

## **Game Incident Report Procedures** (As of December 2<sup>nd</sup>, 2007)

In this section, you will find information on the following:

- 1) When to file a *Game Incident Report*
  - 2) Where to submit *Game Incident Report*
  - 3) Where to submit *Game Sheets*
- 

### **1) When to file a game incident report:**

The referee must have a written **Game Incident Report** completed for the following situations listed below:

- 1) All Match Penalties.
- 2) All Gross Misconducts penalties.
- 3) All Game Misconducts penalties (eg. Checking from Behind, Fighting, etc.).
- 4) All Checking to the Head Misconduct penalties (New this year!).**
- 5) All Misconducts within last 10 minutes of 3<sup>rd</sup> period or overtime.
- 6) Any other incident or misconduct that may involve disciplinary action – including Rule 47.
- 7) Any incident or problem that may affect the proper playing of the game (eg. crowd control).

Note: You can find this list in the Hockey Canada Rule Book.

If you assess a **Match** penalty for **molestation of officials**, you must call the Referee-In-Chief, Andrew Douma at (613) 796-5037 immediately.

---

### **2) Where to submit Game Incident Report:**

#### **For House League:**

- 1) The referee will take the white copy and the golden rod copy (back copy of the game sheet), after it has been completed and signed.
- 2) The referee will file a game incident report online as was done in the past. This must be done within 24 hours of the game, no exceptions.
- 3) The referee will fax a copy of the game sheet to the ODMHA office. The fax number is (613) 224-4625. This is to be done within 24 hours of the game completion time wherever possible (Alternatively game sheets may also be scanned into a **pdf document**, and emailed to [odmha@odmha.on.ca](mailto:odmha@odmha.on.ca), to the attention of **Cindy Seeley**).
- 4) The referee is responsible for submitting the white game sheet to *Nepean Minor Hockey Association* office at Walter Baker Sports Centre, 100 Malvern Drive, 2<sup>nd</sup> Floor, Room 203, within **24 hours**. (*The office is located on the upper level of Walter Baker near the elevators. If the office is closed the referee will slide the game sheet underneath the door into the office. If the office is open the referee will deliver it to the front desk*).
- 5) The referee will keep the back copy of the game sheet in a safe place in case there is an appeal or if the white copy of the game sheet is misplaced or lost.

**For AA/A/B Competitive:**

- 1) The referee will take the white copy and the golden rod copy (back copy of the game sheet), after it has been completed and signed.
- 2) The referee will file a game incident report online as was done in the past. This must be done within 24 hours of the game, no exceptions.
- 3) The referee will fax a copy of the game sheet to the ODMHA office. The fax number is (613) 224-4625. This is to be done within 24 hours of the game completion time wherever possible. (Alternatively game sheets may also be scanned into a **pdf document**, and emailed to [odmha@odmha.on.ca](mailto:odmha@odmha.on.ca), to the attention of **Cindy Seeley**).
- 4) The referee will mail the white copy of the game sheet in the envelope provided by the home team. This envelope is to be postage paid and addressed by the home team. Timekeepers, please be sure to get this for the referee from the home team.
- 5) The referee will keep the back copy of the game sheet in a safe place in case there is an appeal or if the white copy of the game sheet is misplaced or lost.

**3) Where to Submit Game Sheets:**

<b>House League</b>				
	<b>White Copy</b>	<b>Yellow Copy</b>	<b>Pink Copy</b>	<b>Golden Rod Copy</b>
<b>Game without an Incident Report</b>	Home Team or Convener	Home Team	Visiting Team	Spare copy can be destroyed.
<b>Game with an Incident Report</b>	Referee is responsible for submitting to NMHA office	Home Team	Visiting Team	Referee is to keep for personal records in the event of a hearing.
<b>Competitive AA / A / B</b>				
	<b>White Copy</b>	<b>Yellow Copy</b>	<b>Pink Copy</b>	<b>Golden Rod Copy</b>
<b>Game without an Incident Report</b>	Home Team or Convener	Home Team	Visiting Team	Spare copy, can be destroyed.
<b>Game with an Incident Report</b>	Referee is responsible for submitting to the league president in an addressed, postage paid envelope provided by the home team.	Home Team	Visiting Team	Referee is to keep for personal records in the event of a hearing.