



U7 PROGRAM TEAM OFFICIALS' MANUAL

Welcome to all our Team Officials, thank you for taking on the role within the team management. Please familiarize yourself with the Rules and Regulations of the HEO, HEO Minor, GHA, and MDHA for Initiation.

U7 PROGRAM RESOURCES:

The Hockey Canada Program Resources can be found [here](#)

The HEO U7 Program Resources can be found [here](#)

TEAM CREDENTIALS:

It is important that all Team Officials have the proper certification for their role in accordance with the following chart.

Initiation Position	Police Record Check for Vulnerable Sector	Respect in Sport for Activity Leader (On-line Course)	Gender Identity and Expression Course (On-line Course)	HU 1/2 (On-line Course) Prereq to Coach 1	Coach 1 - Intro Coach (One Day Clinic).	Trainer 1 (On-line Course)
Head Coach	YES	YES	YES	YES	YES	-
Assistant Coach	YES	YES	YES	YES	YES	-
U7 On-Ice Volunteer	YES	YES	-	-	-	-
Manager	YES	YES	-	-	-	-
Trainer	YES	YES	YES	-	-	YES

Notes:

- PRCs expire after 3 years.
- Coach 1 is the only accepted qualification for U7 Head and Assistant Coaches.
- Trainer 1 expires after 3 years on 31 August. Refresher course must be completed before 31 Oct, after which complete course must be done.
- No expiry date on the rest of certifications.
- One Head Coach and one Manager only and at least one Trainer.
- Must be a ratio of at least 1 certified coach to 6 players (i.e. 1 x Head Coach plus at least 2 x Asst Coach) on the ice; the rest may be on-ice volunteers.
- RIS parent is not an equivalent to RIS Activity Leader.
- Further info re Police Checks & Credentials [here](#)

POLICE RECORDS CHECK (Vulnerable Sector Check):

- Police Records Checks (PRC) must be completed by all Executive Members, Head and Assistant Coaches, Managers and Trainers every three years.
- Treasurers do not require police checks.
- Cost of PRC will be reimbursed by MDHA.
- The PRC process may be found [here](#)

CERTIFICATION REIMBURSEMENT:

- Clinic reimbursement of Coaches, Trainers, on ice volunteers, managers and team treasurers who have completed their certification requirements as listed above will be paid back the clinic fee as long as they are listed on the teams Official TRF, and/or hold the position of team treasurer for the season.
- Receipts are to be submitted by completing the [Reimbursement Form](#) and emailing to the MDHA Treasurer at treasurer@metcalfejets.ca
- Reimbursements will be issued once the receipt is submitted and it is reflected on the volunteers HCR profile.

GOVERNANCE and WEBSITES:

[Metcalfe and District Hockey Association](#) (MDHA): Our association.

[Gloucester Hockey Association, District 9](#) (GHA): Metcalfe & District Hockey Association (MDHA) is a member of District 9.

[Hockey Eastern Ontario Minor](#) (HEO MINOR): The parent organization to 10 regional Districts that run the various neighbourhood minor hockey associations.

[Hockey Eastern Ontario](#) (HEO): The governing body of Amateur Hockey for Eastern Ontario.

[Hockey Canada](#) (HC). Overarching body for amateur hockey in Canada.

HEAD COACH

- the Coach is appointed by the MDHA Executive.
- the Coach is responsible for the overall direction of the team.
- the Coach is expected to plan out team practices in advance to maximize ice time and player development.
- the Coach must have a team meeting before the start of the season to elect a Manager & Treasurer, approve team budget and to ensure all parents have information about how the team will function; determine budget, select Fun Days etc...
- The Coach should have a team meeting with Players. This is the opportunity to discuss with players team rules & goals, dressing room policies, etc....
- It is important that the Coach confirm with parents the Fun Days they would like to enter for the season.
- Ask your Manager to register early for Fun Days, once your team has voted

The Head Coach is responsible for the following (MDHA R&R 5.2):

- The conduct of team players and staff on and off the ice for all games and practices.
- To ensure that the coaching staff is knowledgeable and upholds the directives of the CHA Risk Management booklet.
- To ensure that all players are aligned fairly to balance the team line/player composition allowing for the most equitable amount of fair ice time by all players. Refer to GHA R&R 25 – Playing Rules.

TEAM MANAGER:

- The Team Manager must be voted in by 75% of team parents for this volunteer role
- The team manager should never be a spouse of a Head Coach or Assistant Coach; however, an assistant role with another volunteer would be acceptable, as the non-spouse assistant could be the point of contact for parents to discuss any “coaching” issues that may arise.

MANAGER RESPONSIBILITIES:

- coordinator and facilitator of all communication on the team, not only amongst the players, parent and coaches, but also with the MDHA, other Team Managers, etc.
- They are responsible for completing all Off-Ice tasks that the Team will need.
- The Team Manager must engage other parents to participate in performing tasks as much as possible, as there are too many responsibilities for one person. Delegation or co- managing is the key to a successful year.
- Ensure all ice times are used and after exhausting all efforts to have another team use the ice contact the Ice Coordinator.
- Provide the MDHA U7 Convenor & Ice Convenor with a copy of the team schedule and ensure he/she is notified of revised schedules.
- Ensure the Timbits sponsor bars on the top of the sweater are not covered up by additional bars. Players name bars to be stitched on the bottom of the sweaters (not glued).
- Responsible to become familiar with all the various rules and regulations of Hockey Canada, ODMHA, GHA and MDHA.
- Managers are responsible to the Head Coach to ensure all documentation on the team is complete and forwarded to the Convenor of their division in a timely manner.
- Managers at the start of the season shall confirm with the MDHA Registrar that all team officials, players are correct (or request changes if necessary) as per the official team roster given to them by the MDHA Registrar.
- Responsible to obtain a key to the change room and ensure the room is locked when team is on the ice surface.
- Managers are responsible to report to their division Convenor each occurrence of an Assistant Coach taking on the role of the Head Coach in his/her absence.
- Responsible to prepare all roster sheets as required for U7 Fun Days, and ensure they are completed fully/properly.

HALL RENTALS for Team Meetings/Events:

- All team meetings or events that require hall rentals must be submitted in writing (via email) to the MDHA Secretary at secretary@metcalfejets.ca
- The MDHA Secretary will make the arrangements and obtain the permit and send it back to the team. The MDHA Secretary is the main contact for the organization with the City for hall/facility rentals.

SPECIAL EVENTS:

Special events include

- Team functions & Hall bookings for meetings, team parties, bottle drives, etc...
- Practices – when ice is purchased by the Team and not supplied by the Association
- Off Ice training at 3rd party facility
- Rules and regulations regarding special events can be found [here](#)
- The [Special Events Form](#) is to be completed when your team is having any sort of team function outside of ice supplied by the Association for practices and games. You will be emailed confirmation that can be provided if requested.

ICE ASSIGNMENT:

- Ice will be assigned by the Ice Scheduler
- Coaches and Managers are responsible to keep the Convenor & Ice Scheduler informed of blackout dates through email and the Team's website calendar.
- Blackout dates include: IP Fun Days, IP Fun Game Match-Ups, Special Events/Social Gatherings

EMAILING EXECUTIVE MEMBERS & TEAM:

- As we have many teams and some parents have multiple children in hockey, please note in the subject line of the email which team/level you're referring to (i.e.: IPA White). This saves time and helps everyone identify which team the email pertains to.
- Contact information for the [MDHA Executive](#)

FORMS:

- Managers are responsible for ensuring that all player forms are filled out by each family; **most forms are completed during the evaluation process and will be passed on to the Teams by the Convenor.**
- Forms and Resources are available under [Guides & Forms](#).
- **Player Medical Information Form:** The player medical information forms should be held by the Team Trainer(s) or Manager for use in case of emergency during a game or practice.
- **Fair Play Pledges:** Must be signed by Coaches, Parents & Players. Parent and Player forms will be completed during registration. Coach forms are completed once teams are formed and coaches are selected.
- **Media Consent Form:** Completed during online registration.
- **Rowan's Law Concussion Awareness:** Completed during online registration. A parent for each child under 18 (or player over 18) must annually review one of three formats of Concussion Awareness Resource and sign an Acknowledgement Form. These forms will be retained by the MDHA for a period of seven years and may be audited at any point.

TEAM ROSTER:

- The MDHA Registrar generates an Official Team Roster (TRF) that must be verified by the Team Manager for accuracy of information.
- TRFs are available on the MDHA website under [Team Rosters](#). Password will be provided by Division Convenor
- The Team Manager is to keep the original in their possession for the complete hockey season, (once the season is over the document is to be destroyed).
- The Team Manager will provide copies of their Teams' TRF to U7 Fun Day organizers as they are required to complete registration for Team.
- The MDHA includes insurance for up to 8 Bench Staff per Team. If a Team exceeds the 8-person limit, the Team will be responsible to pay the cost of insuring those extra members at a cost of \$45 each, payable to the MDHA prior to October 10th. The Team Manager will be contacted by the MDHA Treasurer verifying what amount if any is owed to the MDHA.

TEAM CONTACT LIST:

- A Team contact list is available on Team Snap

DRESSING ROOMS:

- The Team Manager must always ensure the **"2 Deep Rule"** of 2 Team Officials in the dressing room at all times is in effect. If there are players in more than one dressing rooms, all rooms must be supervised.
- Managers are usually the last out of the dressing room and are required to lock up while everyone is on the ice. However, this could be assigned to one of the coaches or another parent volunteer.
- You can pick up the key from arena staff.
- Once the game/practice is over, unlock the door in a timely fashion, prior to the players getting to the dressing room. For the last person out of the room, if any items have been forgotten, collect them and bring them to the next ice session or team event.
- Return the key to the arena staff after you have finished with the dressing room.

24 HOUR RULE:

- The Team Manager serves as the Liaison for the team and the coach and ensures that all parties use the "24 Hour Rule" with issues they would like to discuss.
- Concerns and issues must be addressed in a mutual and respectful manner and with the upmost confidentiality.
- Managers are asked to ensure all parents are familiar with the proper reporting structure if there are any issues or concerns:
 - **Step 1:** Parents are to contact the Team Manager with a concern or issue. If the issue involves the Coach, the Manager will work to set a time for the parent, Coach and Manager to discuss the issue.
 - **Step 2:** If they feel the issue has not been resolved, they must go to their Convenor of their child's respective division.
 - **Step 3:** If there is no satisfaction with the Convenor, then they may approach the VP House Operations. Refer to MDHA Team Dispute Resolution Process.

- **Note:** All Risk & Safety matters must be sent to the Risk and Safety Executive Member.

TEAM TREASURER:

The Team Treasurer shall:

- Responsible to open a team bank account at a recognized Canadian financial institution soon after the first team meeting.
- Ensure the team bank account is set up to requiring two (2) signatures for team cheques arms' length.
- Team bank accounts can have a deposit only Debit Card and cheques are not permitted to be written out to Cash.
- It is the team treasurer and the 2nd Signatory responsibility to close the team bank account before May 30th each year.
- The team treasurer along with the team manager are required to ensure that all fundraising money and sponsorship money are completely spent before refunds of team fees can be given to the parents, if there is money left in the team account at the end of the season. Funds must not be kept in an open account.
- Be responsible for keeping the team budget as set out at the 1st parent meeting up-to-date and provide each parent with an up-to-date financial report on a monthly basis.
- Provide their Division Convenor with their team budget for approval by Oct. 31st and an actual-to-date team budget on or before Jan 31st for review.
- Ensure that no more than the maximum team fee of One Hundred and Twenty-Five Dollars (**\$125.00**) shall be collected from each family for their team.
- Discuss with parents prior to any transactions taking place any unforeseen expenses/payments that may arise outside of the approved budget.
- Keep the Head Coach informed as to the team's finances, and notify the Head Coach immediately if there are any discrepancies pertaining to the team budget/bank account.
- Ensure full disclosure of all sources of revenue and expenses paid out must be provided to all parents.
- Answer any financial questions or concerns raised by the parents along with the team manager

TEAM FEES:

- Maximum \$125.00 per player for U7 players. The team fee can be paid with personal money, sponsorship money or a combination of both. However, sponsorship money cannot be refunded to players at the end of the season.
- Unpaid team fees should be reported to the MDHA Treasurer for collection

TEAM BANK ACCOUNT:

- Each team needs to obtain a letter from the MDHA Treasurer. Bank accounts are to be in the name of the team, no personal bank accounts are to be used. When submitting the request to the MDHA Treasurer, please include the full (legal) name of the Team Treasurer and co-signor.

TEAM BUDGETS:

- Budgets must be discussed and approved by parents at the Team Meeting. Updated team budgets, including all sources of revenue and expenses, need to be emailed to the Convenor and Treasurer on a monthly basis.

FUNDRAISING COORDINATOR:

- Fundraising may include silent auctions, bottle drives, selling chocolates, yard waste bags, etc...
- If you wish to conduct a 50/50 or raffle then please contact the Fundraising Coordinator for the MDHA as they would be able to assist your team in obtaining a lottery license through the Municipality of Ottawa.
- If you are having a special fundraising event i.e. bottle drive etc... Please remember to fill out the Special Event Request form on the MDHA website. All teams are required to fill out and submit this form when fundraising or when having off-ice team get together/ off-ice training sessions

SAFETY OFFICER

Team Snap

- Safety officers must have manager access to their team's Team Snap account to perform their duties. Ask your Manager/Coach to set up if you do not have manager access
- Each player and team official should be on the Team Snap roster
 - Susan Smith -forward, John Smith -Coach
- Each Family should have a Team Snap entry on the roster
 - eg Smith Family
- In the case of a family operating out of two homes a second entry may be added
 - Smith Family2

Health Screening

- must be done by every PLAYER, TEAM OFFICIAL and FAMILY SPECTATOR group (on behalf of all family members attending) prior to entry for every ice rental
- safety officer must ensure that all have completed their health checks

Contact Tracing

- for each FAMILY SPECTATOR account add an availability note for which family members are attending (eg. Grandma Betty, Susie and Jack)
- Both screening and contact tracing need to be completed prior to entry to the arena, every time. This is separate from proof of vaccination requirement.

Proof of Vaccination

- We are required to verify proof of vaccination and proof of being fully vaccinated, for each patron who enters an ice pad, specifically. against COVID-19. Lobbies, public washrooms, public rooms are not under the ice holder's contract and thus above requirements do not fall to MDHA.
- Exceptions include, but are not limited to:
 - children under 12 years of age
 - participants under 18 years of age who are playing or practicing. (The exemption does not apply to youth who are spectators at sporting events.) (***note this exemption will be eliminated, after November 8, 2021**)
 - Patrons who provide a written medical exemption document; completed and supplied by a physician stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason.
 - Association volunteers, directly involved within their association roles, for that ice time. (***note this exemption will be eliminated November 8th, 2021**)
 - Brief entry to pick up or drop of a participant, use the washroom, seek information, make a payment, access skate sharpening or other retail business, access canteen for take-out

How to Verify Proof of Vaccination

- Every spectator associated with your team over age 12, without exemption, must show proof of vaccination along with ID
- an individual is considered fully vaccinated if they have received, the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- one or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- three doses of a COVID-19 vaccine not authorized by Health Canada; and
- they received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.
- Health Canada approved vaccines:
 - 2 doses: Pfizer-BioNtech, Moderna, AstraZeneca/COVISHIELD
 - 1 dose: Janssen/Johnson & Johnson
 - mRNA vaccine: Pfizer-BioNtech, Moderna

Checking Identification

- Verify ID matches the above proof of vaccination; name and date of birth of the presenter of the vaccination receipt and the name and date of birth on the identification document match
- Valid forms of ID: Birth certificate, Driver's license, Government issued ID (including Health card), Citizenship card, Passport, Permanent resident card, Indian status card, Indigenous membership card, Utility/Phone Bill
- Identification must be issued by an institution or public body and show the name of the identification holder and their date of birth.
- Photo identification is not required, and the identification does not need to be government-issued

Refusal to Provide Proof of Vaccination

- If someone refuses to provide verification of vaccination status please ask them to leave the ice pad
- If they refuse to leave, please report them to the facility staff and call your Convenor

Tracking Proof of Vaccination

- Proof of vaccination can be done prior to the arrival at the rink and stored in a log (such as in Team Snap as a tracked item or in a spreadsheet).
- The log/document should include all team participants who may attend a game/practice (Players, team officials, parents, siblings, grandparents, extended family, etc.)
- This log can be used for all City of Ottawa Rentals, thus avoiding the necessity to verify at every team activity

Traveling to Different Arenas

- Proof of vaccination status, with ID *may* be required for all away games so please remind your team to carry it with them
- The facility is responsible for the verification of vaccination status to enter. However, teams and associations are required to verify vaccination status for all team and association registered participants.
- Safety officers will not be responsible for spectators who are not associated with their team
- At standalone facilities (such as Metcalfe Arena) there will not be City staff posted at the door, however staff will be available to assist when needed.

Signing the Facility Log

- the safety officer must sign in at the arena, at each ice time, stating they have completed the vaccination and ID checking for the group

SPONSORSHIP & DONATIONS:

- A parent should be selected to coordinate the sponsorship and donations for the team.
- Sponsorship and donations help offset team fees for parents or can be used to complement team fees.

- All Sponsorship money can be used towards the player's obligation within the team fees.
- Sponsors can receive advertising for contribution such as sponsor bars on jerseys, name on team banner, and/or on the team website.
- Companies or individuals wishing to make a "donation" can in turn have their name kept anonymous, however the monies donated must be reported in the team budget.
- Donors do not receive any advertising for their donation to the team.
- All sponsorship money obtained by the Team is to be made payable to the team bank account name, and not the Association.
- Teams are to track on a separate tab within their excel budget workbook a detailed list of Sponsors & Donors (including date, name and amount received); donors wishing to remain anonymous must be recorded as such.
- If a sponsor requires a receipt the template is located on the website under the Guides/Form tab.

STUDENT ON-ICE HELPERS:

- Should be chosen carefully; it is not an opportunity to get extra ice times
- Student volunteers must be registered minor hockey players
- May be a demonstrator/helper but **may not provide instruction**
- May not participate in any activity such as scrimmages or drills
- Must be a minimum of one age group higher than the group/team ie. At least U9 age
- Under age 16 must wear full hockey equipment
- Over age 16 must wear, at minimum, a CSA approved helmet with facial protection, neck guard, hockey gloves and skates
- If over age 16 and not a registered team official **MUST** complete the Respect-In-Sport for Activity Leaders
- "On-Ice Helper" is limited to those under age 20 who wish to give something back to the game, perhaps become involved in coaching or obtain high school volunteer credit hours

U7 SEASON STRUCTURE (Hockey Canada)

- The U7 Seasonal Structure can take on many forms.
- There are a set of minimum standards that Hockey Canada membership must adhere to but there is flexibility in the framework Associations choose

DEVELOPMENT PHASE ~Week 1-12: Sept 1st-Nov 30th:

- During the development phase, coaches should be focused on skill development.
- The ideal **practice to game ratio** has been identified as **3:1**, or three practice sessions to one game played.
- The start of the season for U7 players is not a fixed time. Therefore, the guidelines outlined in the U7 Seasonal Structure are just that – guidelines.

REGULAR SEASON PHASE ~Week 13-26: Nov 30th-Jan 15th:

- The regular season phase represents the bulk of the season in the U7 Seasonal Structure.
- The **practice to game ratio shifts to 2:1** or two practices for every game played.
- Even though the regular season phase has a lower practice to game ratio (2:1) through the months of November, December and January, there are still up to 24 possible practice sessions to support and encourage young players through this skill acquisition phase of the season.

GAME PLAY OR TRANSITION PHASE ~Week 27-30: Jan 15th-March 31st:

- The approved Hockey Canada policy for U7 hockey permits the introduction of **half-ice game play** in the later part of the season for **second-year U7 players, no earlier than January 15th**.
- The transition phase has a **practice-to-game ratio of 1:1**, or one practice to one game played. It is important to ensure practice sessions continue through the Transition Phase to reinforce individual skill development and the introduction of concepts attached to the full-ice game.

SEASONAL STRUCTURE

INITIATION			
WEEKS	Up to 12 Weeks - prior to the start of the Regular Season phase	Up to 14 weeks - after the completion of the Development Phase	Up to 4 Weeks at the conclusion of the Regular Season Phase
PHASE	Development Phase	Regular Season Phase	Game Play Phase
ICE SET-UP	Cross ice games	Cross Ice games	Cross / Half Ice Games
BALANCE	40% of the season	45% of the season	15% of the season
VOLUME 30 weeks 35-45 practices 15-25 games 3 jamboree/festivals	Up to 12 Weeks 24 Practice Sessions 0 Games 1 Jamboree	Up to 14 Weeks 20 Practice Sessions Up to 10 Games 1 Jamboree	Up to 4 Weeks 6-8 Practices Sessions Up to 12 Games 1 Jamboree

SEASONAL STRUCTURE

OPTION 2			
WEEKS	Up to 12 Weeks - prior to the start of the Regular Season phase	Up to 14 weeks - after the completion of the Development Phase	Up to 4 Weeks at the conclusion of the Regular Season Phase
PHASE	Development Phase	Regular Season Phase	✦ Transition Phase
ICE SET-UP	Cross ice games	Cross Ice games	May progress to Half Ice
BALANCE	25% of the season	50% of the season	25% of the season
VOLUME 30 weeks 35-45 practices 15-25 games 3 jamboree/tournaments	Up to 12 Weeks 24 Practices 0 Games 1 Jamboree	Up to 14 Weeks 20 Practices Up to 10 Games 1 Jamboree	Up to 8 Weeks 6-8 Practices Up to 12 Games 1 Jamboree

✦ Transition to Half ice game play cannot occur before January 15th

U7 PLAYERS & AFFILIATION:

- Players under the age of 7 (U7 Players) are **NOT permitted, under any circumstances**, to play U9 hockey
- U9 age players who are less skilled or just starting may have the U7 Program made available as an option (or in addition to), on the recommendation of the U7/U9 Convenor/s

PRACTICES & FUN GAME MATCH UPS (HEO Minor)

- A normal practice session shall consist of a minimum of 40 minutes skill development and **10 minutes of cross ice or small area games** (for example; freeze tag, red light/green light).
- **After 15 practice sessions** the minimum time for skill development may be decreased to no less than 25 minutes; (25 minutes skill development and **25 minutes of cross ice or small area games**).
- No U7 player/participant may play the entire season as a goalie. All players are to be given the opportunity to participate as a goalie should they so desire to do so.
- U7 groups are permitted to **play cross ice matchups** against other Associations within HEO commencing **no earlier than November 30th**. IP groups are not permitted to play against groups outside of the HEO jurisdiction
- 4-ounce **blue pucks** are to be used for all U7 activities. Smaller age-appropriate nets (where available) should be used for all U& activities.
- All U7 fun game match-ups must be played in **cross ice** format.
- One Coach/Assistant Coach, per group, is to be on the ice at all times during cross ice match-ups.
- During fun game match-ups, all players are to be given **EQUAL/FAIR** ice time during each cross-ice game.
- All U7 Participants **MUST** wear proper hockey equipment in accordance with Hockey Canada Rules. Poorly fitted (too big/too small) or over-worn (no support) equipment can pose safety issues.
- For ALL U7 events, there must be a registered Trainer Level I present and available – this includes ALL on and off ice events.

RULES FOR U7 GAME PLAY (Hockey Canada)

The rules for **cross-ice** U7 game play have been created to maximize player engagement by increasing opportunities to interact with the puck and other players.

PLAYING RULES

- **4 vs 4** format – a player may play goal, but **full goaltender equipment is not required**.
- Three-minute warm-up.
- Rink set-up:
 - One set of barriers or two sets of barriers with a space in between for spare players
- Game length – 50 minutes (varies by region).

- Two 25-minute halves.
- Shift length – one minute in duration with an automatic buzzer or whistle sounding to indicate players change. The clock continues to run throughout the 25-minute half.
- Both games are synchronized.
- Officials work together to keep the games synchronized.
- Players change on the fly.
 - If there are fewer than four players on the bench, the active player designated to stay out for the following shift must tag up at the bench prior to continuing play.
- There will be two face-offs during the game:
- The first face-off will start the game.
- The second face-off will start the second half.

Shifts

- Player shifts are recommended to be one minute in length. A buzzer or whistle will sound to signal line changes. Length of shift may be adapted at a local level – ie. 90 seconds.
- On the buzzer/whistle sounds, players must relinquish control of the puck immediately and vacate the ice. The new players enter the ice immediately.
- Failure to immediately relinquish control of the puck or new players entering the ice surface prematurely may result in a penalty (see below) for the offending team.

Change of Possession

- Goaltender freezes the puck – the official blows the whistle to indicate the attacking team backs off and defending team gets possession.
- Puck shot out of play – the offending team backs off and the official gives the non-offending team a new puck.

Penalties

- Minor penalties are noted with the official briefly raising their arm to indicate a penalty will be assessed. At the conclusion of the shift, the official notifies the coach of the infraction and the number of the offending player.
- If the offending team controls the puck after the infraction, the official blows the whistle and calls for a change of possession; the non-offending team is given room to play the puck (three-metre cushion).
- The offending player will sit out the next shift, but the team will play even strength.
- Should an infraction occur, that would normally require a player to be ejected from the game (game misconduct, match penalty or gross misconduct), the player will be removed from the remainder of that game. Even under these circumstances, teams will not play shorthanded and no game incident report will be required.

U7 FUN DAYS (HEO Minor)

- FUN GAME MATCH-UPS are fun games between groups from the same or different Associations/Districts.
- When played the following apply;
 - Fun Days are not permitted before Nov 30th
 - They are played in a **cross-ice** format only.
 - Each team shall have 3-5 skaters on the ice for each shift;
 - Scores are NOT to be kept or recorded
 - Referees and game sheets are not permitted during U7 Fun Days
 - U7 teams may dress a player as a goalie. An U7 player participating in a fun game match-up as a **goaltender may be dressed** in full and proper goalie equipment.
 - Goalies may not play the entire season as goalie and all players must be given the chance to play net.
 - One U7 Coach/Assistant Coach per group must be on the ice at all times at all levels.
 - During Fun Days, all players are to be given **EQUAL/FAIR ice time**.
- U7 groups may participate in **up to 3 Fun Day events in a season (excluding Timbits Jamboree)**.
- Group relay races, agility skill events, individual races (front and backwards skating), puck control events, and shooting and passing events are strongly encouraged in lieu of (or in addition to) fun game match-ups during Fun Day events.
- Only group awards may be distributed for U7 Fun Day activities (ribbons, pins, mementos, etc.) for such events as relay races, agility skills, etc. Under no circumstances are individual recognition awards (for example; most valuable player) to be presented.
- Any Association or Organization wishing to host an U7 Fun Day must apply to HEO for an U7 Fun Day Sanction Permit (no charge) only the cross ice/Half ice game format is to be used for Fun Days.

REGISTERING FOR U7 FUN DAYS:

- U7 Fun Day Information (locations/dates) can be found on the [HEO website](#)
- MDHA usually hosts an U7 Fun Day in March. Please ask your Convenor for dates and information.
- Groups participating in Fun Days are responsible for completing the [HEO U7 Fun Day Event Confirmation Form](#)
- Forward the completed form, along with the Group's TRF, to the MDHA President for approval. Once approval is granted, the MDHA President will return the signed copy for the Group to forward to the Host Association. Please allow up to 2 weeks for the signed approval to be returned. **Apply early!**

DEFINITIONS

- **U7-A:** is the level to be used for participants in their first year of the U7 Program (normally 4and/or 5 year olds).
- **U7-B:** is the level to be used for participants in their 2nd / 3rd year (normally 6 year olds) of theU7 Program. A 6 year old just starting hockey with strong skating skills, may start at the U7-B level.
- **Scrimmage:** is an inter-squad (within the same Association) series of mini-games that take place in multiple sections of the ice (ie: NO full ice). All participants must be involved at the same time in the activity. No scores are kept and no rules are introduced. The scrimmage is used as a teaching tool to put what has been taught into play/action. Scrimmages are not mini games between groups from two different Associations.
- **Fun Game Match-Ups:** are fun games between groups from the same or different Associations/Districts. They are played in cross-ice format only for U7-A. U7-B may be played in half or full ice format in accordance with the rules (after Jan 15th).

Reviewed & updated by:

Cheryl A. Cooper

PresidentMDHA

2021 10 15