Committee. Do not implement until such time as approval of the Development Committee has been granted.

### **Insurance:**

OMHA Registered Referees involved with the OMHA as players/Team Officials may have their Local Association apply for rebate from the OMHA on their behalf for duplication of insurance premium. The appropriate form is distributed to the Member Association, and it is the Association's responsibility to ensure submission.

### **Inter-Branch Transfers/Cross-Overs:**

A 'Cross-over' describes an official who attends one Division's (i.e. GTHL/OWHA/MHAO/OHA) Recertification Clinic and wishes to register elsewhere. 'Cross-over' fees for Officials are detailed as per current Fee Schedule. The responsibility of ensuring this process is the individual's as an Official. The Division receiving your application for 'Cross-over' status has the right of accepting/refusing 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 and submitting proof of the Respect in Sport/Activity Leader Program or Speak Out Certification to the OMHA will be issued the appropriate cresting, and card/number (if a new Official to the OMHA, including a complete Criminal Record Check/Vulnerable Sector Search). **The cutoff date to have all Cross-over registrations to the OMHA office is October 31<sup>st</sup>.**

An Inter-Branch Transfer Form is required for an Official who has already attended another Branch's Recertification Clinic, or for an Official who has relocated from another Branch, and wishes to attend an OMHA Membership Recertification Clinic. If the Official has attended a Recertification Clinic during the current season, the form should indicate the successful completion of the Recertification requirements of the originating Branch. Depending on the submission, the OMHA may require attendance at all or part of an OMHA Clinic to satisfy its requirements. The Form, along with payment, Criminal Offence Declaration Form or Criminal Record Check/Vulnerable Sector Search and appropriate Registration Form can be processed in a similar fashion to a 'Cross-over'. An Official paying the 'Cross-over' Fee to the OMHA will be issued the appropriate cresting, and card/number (if a new Official to the OMHA). If the Official wishes to attend an OMHA Membership Recertification Clinic, the Form, along with payment, Criminal Offence Declaration Form or Criminal Record Check/Vulnerable Sector

Search, proof of the Respect in Sport/Activity Leader Program or Speak Out Certification and appropriate Registration Form may be accepted without late payment fees. Upon successful completion of the Membership Recertification Clinic, the Official will be issued the appropriate cresting, and card/number (if a new Official to the OMHA).

## **OMHA REFEREES SCHOOL**

This OMHA Referee School is an extremely successful and popular school that provides New Officials with an opportunity to acquire officiating skills and rule knowledge while completing the requirements for certification as an official with the OMHA. The intensive, action-packed agenda includes audiovisual presentations, classroom instruction and on-ice training.

Since the school has been in operation, it has grown to the point where it now attracts Officials from as far as the Southern United States. In 2003, a second school was successfully launched in Windsor and in 2006; the community of Trenton embraced the OMHA as hosts to the third school serving the eastern region.

### **Objectives Include:**

- To teach the methods and procedures in both the two and three Official systems of Officiating.
- To instruct uniform interpretation of the Hockey Canada Playing Rules.
- To offer each Official two ice sessions to acquaint them with the duties of officiating.
- To provide each Official with an opportunity to improve overall Officiating performance.
- To learn effective communication strategies and techniques.

## COORDINATOR'S CHECKLIST

### What has to be done?

- Book necessary facilities.
- Ensure accommodations for clinic staff as close to the clinic location as possible, if necessary.
- Ensure audio visual aids are available at each clinic location, if necessary.
- Ensure by prior arrangement with the office sufficient supplies are available at each clinic.
- Confirmation of clinic supplies received to be reconciled prior to clinic.
- Have an organizational plan of the registration area and be prepared to implement on the date of the clinic.
- Communicate, with Clinic Captain the evening before the clinic to discuss logistics, procedures and other matters that need attention and resolution.
- Provide necessary information to Clinic Captain at either evening meeting or on day of clinic covering such areas as classroom location, nearby eating establishments, unusual scheduling concerns of the clinic location.
- During clinic, complete necessary forms and financial statements.
- Distribute clinic materials to Instructors with the exception of the HCOP Exams.
- Keep an inventory of supplies handed out and returned and be accountable for supplies issued from the office.
- Balance supplies for next clinic.
- Meeting with Instructors at end of clinic and review day's activities. Troubleshoot problems.
- Collect all receivables as identified by the OMHA Office.
- Collect all Criminal Record Checks or Criminal Offence Declaration Forms in sealed envelopes.

## What to do in case of?

The following is a sampling of frequently encountered scenarios on-site at Membership Recertification Clinics:

- ***My registration was processed online, but I didn't receive a Confirmation Receipt?***  
Ensure the registrant is on your computer lists received from the office. If the Official is on the computer list, then there is no problem. Assign them to a classroom in the normal manner. If the Official is not on the list, please speak to your Lead Coordinator.
- ***I moved, but didn't receive any information by email. Must I pay any additional fees?***  
It is the Official's responsibility to prove pre-registration. Explain to the official that they are responsible to notify the office of any change of address. In any event, space permitting and proof of completed Online Module/Exam is provided, charge the appropriate Clinic fee.
- ***I was registered to attend another clinic I requested but want to attend this one instead. Will I be allowed to attend? (or, I was supposed to attend a previous clinic, but missed it. Can I attend this one?)***  
In both cases walk-ons can be accepted at the Membership Recertification Clinic, only if space is available. Ensure the Official produces a Clinic confirmation and/or proof of payment and a copy of the completed Online Module/Exam. A change of Clinic Fee of **\$26.00** applies. Again, you may have to exercise some judgment in making the determination.
- ***I have been inactive from officiating for 2 years or more. Can I pay the necessary fee and re-register at by last level?***  
A currently registered (or inactive the previous season only) official may Register at a Membership Recertification Clinic, space permitting. An official in this situation cannot re-register at his old level unless special permission has been received from the Chair of Referees Program.
- ***If I attend this clinic, can I leave early due to work, other commitments, etc.?***  
No. The clinic runs from 8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30 p.m. All participants must stay to the end of the clinic.

## **THINGS TO DO ON CLINIC DAY...** *(Applicable for all Clinics)*

### **The Morning Of The Clinic**

- Arrive at clinic location **60 minutes** before published start time.
- Ensure facility is open and identify yourself to facility staff.
- Set up registration tables in designated area. Ensure sufficient space is available.
- Meet with registration staff and review clinic registration procedure.
- Ensure Clinic Materials/Supplies on site.
- Place necessary handout materials near the registration area and instruct staff what materials will be distributed at time of Registration/Clinic Completion, and what materials will be distributed by the Instructors.
- Collection of all Criminal Record Checks or Criminal Offence Declaration Forms in sealed envelopes.

### **During The Balance Of The Day**

- After clinic has begun, arrange to have refreshments brought in for morning and afternoon breaks for staff, and instructors (Only if time permits). Retain receipts.
- During the clinic, instruct staff to reconcile registration sheets, balance any moneys received and complete the required forms. This may take several hours; ensure sufficient time is budgeted for this task.
- Complete the clinic report form. Submit to office (via courier if required) within 7 days after clinic completion.
- Have staff determine appropriate number and type of crestring for distribution in each clinic classroom and keep in a secure location. Instructors will come to you to pick up these crests and are accountable for the number given.
- Upon completion of the clinic, collect all unused materials, crestring and all examination sheets.
- Balance your supplies. You are accountable for them.
- At the close of the day, meet with Instructors to review the events of the day.

## OMHA REFEREE PROGRAM

### CLINIC FEE SCHEDULE

Entry Level Level 1	\$110.00 (\$97.35+\$12.65 HST)/participant (Minimum: 20)
Level 2	\$160.00 (\$141.59+\$18.41 HST)/participant (Minimum: 20)
Level III Upgrade	\$105.00 (\$92.92+\$12.08 HST)/participant (Minimum: 20)
Referee School	\$299.00 (\$264.60 + \$34.40 HST)/participant (Maximum: 80)

#### INSTRUCTORS

Membership Recertification	\$120.00/Clinic (less half - team teaching)
Entry Level/Referee School Level III Upgrade	\$120.00/Clinic (less half – team teaching)
Development Coordinator Honorarium	
Membership Recertification	\$100.00/Clinic
Entry Level/Referee School	\$100.00/Clinic
Level III Upgrade	\$100.00/Clinic

#### EXPENSES

Mileage		
Instructors		\$0.40/km.
Coordinators		\$0.40/km.
Meals ( <b>Paid on a PER DIEM basis</b> )	Breakfast	\$10.00
	Lunch	\$12.00
	Dinner	\$22.00

Expense Claims for two meals (i.e. Breakfast and Lunch) in instances of Instructional assignments of four hours will not be approved.

See Additional Information in Expense Claims Submission Section.

## EXPENSE CLAIM SUBMISSION

Accurate completion of and timely submission of Expense Claims is critical in ensuring effective processing of the large volume of Development Expense Claims received in the OMHA Office. Your cooperation in this is requested to enable us to process your claim as efficiently as possible. The following information is provided to you with respect to the submission of Development Program Expenses.

### **Timelines for submission:**

**Expenses received in excess of three months after the date incurred will not be honoured.** Please also be aware of the OMHA fiscal year-end, which is **April 30<sup>th</sup>** and ensure submission of appropriate expenses in order that they are assigned to the appropriate fiscal year.

### **Travel/Meal Claims:**

In all cases, claims are paid on actual mileage driven. Please log and record your actual traveling distances. Meals are based upon a per diem allowance; however, claims are to be based upon actual purchase, not the maximum allowable. Meals should only be purchased in relationship to clinic activity.

### **Accommodation:**

All Billings for planned overnight accommodation should be arranged through the OMHA Office. Corporate accounts have been established with many properties. Authorization for certain OMHA identified individuals to facilitate ease of booking has been arranged, and the authorized individuals notified. Should you have a particular supplier, vendor, or property with which you deal on a regular basis, contact the OMHA Office to arrange central billing. The rationale for this process is to support our personnel in the field, to avoid them having to carry expenses of any magnitude on personal credit cards.

Facility Rentals should also adhere to this model.

### **Receipts:**

Currently, meals, mileage and fees are the only items for which receipts are not required. **Any other expenses for which a claim is submitted will not be honoured, unless accompanied by the appropriate receipt.**

Please ensure that all areas of the form are completed neatly, legibly, and all information is complete. It is important that all columns and rows are completed in full and show totals where appropriate. Expense claims, which are incorrect, incomplete or are not accompanied by the appropriate documentation, will be returned, unpaid to the claimant for correction. Please also ensure your personal information on file in the OMHA Office is current and advise promptly of any changes.

Please do not hesitate in contacting the OMHA Office should you have any inquiries.

**ONTARIO MINOR HOCKEY ASSOCIATION**  
**25 Brodie Dr. Unit 3**  
**Richmond Hill Ontario**  
**L4B 3K7**

**Phone: 905-780-6642**

**Fax: 905-780-0344**

**[www.omha.net](http://www.omha.net)**

## **MEETING RESPONSIBILITIES**

### **League**

- As required in consultation with the Area Instructor(s).

### **Supervisors**

- Mandatory attendance required. May be required to perform administrative duties (i.e. meeting minutes) as per direction of the Area Instructor(s).

### **Coordinators**

- Mandatory attendance as per the direction of the OMHA office personnel.

### **OMHA HCOP Membership Committee**

- Mandatory attendance is required.

### **Disciplinary Hearings**

- Attendance is required, if requested by Area Instructor(s) or Chair, Referees Program.

## COMMUNICATION WITH...

### Chair, Referees Program

- Interaction with the CHAIR will be CHAIR generated only. All concerns directed to the CHAIR must be raised via the Area Instructor(s) or Lead Coordinator(s).

### OMHA Office

- Clinic related matters only. Please refer to the OMHA Clinic Operations Manual for specifics.

### Area Supervisors

- Handled via the Area Instructor(s)

### Regional Director

- Handled via the Area Instructor(s)

### League and Area Centres

- Clinic related matters only. All other activity/correspondence must be handled via the Area Instructor(s).

**OMHA DEVELOPMENT AND PLAYING RULES COMMITTEE**  
**(EFFECTIVE 2016-2017 SEASON)**

<b>NAME</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>P.CODE</b>	<b>TEL.</b>	<b>FAX.</b>	<b>EMAIL</b>
<b>Bob Hill, Chairman</b>	102 Carrington Court	Ancaster	L9G 1R1	905.304.4606	877.719.6428	bob.hill@omha.net
<b>Craig Lane</b>	531 St. Clair Street	Chatham	N7L 3K9	519.351.7520	877.935.2680	craig.lane@omha.net
<b>Cheryl Brown</b>	9 Huron Drive	Brighton	K0K 1H0	613.475.9008	877.719.6424	cheryl.brown@omha.net
<b>Andy Cooke</b>	115 Ladell Heights	Port Sydney	P0B 1L0	705.788.4775	877.719.6423	andy.cooke@omha.net
<b>Dave Garinger</b>	825 9 <sup>th</sup> Street West, Apt. 107	Owen Sound	N4K 6A9	519.378.8166	877.719.6425	dave.garinger@omha.net
<b>Peter Harmsen</b>	147 Church Street	Stouffville	L4A 4T6	647.526.4351	877.935.2671	peter.harmsen@omha.net
<b>Glenn Silver</b>	21801 Adelaide St. N.	Arva	N0M 1C0	519.442.5819	877.935.2679	glenn.silver@omha.net
<b>Tony Caravaggio Chair, Trainers</b>	11 Irongate	Paris	N3L 4G4		877.435.8790	tony.caravaggio@omha.net
<b>Ron Noonan Chair, Coaches</b>	130 Vintage Gate	Brampton	L6X 5B9	905.796.6532	877.719.6471	ron.noonan@omha.net
<b>Dave Wedlake Chair, Referees</b>	1 Longstaff Drive	Ajax	L1S 5J1	289.314.7398	877.935.2670	dave.wedlake@omha.net
<b>OMHA Office</b>	25 Brodie Drive, Unit 3	Richmond Hill	L4B 3K7	905.780.6642	905.780.0344	omha@omha.net
<b>Ian Taylor</b>				905.780.2172		ian.taylor@omha.net
<b>Kevin Hamilton</b>				905.780.2171		khamilton@omha.net
<b>Mark Krawczyk</b>				905.780.2169		mkrawczyk@omha.net
<b>Eric Ensing</b>				905.780.6642 Ext. 237		eric.ensing@omha.net



## ONTARIO MINOR HOCKEY ASSOCIATION HCOP CLINIC RECONCILIATION FORM

**Instructions:**

*Please complete the information below and forward within 7 days to the OMHA Office*

Type of Clinic:                      Membership Recert                      Entry Level                      Upgrade

Date of Clinic: \_\_\_\_\_

Location of Clinic: \_\_\_\_\_

Clinic Coordinator: \_\_\_\_\_

Regional Director: \_\_\_\_\_

Clinic Captain: \_\_\_\_\_

Number of Instructors Assigned: \_\_\_\_\_                      Number of Staff at Registration: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

Total Level I: \_\_\_\_\_                      Total Level II: \_\_\_\_\_                      Total Level III or Higher: \_\_\_\_\_

Number of Failures: \_\_\_\_\_                      (Referenced from Appendix)

Amount submitted to Office:                      Registration Fees: \_\_\_\_\_

Revenue from Sales: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Comments about Clinic:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ONTARIO MINOR HOCKEY ASSOCIATION HCOP INSTRUCTOR ASSIGNMENT SHEET

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

Clinic Location: \_\_\_\_\_

GROUP	CLASS	INSTRUCTORS	ROOM #	ATTENDANCE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

CLINIC CAPTAIN: \_\_\_\_\_

EVALUATORS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**ONTARIO MINOR HOCKEY ASSOCIATION  
HCOP MEMBERSHIP RECERTIFICATION CLINIC ATTENDANCE FORM**

Group No.: \_\_\_\_\_

Clinic Location: \_\_\_\_\_

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

	NAME	HOME CENTRE	LEVEL	MARK
1				
2				
3				
4				
5				
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