



**SOUTH OTTAWA  
DISTRICT 8 MINOR HOCKEY COUNCIL**  
Canterbury, Capital Crusaders, Ottawa Sting, SouthEnd

**District 8 Registration Process for 2005/06**

**(House League)**

The following process will be used to have teams registered.

1. All teams will use the District 8 Team Registration form to register a team.
2. All **player names** and **sweater numbers** are required.
3. If the player is **New** to District 8 then check beside “New to District”.
  - a. The player will be required to fill in a District 8 registration form and sign District 8 Code of Conduct form.
  - b. A copy of the player’s birth certificate will be required.
  - c. A Declaration of Residency form must be completed.
  - d. All above information will be attached to the District 8 Team Registration form when submitted.
4. All teams officials must check off, Speakout, PRC form, Coaching level, Coach # ,Trainer # and Trainer expiry date.
5. All completed District 8 Team Registration forms must be submitted to the District Registrar by Nov 15<sup>th</sup> of each playing season.
6. For player changes to team rosters, please send an email to the District Registrar outlining the changes required.

**Remember, teams cannot attend tournaments until official team list is signed by the District Registrar.**



**South Ottawa**  
**District 8 Minor Hockey Council**  
 Canterbury, Capital Crusaders, Ottawa Sting, SouthEnd

**Team Name**

Player	Sweater #	First Name	Last Name	Comments (New to the District)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

	Speakout Yes or No	PRC Form Yes or No	Coaching Level √		
Coach			Coach	<input type="checkbox"/>	CC
			Intermediate	<input type="checkbox"/>	
			Advance	<input type="checkbox"/>	
Assistant Coach			Coach	<input type="checkbox"/>	CC
			Intermediate	<input type="checkbox"/>	
			Advance	<input type="checkbox"/>	
Assistant Coach			Coach	<input type="checkbox"/>	CC
			Intermediate	<input type="checkbox"/>	
			Advance	<input type="checkbox"/>	
Assistant Coach			Coach	<input type="checkbox"/>	CC
			Intermediate	<input type="checkbox"/>	
			Advance	<input type="checkbox"/>	
Trainer			Coach	<input type="checkbox"/>	TD000 Expiry Date:
			Intermediate	<input type="checkbox"/>	
			Advance	<input type="checkbox"/>	
Manager					

Canterbury Cyclones- Novice B3

#	PLAYER	HOME TEL	PARENTS
4	AXXXX Joe	###-####	*Jack Jill
12	BXXXX Joe	###-####	Jack Jill
6	CXXXX Joe	###-####	Jack Jill
7	DXXXX Joe	###-####	Jack Jill
1	FXXXX Joe	###-####	Jack Jill
14	LXXXX Joe	###-####	Jack Jill
9	MXXX Joe	###-####	Jack Jill
16	MXXX Joe	###-####	Jack Jill
10	PXXXX Joe	###-####	*Jack Jill
3	SXXXX Joe	###-####	Jack Jill
2	TXXXX Joe	###-####	Jack Jill
5	VXXXX Joe	###-####	*Jack Jill
8	WXXXX Joe	###-####	*Jack Jill
15	WXXXX Joe	###-####	Jack Jill

Head Coach: Joe Smith      \* Assistant Coaches

Canterbury Cyclones- Novice B3

#	PLAYER	HOME TEL	PARENTS
4	AXXXX Joe	###-####	*Jack Jill
12	BXXXX Joe	###-####	Jack Jill
6	CXXXX Joe	###-####	Jack Jill
7	DXXXX Joe	###-####	Jack Jill
1	FXXXX Joe	###-####	Jack Jill
14	LXXXX Joe	###-####	Jack Jill
9	MXXX Joe	###-####	Jack Jill
16	MXXX Joe	###-####	Jack Jill
10	PXXXX Joe	###-####	*Jack Jill
3	SXXXX Joe	###-####	Jack Jill
2	TXXXX Joe	###-####	Jack Jill
5	VXXXX Joe	###-####	*Jack Jill
8	WXXXX Joe	###-####	*Jack Jill
15	WXXXX Joe	###-####	Jack Jill

Head Coach: Joe Smith      \* Assistant Coaches

Canterbury Cyclones- Novice B3

#	PLAYER	HOME TEL	PARENTS
4	AXXXX Joe	###-####	*Jack Jill
12	BXXXX Joe	###-####	Jack Jill
6	CXXXX Joe	###-####	Jack Jill
7	DXXXX Joe	###-####	Jack Jill
1	FXXXX Joe	###-####	Jack Jill
14	LXXXX Joe	###-####	Jack Jill
9	MXXX Joe	###-####	Jack Jill
16	MXXX Joe	###-####	Jack Jill
10	PXXXX Joe	###-####	*Jack Jill
3	SXXXX Joe	###-####	Jack Jill
2	TXXXX Joe	###-####	Jack Jill
5	VXXXX Joe	###-####	*Jack Jill
8	WXXXX Joe	###-####	*Jack Jill
15	WXXXX Joe	###-####	Jack Jill

Head Coach: Joe Smith      \* Assistant Coaches

Canterbury Cyclones- Novice B3

#	PLAYER	HOME TEL	PARENTS
4	AXXXX Joe	###-####	*Jack Jill
12	BXXXX Joe	###-####	Jack Jill
6	CXXXX Joe	###-####	Jack Jill
7	CXXXX Joe	###-####	Jack Jill
1	FXXXX Joe	###-####	Jack Jill
14	LXXXX Joe	###-####	Jack Jill
9	MXXX Joe	###-####	Jack Jill
16	MXXX Joe	###-####	Jack Jill
10	PXXXX Joe	###-####	*Jack Jill
3	SXXXX Joe	###-####	Jack Jill
2	TXXXX Joe	###-####	Jack Jill
5	VXXXX Joe	###-####	*Jack Jill
8	WXXXX Joe	###-####	*Jack Jill
15	WXXXX Joe	###-####	Jack Jill

Head Coach: Joe Smith      \* Assistant Coaches

Family	Cell Number	Address
A0000	###-####	XXXX Smith Crescent
B0000	###-#### (D)	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
F0000	###-#### (D)	XXXX Smith Crescent
L0000	###-#### (M)	XXXX Smith Crescent
M0000	###-####	XXXX Smith Crescent
M0000	###-####;###-#### (M)	XXXX Smith Crescent
P0000	###-####	XXXX Smith Crescent
S0000	###-#### (D); ###-#### (M)	XXXX Smith Crescent
T0000	###-####	XXXX Smith Crescent
V0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent

[www.ottawaminorhockey.com](http://www.ottawaminorhockey.com) [www.canterburyhockey.ca](http://www.canterburyhockey.ca)

Family	Cell Number	Address
A0000	###-####	XXXX Smith Crescent
B0000	###-#### (D)	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
F0000	###-#### (D)	XXXX Smith Crescent
L0000	###-#### (M)	XXXX Smith Crescent
M0000	###-####	XXXX Smith Crescent
M0000	###-####;###-#### (M)	XXXX Smith Crescent
P0000	###-####	XXXX Smith Crescent
S0000	###-#### (D); ###-#### (M)	XXXX Smith Crescent
T0000	###-####	XXXX Smith Crescent
V0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent

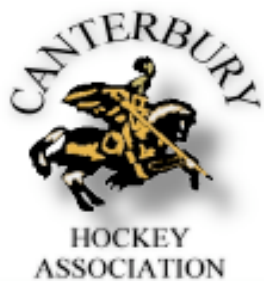
[www.ottawaminorhockey.com](http://www.ottawaminorhockey.com) [www.canterburyhockey.ca](http://www.canterburyhockey.ca)

Family	Cell Number	Address
A0000	###-####	XXXX Smith Crescent
B0000	###-#### (D)	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
F0000	###-#### (D)	XXXX Smith Crescent
L0000	###-#### (M)	XXXX Smith Crescent
M0000	###-####	XXXX Smith Crescent
M0000	###-####;###-#### (M)	XXXX Smith Crescent
P0000	###-####	XXXX Smith Crescent
S0000	###-#### (D); ###-#### (M)	XXXX Smith Crescent
T0000	###-####	XXXX Smith Crescent
V0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent

[www.ottawaminorhockey.com](http://www.ottawaminorhockey.com) [www.canterburyhockey.ca](http://www.canterburyhockey.ca)

Family	Cell Number	Address
A0000	###-####	XXXX Smith Crescent
B0000	###-#### (D)	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
C0000	###-####	XXXX Smith Crescent
F0000	###-#### (D)	XXXX Smith Crescent
L0000	###-#### (M)	XXXX Smith Crescent
M0000	###-####	XXXX Smith Crescent
M0000	###-####;###-#### (M)	XXXX Smith Crescent
P0000	###-####	XXXX Smith Crescent
S0000	###-#### (D); ###-#### (M)	XXXX Smith Crescent
T0000	###-####	XXXX Smith Crescent
V0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent
W0000	###-####	XXXX Smith Crescent

[www.ottawaminorhockey.com](http://www.ottawaminorhockey.com) [www.canterburyhockey.ca](http://www.canterburyhockey.ca)



## INSERT TEAM NAME

**#1** Insert Name

**#9** Insert Name

**#2** Insert Name

**#10** Insert Name

**#3** Insert Name

**#11** Insert Name

**#4** Insert Name

**#12** Insert Name

**#5** Insert Name

**#13** Insert Name

**#6** Insert Name

**#14** Insert Name

**#7** Insert Name

**#15** Insert Name

**#8** Insert Name

**#16** Insert Name

# GO TEAM GO!!



# CANTERBURY

Next ice:

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

Time: \_\_\_\_\_

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

Game or Practice

**GO TEAM GO!**







# CANTERBURY HOCKEY ASSOCIATION

2185 ARCH STREET, OTTAWA, ONTARIO, K1G 2H5

01 October 2005

## NOTICE TO HOUSE LEAGUE TEAM COACHES and MANAGERS: — TEAM FINANCIAL MATTERS —

Novice \_\_\_\_\_ Pee wee \_\_\_\_\_ Midget \_\_\_\_\_

Atom \_\_\_\_\_ Bantam \_\_\_\_\_ Juvenile \_\_\_\_\_

Welcome to the start of a new hockey season.

This notice is intended for those House League teams who wish to raise additional funds for those “little extras” such as tournaments, extra ice for supplementary practices or exhibition games, referees for exhibition games, name bars, team trophies or year-end gifts, and team parties (at Christmas and/or year-end).

### What’s covered by your basic registration fees?

For the Novice to Midget house league teams, the basic registration fee covers the following team expenses:

- ice costs for assessment camps, practices (about 1 shared or full ice time per week), all league and playoff games;
- the loan of home and away jerseys;
- ODMHA insurance and player assessment fees;
- District 8 Minor Hockey Council fees;
- referees for league and playoff games; and
- individual and team pictures for each player.

It should be noted that the Juvenile teams are considered to be fully self-sufficient and must raise sufficient funds, including extra parent contributions in addition to registration fees if necessary, to cover all their projected and actual expenses.

### Team Budget for Extras

If a House League team wishes to raise additional funds for those “little extras”, it should prepare a team budget of what those additional expenses are projected to be. The team should also determine how it will raise the additional funds (e.g. through parent contributions, sponsors or other fundraising activities – as discussed below) required to cover those expenses. **A copy of the team budget should be provided to the undersigned, i.e., the Treasurer of the Canterbury Hockey Association (CHA), by no later than 31 October 2005.**

To assist you in developing your budget requirements, you will find attached a **Team Budget Form** which includes an **estimate** for your team's division (Novice, Atom, etc.) for certain items should you wish to pursue these areas. Please contact the Treasurer at [Robert.Pelland@oag-bvg.gc.ca](mailto:Robert.Pelland@oag-bvg.gc.ca) if you wish to receive an electronic copy of the Team Budget Form.

You are reminded that **our Bylaws do not permit any individual team to hold its own bank account**. Failure to conform to this rule could result in disciplinary actions against the member and/or team management. Any money received from your fundraising activities must be given to the Canterbury Treasurer for depositing into the Association's bank account. The Treasurer will maintain an individual "team account" for receipts and disbursements (see below for additional "banking" information).

**Parent Contributions.** Where the parents of a team have agreed to make significant parent contributions (say, more than \$100.00 per player), the team may wish to give the parents the option of providing a series of post-dated cheques provided the **last post-dated cheque is dated no later than 15 March 2006**. As long as the post-dated cheques have been provided to the Treasurer for safe-keeping and ultimate depositing, the team can be advanced funds against these post-dated cheques – in addition to other funds in the team's account – to cover more immediate expenses. The amount of post-dated cheques on hand but not yet deposited will be indicated in the team's periodic financial statement (see below).

**Sponsorships.** The CHA Executive has approved the Sponsorship Fee structure for the 2005-06 season as noted in the attached **Note to Potential Sponsors**. A copy of the Note to Potential Sponsors is attached to get you started. Please make additional copies as required.

As soon as possible after sponsorship funds are given to the Treasurer for deposit, the Treasurer will issue a Sponsorship Receipt to the Team Manager to provide to the sponsoring organization. A pro-forma Sponsorship Receipt form on CHA "letterhead" has been prepared to facilitate this process.

Where a sponsor issues a cheque in the name of a numbered company (their legal name), it would appreciate it if you could please obtain the name under which the company operates as (O/A). This O/A name is likely to be a more recognizable or meaningful name. We intend to acknowledge all CHA sponsors in our periodic Newsletters, therefore, it is generally more appropriate from the point of view our members to indicate the name under which the company 'operates as' rather than an irrelevant corporate number.

**Other fundraising activities:** In addition to obtaining sponsorships, teams may wish to engage in other fundraising activities. Such activities could include, but are not limited to, 50/50 draws, bottle drives, candy sales, chocolate sales, "dividends" received from volunteer work at local tournaments (such as the Ottawa International Hockey Festival (OIHF) Tournament a.k.a. Bell Capital Cup – see separate attachment on this fundraising opportunity), and skate-a-thons. The specific nature of the planned team fundraising activity(ies) should be itemized on the Team

Budget sheet and an estimate made of the net amounts to be raised (after related expenses, if applicable).

**Exhibition games.** House league teams **must budget for referees** for their exhibition games – as well as for ice if it is not part of the basic allotment that they receive from the Association. The opposing team involved in an exhibition game may be asked to share half the cost for the ice and/or referees or, alternatively, the opposing team may agree to provide ice and referees for a reciprocal game at their expense.

## **Periodic Financial Statement of Operations**

It is my intention to provide each house league Team Manager with a periodic detailed financial statement of operations for his/her team based on financial transactions received or brought to my attention.

Any parent contributions received and deposited will be included in the team's financial statement. Any parent contributions received and not yet deposited, normally because they are post-dated cheques, will be shown as an endnote to the team's financial statement. As noted above, requests for team disbursements can generally be made against these post-dated cheques, as it is assumed that the post-dated cheques will indeed clear the bank when cashed.

During the course of the year, if ***an NSF cheque*** is received related to your team's parent contributions or other revenues, the amount of the NSF cheque ***will be deducted from your account***. You will be advised as soon as possible of any NSF cheques for your team. If necessary, a letter requesting reimbursement for the NSF cheque will be sent to the individual involved with a 'cc' copy of the letter given to the Team Manager. The Team Manager is encouraged to assist in obtaining reimbursement for the NSF cheque to replenish team funds.

- **NOTE:** In line with the District 8 NSF Cheque policy, any cheques which are returned by the bank due to insufficient funds are subject to a \$25.00 NSF cheque administration fee. This NSF cheque administration fee will be credited to the Association to offset bank service charges and related NSF administrative expenses.

When you receive your financial statement of operations, please review it and report any discrepancies from your records to me as quickly as possible so that a reconciliation and, if necessary, adjustments can be made to my (official) records or your records, as appropriate.

## **“Banking” Information**

**Deposit of Receipts/Revenues.** As noted above, any funds received by the house league teams must be submitted to the Canterbury Treasurer, who will make the bank deposit and credit the “team account” for the funds received.

- If the **funds received by the team are in cheque form**, they may be placed in an envelope and left in the Treasurer's 'mailbox' at the Canteen in the Brian Kilrea (Canterbury) Arena.

- If any of the **funds received by the team are in cash form**, they should be placed in an envelope and given to the Canteen staff to place in the safe located in the storage room immediately adjacent to the Canteen.

To document the transfer of money from the team to the Treasurer, please use the attached ‘**Deposit / Disbursement Record**’ form. Also attached is a copy of a ‘**CHA Deposit Summary Form**’ to ensure the proper allocation of moneys received to both players and type of receipts. Feel free to make additional copies of these forms as required.

**Cheque Requisitions.** Once a team had funds credited to its “team account” as a result various fund raising activities, requests for disbursement of funds can be made and must be accompanied by a ‘**Deposit / Disbursement Record**’ form, which should be placed in the Treasurer’s ‘mailbox’ by the Canteen in the Brian Kilrea (Canterbury) Arena. I am usually at the Canteen/arena every other day, so you will normally get about a 48 hour turnaround time on any cheque requests. Alternatively, you could request an electronic copy of the ‘Deposit / Disbursement Record’ form and for each cheque requisition complete the form electronically and Email to me at [Robert.Pelland@oag.bvg.gc.ca](mailto:Robert.Pelland@oag.bvg.gc.ca) . While this will not necessarily guarantee you faster service, it may save you (and me) an extra trip to the Arena. Where an electronic copy of the ‘Deposit / Disbursement Record’ form has been provided, it will still be necessary **to provide the original receipt**, where applicable.

- **Special Note:** For the 2005-06 season, if an electronic copy of the ‘Deposit / Disbursement Record’ form is E-mailed to the Treasurer, the Team Manager/Coach will not be required to provide a hard copy of this form. However, **the original copy of any applicable receipts will still need to be dropped off** in a timely manner in the CHA Treasurer’s ‘mailbox’ inside the Canteen in the Brian Kilrea (Canterbury) Arena.
- A request could be made to the Treasurer for a Petty Cash Advance (to cover such minor cash purchases as referees for exhibition games, juice/drinks for players, team administrative expenses, etc.). Any team that requests a Petty Cash Advance will be asked to complete a **Petty Cash Control Sheet** (copy attached) to provide a record of the use of the funds. An accounting of any petty cash money received, including receipts where applicable, will have to be made before the end of the season.

**When requesting cheques, please indicate** on the ‘Deposit / Disbursement Record’ form **the date that the cheque should be dated**, particularly for post-dated cheques associated with tournaments. (*Your tournament application form will generally indicate whether a cheque can be post-dated or not – without affecting your team’s eligibility in the tournament.*) This will enable the CHA to better manage its cash resources. While your tournament application form and accompanying (post-dated) cheque should be sent in early to guarantee your team a spot in the tournament, historically the cheque for most tournaments is not cashed until about 2-3 weeks before the tournament date. This allows sufficient time for the cheque to clear the bank before the tournament actually begins. With a large number of tournaments “booked” 3 or more months in advance, at an average cost of \$450.00 or more, this can represent a substantial amount of funds (up to \$5,000 to \$10,000 in total) that cannot be temporarily invested on the Association’s behalf if the cheques are not post-dated.

If you feel that you would like additional information disclosed in your financial statement of operations, I would be happy to discuss this with you and see if it could be accommodated.

## **CHA Raffle Tickets**

Each player/registrant (except at the Midget and Juvenile level where significantly higher registration fees are in effect) is required to sell a minimum of one (1) book of 25 raffle tickets at \$2.00 per ticket – a total of **\$50.00 per book, which is credited to the Association** and not to individual “team accounts”. Given that a mail-in registration process was followed again this season, these raffle tickets will be distributed to the players/parents via the Team Managers in mid-October after the CHA assessment camps have been completed and teams have been made.

As noted in the May 2005 Newsletter, the basic registration fees do NOT include a charge for the raffle tickets. When these tickets are distributed, parents will be required to provide a cheque payable to the “Canterbury Hockey Association” or the “C.H.A.” of \$50.00 per player/child (post-dated no later than 15 November 2005) to guarantee the sale of these tickets. The **draw will be held on Sunday, 18 December 2005** at 8:00 p.m. in the Canteen lobby. To help account for the return of the tickets distributed, we request that all ticket stubs (buyer’s name and address portion) be deposited by Sunday, 11 December 2005 in the raffle ticket stub deposit box located at the Canteen in the Brian Kilrea (Canterbury) Arena. Cooperation in this matter would be greatly appreciated. Ticket stubs will, nonetheless, be accepted until the time of the draw. Any player who has not picked up and paid for their raffle tickets by 15 November 2005 could be disqualified from further play in the CHA.

Please note that the proceeds from the raffle ticket sales frees up money within the Association that enables it to enter each House League team in the year-end City of Ottawa House League Tournament and thus provide each House League team with at least one tournament experience each season. In the event of a conflict in schedules between League playoff games and the City of Ottawa Tournament, the team will be credited with an equivalent amount (usually around mid-January) for use for another tournament or other team expenses. For the 2005-06 season, this incentive is expected to be about \$350.00 to \$375.00 per team.

As noted in the Summer 2005 Newsletter, an additional raffle ticket sales incentive will be provided to teams which sell more than the required minimum. Team sales above the minimum requirements per player will receive 50% of the *additional* sales. Therefore, the higher the team raffle ticket sales, the greater the sales incentive. **We encourage each team to sell as many tickets as they can, it is for the benefit of your team as well as for the Association.**

## **Return of Excess Parent Contributions at end of season**

For those teams that raise additional funds for those “little extras”, any excess funds remaining at the end of the season will be returned to the parents as a Return of Excess Parent Contributions. At the beginning of the season, Team Managers are ***strongly encouraged*** to inform their

players/parents, *preferably in writing*, that everyone on the team is expected to make an ‘equal’ financial contribution to the team. Players/parents should also be informed that their financial contribution during the season will be taken into account in the allocation and return of any excess parent contributions at the end of the season.

If this route is chosen, Team Managers should then track the financial contribution made for each player in terms of their registration fees, parents’ contributions, sponsors, and other fundraising activities. However, since some people may be able to get sponsors easier than others for a variety of reasons, Team Managers are encouraged to establish an upper limit on the amount of sponsorship money that would be allocated to a given player. The suggested upper limit is 20% of sponsorship funds received to a maximum of \$250.00.

***Informing players/parents at the beginning of the season how any excess parent contributions will be dealt with at the end of the year should avoid any disputes at year-end.***

If a relatively small team balance is remaining say, \$150.00 or less (*or \$10.00 or less per player*), the team/parents may wish to consider donating this money to a charitable or non-profit organization – such as the Children’s Hospital of Eastern Ontario (C.H.E.O.), Canadian Cancer Society, the Heart and Stroke Foundation – or even to the Canterbury Hockey Association.

- **Reminder:** Cheques for Return of Excess Parent Contributions can only be issued after the team sweaters/jerseys and first aid kit have been returned to the Association. The Team Manager is strongly encouraged to collect these items at the last game or as soon as possible thereafter to avoid undue delay in the accounting for and distribution of the Excess Parent Contributions.

## **Canteen -- Team Orders**

For your information, the **Canteen at the Brian Kilrea (Canterbury) Arena** offers a 20% discount on certain selected items (e.g., pop, slush puppies, lemonade, juices, hot dogs, popcorn, chocolate bars and chips) with a ‘team’ order of 12 or more units.

I look forward to your co-operation on financial matters throughout the year and, on behalf of the CHA Executive Committee, I wish your team good luck in the 2005-06 hockey season.

Bob Pelland – CHA, Treasurer  
– Tel: 523-7540

CC: Sylvie Maurice-Langis,  
A/President and Vice-President

### **Attachments:**

Team Budget Form  
Note to Potential Sponsors  
Deposit / Disbursement Record Form  
CHA Deposit Summary Form  
Petty Cash Control Sheet



# CANTERBURY HOCKEY ASSOCIATION

2185 ARCH STREET, OTTAWA, ONTARIO, K1G 2H5

September 2005

Dear Sir or Madame:

The purpose of this letter is to provide you with information regarding the Canterbury Hockey Association (CHA) Sponsorship Program. The CHA is a minor hockey league association consisting of about 485 members representing almost 425 families that participate directly in our recreational hockey program. The CHA has more than thirty (30) house league teams. As a business leader in our community, your support of our hockey program will demonstrate your commitment to our youth.

A sponsorship contribution to the Canterbury Hockey Association (or one of its teams or players) would be greatly appreciated. Such a contribution can be used by the CHA Executive as a tool to provide direct benefits to the Association in general or to a specific division, team or player if so directed by the Sponsor. These benefits to the CHA (or one of its teams or players) could include helping pay for extra ice time, purchasing new equipment such as sweaters or goaltending equipment; and paying for tournament entry fees as well as skills clinics such as powerskating or puck handling.

Your support may come in any one of the following forms or combination thereof:

- **Full Team Sponsorship - \$1,200 contribution** will provide you the opportunity of placing your corporate name or business logo on the back of each individual team jerseys (**both Home and Away** – i.e. approximately 30 **sweaters**). Home games are played primarily at the Brian Kilrea (Canterbury) Arena on Arch Street. The majority of the Away games are played in the greater Ottawa Area. Some tournament play also occurs outside the region.
- **Partial Team Sponsorship - \$600 contribution** will provide you the opportunity of placing your corporate name or business logo on the back of one set of team jerseys (**either Home or Away** – approximately 15 **sweaters**).
- **Individual Player Sponsorship - \$125 contribution per player** will provide you the opportunity of placing your corporate name or business logo on the back of one of the sweaters (home or away) of the player(s) being sponsored.
- **General Support - \$100 to \$500 contribution** will allow for acknowledgment in the Canterbury Hockey Association's "Newsletters" sent to all members about 4 times a year as well as in other print material and announcements during team get-togethers.

• **Association Sponsorship** (advertising posted on the wall or hung from the Arena ceiling behind the players benches):

- **\$1,500 contribution** will provide you the opportunity to display a sign of approximately 4 feet by 8 feet;
- **\$750 contribution** will provide a 4 by 4 foot advertisement; and
- **\$350 contribution** will provide a banner of about 18 inches by 36 inches.

With an association sponsorship, you will also receive acknowledgment in the CHA Newsletters.

As a team sponsor you will be offered a team picture and team thank-you letter that could appropriately be put on display at your business premises as a means of formally acknowledging your support to youth in our community.

All sponsors moneys received will be channelled either through our Treasurer (Bob Pelland, Tel: 523-7540). All **cheques should be made payable to the “Canterbury Hockey Association”**. This is a requirement of our Bylaws, as no individual team may hold its own bank account. The CHA Treasurer will provide a Sponsorship Receipt to the Team Manager to give to the sponsoring organization.

This is a unique opportunity for you to “Get Involved” in community activities showing that you care and support our youth! Further details can be made available either by contacting the undersigned or contacting any member currently serving on the Canterbury Hockey Association Executive.

Yours truly,

Sylvie Maurice-Langis  
Acting President  
(613) 523-9275



# CANTERBURY HOCKEY ASSOCIATION

2185 ARCH STREET, OTTAWA, ONTARIO, K1G 2H5

## DEPOSIT / DISBURSEMENT RECORD 2005-06 SEASON

Coach/Manager's Signature: \_\_\_\_\_ or Sent by E-mail:  Date: \_\_\_\_\_

Indicate House League Team Name or Level & Number (e.g. B2):

Novice \_\_\_\_\_ Pee wee \_\_\_\_\_ Midget \_\_\_\_\_

Atom \_\_\_\_\_ Bantam \_\_\_\_\_ Juvenile \_\_\_\_\_

### DEPOSIT RECORD

Deposit #: _____	
<b>Revenue Category as per Budget line item:</b>	<b>Amount</b>
Parent Contribution	\$ _____
Sponsors	\$ _____
Fundraising (Please specify type): _____	\$ _____
_____	\$ _____
Other Revenue (Please specify type): _____	\$ _____
_____	\$ _____
<b>TOTAL DEPOSIT</b> (submitted to CHA Treasurer)	<b>\$ _____</b>

### CHEQUE REQUEST

Disbursement #: _____	
Receipt provided (check off): Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Make Cheque Payable to:</b> _____	
Invoice # _____	
<b>Cheque to be dated:</b> _____	
_____ Return cheque to Coach/Manager	
_____ Mail cheque directly to Payee	
<b>Address:</b> _____	
_____ City / Province / Postal Code	
<b>Expense Category as per Budget line item:</b>	<b>Amount</b>
Equipment Expense	\$ _____
<b>Tournament Fees –</b>	
<b>Location:</b> _____	\$ _____
<b>Date of Tournament:</b> _____	
Team Event (Please specify type): _____	\$ _____
Team Gifts	\$ _____
Other Expense (Specify): _____	\$ _____
<b>SPECIAL NOTES:</b>	
- Please prepare a separate "Cheque Request" form for <b>each</b> cheque disbursement being requested for different payees.	







**SOUTH OTTAWA**  
**DISTRICT 8 MINOR HOCKEY COUNCIL**  
Canterbury, Capital Crusaders, Ottawa Sting, SouthEnd

April 14, 2005

**Affiliation Procedures**

All Coaches and Managers

District 8 utilizes the 19 player special affiliation procedures to govern the affiliations of our teams. Players can only appear on one affiliation list, and therefore can only play games or practice with the team that they are officially affiliated with.

A player can only affiliate to a team in an upward direction. A Minor B player can affiliate with a Major B team, or a Minor A team (we don't have any), a Major A team or a Minor or Major AA team. Once signed, that player is locked up.

To be affiliated, a player and his parent as well as the coaches of the two teams involved must sign the special affiliated player agreement. This form ensures that all parties are aware of the affiliation and have agreed to it.

A player remains the property of the lower level team to which he is registered. He must attend all games of the team to which he is registered, although he may, with permission of the lower level coach, miss the occasional practice if there has been a request of his services by the affiliated team. Please try to avoid asking for the affiliated player when he has a practice with his regular team.

Each team can affiliate up to 19 players so there is no need to restrict yourself to one. Many teams affiliate 3 or 4 and perhaps a goalie.

A player receiving a suspension on his affiliated team is required to serve that suspension with his lower level team. The player also cannot use affiliated team games as proof of serving a suspension. A suspended player is suspended from all hockey games until his suspension is served, so he cannot play for his affiliated team while under suspension, just as he cannot play for his own team during that time.

The affiliated player list must be updated through the District Registrar each time a player is added to it. The District Registrar will verify the documentation and initial the addition.

The affiliated list is closed off in early January and no one can be added after that time. An affiliated player can practice or play in as many games as desired prior to January 10<sup>th</sup> but can only be utilized for a total of 5 league games (not exhibition or tournament) after January 10<sup>th</sup>. If a player plays a 6<sup>th</sup> game his rights belong to the higher team and his services are lost to the lower team. Coaches, please keep an eye on the number of games your players play after Jan 10<sup>th</sup>.

Wayne Ahronson  
Chairman District 8



**SOUTH OTTAWA**  
**DISTRICT 8 MINOR HOCKEY COUNCIL**  
 Canterbury, Capital Crusaders, Ottawa Sting, SouthEnd

**Proposed District 8 Affiliation Process for 2005/06**

Steps	Date	Action	Owner
Step 1	Ongoing	Prepare affiliation documents: <b>1.19 Specially Affiliated Player's List – 4 copies</b> required <b>2.19 Specially Affiliated Permission Form – 2 copies</b> required/player	Team Mgr's
Step 2	Ongoing	Ensure forms are completed and signed by both coaches and by the player's parent/guardian.	Team Mgr's
Step 3	Ongoing	Forward completed forms to Association Registrar for review and to ensure completeness.	Team Mgr's
Step 4	Ongoing	Association Registrar forwards completed forms to District Registrar. <b>Players cannot play until District Registrar has signed off.</b>	Association Registrar
Step 4	Ongoing	Completed forms will be returned to mailbox where they were picked up. District Registrar will email to Association Registrar when forms are ready. <b>Incomplete forms will be returned to Association Registrar for completion.</b>	District Registrar
Step 5	Oct 15	Sting will have to this date to do initial affiliation after which Crusaders will start initial affiliation.	Team Mgr's
Step 6	Oct 31	Crusaders will have to this date to do initial affiliation after which House League will start initial affiliation.	Team Mgr's
Step 7	Jan 10	All teams must submit final player affiliation lists to District Registrar by midnight on Jan 10 <sup>th</sup> .	Team Mgr's
Step 8	Jan 10	<b>All Team Mgr's will send an email to the Association Registrar every time they use an affiliated player after Jan 10<sup>th</sup>.</b>	Team Mgr's
Step 9	Jan10	Association Registrar will track player use after Jan 10 <sup>th</sup> . This will help to ensure no illegal players are used.	Association Registrar
Step 10	Jan15	Affiliation deadline – Final lists submitted to ODMHA	District Registrar

**Notes:**

1. No player affiliation from Initiation to Novice. – Approved by District 8 Council June/03
2. No player affiliation from Novice to Minor Atom Competitive. – Approved ODMHA Aug/03
3. All House League players must take Body Contact Clinic before affiliation to Competitive hockey. - Approved by District 8 Council June/03



**19 SPECIALLY AFFILIATED PERMISSION FORM**

The purpose of this form is to ensure coaches/players and parents understand the affiliation process

**RULES & CONDITIONS**

- 1) Prior to a team placing a player's name on its 19 Specially Affiliated Player list that team must receive permission from the team to which the player is a registered member.
- 2) Permission to use an affiliated player must be obtained on a game by game basis from the player's original team as per CHA Regulation E.22 (E) & E.40.
- 3) A player may only play 5 games with the higher category/division team (after January 10<sup>th</sup>, as per CHA Handbook). ON game 6 the player belongs to the higher category/division team. It is the responsibility of the player/coach and parent to keep track of the number of meaningful games played. Tournament and exhibition games are not included in the 5 game rules. Prior to January 10 there is no limit on the number of games played as an affiliate.
- 4) No players may be added after January 15<sup>th</sup>.
- 5) A player is only **permitted to participate as an affiliated player with ONE (1) hockey team** of a higher division or category during a playing season. At no time may a player's name appear on more than ONE (1) 19 Specially Affiliated Player List.
- 6) **Prior to a player participating in a game as an affiliated player**, the player's name must appear on the team's 19 Specially Affiliated Player List duly submitted and **approved (by signature) by the District Registrar**.
- 7) Parent's of player's affiliated to teams competing in **body checking** divisions/leagues shall be so notified by the coach of the team requesting the player affiliation. The signatures below will confirm notification and/or discussion in regards to body checking.
- 8) All suspensions obtained in the higher category/division game must be served with the lower team.

NAME OF HIGHER CATEGORY TEAM: \_\_\_\_\_

PLAYING IN THE \_\_\_\_\_ LEAGUE

COACH NAME (HIGHER CATEGORY TEAM: PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF LOWER CATEGORY TEAM \_\_\_\_\_

PLAYING IN THE \_\_\_\_\_ LEAGUE

COACH NAME (LOWER CATEGORY TEAM: PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF AFFILIATED PLAYER (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PARENT'S NAME (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

The affiliating team has body checking \_\_\_\_\_ Parent Signature \_\_\_\_\_

The affiliating team does not have body checking \_\_\_\_\_ Parent Signature \_\_\_\_\_

DISTRICT REGISTRAR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(Registrar's Use Only)



## ODMHA OFFICIALS PAY RATES or the 2004/2006 SEASONS

As Approved by ODMHA Minor Council - Monday, February 09, 2004 – Subsequently approved by District 8 February 10, 2004.

LEVEL	Length of GM	REF SYSTEM	HL 2005/2006	Total Including extra charges
<b>Nov</b>	60 min game	REFEREE	\$14.00	\$22.00/1 <sup>st</sup>
		LINES		\$14.00/2 <sup>nd</sup>
<b>Atom</b>	60 min game	REFEREE	\$16.00	\$24.00
		LINES	\$14.00	\$14.00
	70 min game	REFEREE	\$18.00	\$26.00
		LINES	\$16.00	\$16.00
	90 min game	REFEREE	\$25.00	\$33.00
		LINES	\$20.00	\$20.00
<b>PeeWee</b>	60 min game	REFEREE	\$19.00	\$27.00
		LINES	\$15.00	\$15.00
	70 min game	REFEREE	\$21.00	\$29.00
		LINES	\$17.00	\$17.00
	90 min game	REFEREE	\$28.00	\$36.00
		LINES	\$22.00	\$22.00
2 hr game	REFEREE	\$38.00	\$46.00	
	LINES	\$28.00	\$28.00	
<b>Bantam</b>	60 min game	REFEREE	\$21.00	\$29.00
		LINES	\$16.00	\$16.00
	70 min game	REFEREE	\$23.00	\$31.00
		LINES	\$18.00	\$18.00
	90 min game	REFEREE	\$32.00	\$40.00
		LINES	\$25.00	\$25.00
2 hr game	REFEREE	\$41.00	\$49.00	
	LINES	\$30.00	\$30.00	
<b>Midget</b>	60 min game	REFEREE	\$24.00	\$32.00
		LINES	\$18.00	\$18.00
	70 min game	REFEREE	\$26.00	\$34.00
		LINES	\$20.00	\$20.00
	90 min game	REFEREE	\$34.00	\$42.00
		LINES	\$27.00	\$27.00
2 hr game	REFEREE	\$44.00	\$52.00	
	LINES	\$32.00	\$32.00	
<b>Juvenile</b>	60 min game	REFEREE		\$37.00
		LINES		\$20.00
	70 min game	REFEREE		\$38.00
		LINES		\$22.00
	90 min game	REFEREE		\$48.00
		LINES		\$30.00
2 hr game	REFEREE		\$58.00	
	LINES		\$35.00	
<b>ASSIGNOR FEES/GM</b>				<b>\$5.00</b>
<b>ADMINISTRATION FEES/GM</b>				<b>\$1.00</b>
<b>SUPERVISION FEES/GM</b>				<b>\$2.00</b>

**NOTE:**

- Times include flood
- 2 man system games would be 1 ref fee + 1 linesman fee divided by 2
- ODMHA Policy is that all competitive AA/A/B level games use 3 official system. House League (HL) at the Novice, Atom and PeeWee levels have option to use 2-man system. Bantam and Midget HL are highly recommended to use the 3 official system.
- Fees/Rates to be reviewed through Minor Council every 2<sup>nd</sup> year .. with next review to occur prior to 2006/2007 season.

February 10<sup>th</sup>, 2004.

---

---

**OTTAWA DISTRICT MINOR HOCKEY ASSOCIATION**

1247 Kilborn Place, Ottawa, ON K1H 6K9

Phone: (613) 224-3589 Fax: (613)224-4625

Email: odmha@odmha.on.ca Website: www.odmha.on.ca

---

---



## SPECIAL EVENT REQUEST

REQUESTING ASSOCIATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELE: h) \_\_\_\_\_ o) \_\_\_\_\_ f) \_\_\_\_\_

**A COPY OF THE FACILITY CONTRACT MUST ACCOMPANY THIS REQUEST**

TYPE OF FUNCTION: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

AMT. OF LIABILITY INSURANCE REQUIRED BY FACILITY: \$ \_\_\_\_\_

DESCRIPTION OF EVENT:

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

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED

---

ODHA office use only

ODHA Date received \_\_\_\_\_ ODHA Approval \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Approved by \_\_\_\_\_

