Fair Play Code

... for COACHES

- **½** I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- **½** I will teach my players to play fairly and to respect the rules, officials and opponents.
- **½** I will ensure that all players get equal instruction, support and playing time.
- **½** I will not ridicule or yell at my players for making mistakes or for performing poorly.
- **½** I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- **½** I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- **½** I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- **I** will obtain proper training and continue to upgrade my coaching skills.
- **½** I will work in cooperation with officials for the benefit of the game.

Parent's Signature:	Date:	
	_	

Fair Play Code

I will not force my child to participate in hockey.

... for PARENTS

₹	I will remember that my child plays hockey for his or her enjoyment, not mine.							
CANADA	I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.							
CANADA	I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event.							
CANADA	I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.							
CANADA	I will never ridicule or yell at my child for making a mistake or losing a competition.							
CANADA	I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents.							
CANADA	I will never question the official's judgement or honesty in public.							
***	I will support all efforts to remove verbal and physical abuse from children's hockey activities.							
***	I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.							
Parent's	Signature: Date:							

Fair Play Code

... for PLAYERS

	I will play hockey because I want to, not just be want me to.	pecause others or coaches
₹	I will play by the rules of hockey, and in the s	pirit of the game.
₹	I will respect my opponents.	
	I will control my temper – fighting and mouth activity for everyone.	ing off can spoil the
₹	I will do my best to be a true team player.	
	I will remember that winning isn't everything to skills, making friends and doing my best are a	9 , 1
	I will acknowledge all good plays / performan and of my opponents.	ces - those of my team
	I will remember that coaches and officials are accept their decisions and show them respect.	-
Parent's	s Signature: [Date:

Conducting the First Parent Meeting

Adapted from 'Avenue Road Ducks Novice Selects' (host meeting shortly after team is formed)



A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.



B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.



C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Overview of how coach and player evaluations will be implemented.
- Discuss expectations of the player (and parents) Appendix 1: Fair Play Codes
 - Time commitment
 - Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
 - Expected conduct games, practices, locker room, events
 - Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.



D. Budget (15 minutes)

- Outline of expected costs Appendix 22: Budget
- Initiate fundraising discussions will there be a fundraiser, or will each family make a contribution? *Suggestions:* bingos, casinos, dinners, auctions / raffles, sponsors, etc.
- Extra activities social events, photos, extra tournaments, how much extra ice time must be booked?



E. Team Apparel (5 minutes)

- Discuss dress code
- Water bottle policy



F. Expectations of the Parents / Volunteers (20 minutes)

 Organize a parent's committee to coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role. Appendix 3: Parents' Contact & Responsibility List



G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.
- Set up time for next meeting. Date:

PARENTS' CONTACT & RESPONSIBILITY LIST

Team / Year

HOME PHONE	E-MAIL



PHONE TREE OUTLINE

Hockey Canada Branches Directory



BC Hockey

6671 Oldfield Rd.

Saanichton, B.C. V8M 2A1 Tel number: (250) 652-2978 Fax number: (250) 652-4536

www.bcaha.org



Hockey Alberta

#1, 7875-48th Ave. Red Deer, AB T4P 2K1 Tel number: (403) 342-67

Tel number: (403) 342-6777 Fax number: (403) 346-4277 www.hockey-alberta.ca



Saskatchewan Hockey Association

#2-575 Park Street Regina, SK S4N 5B2

Tel number : (306) 789-5101 Fax number : (306) 789-6112

www.sha.sk.ca



Hockey Manitoba

200 Main St.

Winnipeg, MB R3C 4M2 Tel number: (204) 925-5755 Fax number: (204) 925-5761 www.hockeymanitoba.mb.ca



Hockey Northwestern Ontario

516 East Victoria Ave. Thunder Bay, ON P7C 1A7 Tel number : (807) 6231542 Fax number : (807) 623-0037

www.hockeyhno.com



Ontario Hockey Federation

1185 Eglinton Avenue East. Suite 202

North York, ON M3C 3C6 Tel number: (416) 426-7249 Fax number: (416) 426-7347

www.ohf.on.ca



Ottawa District Hockey Association

1247 Kilborn Place Suite D-300

Ottawa, ON K1H 6K9

Tel number : (613) 224-7686 Fax number : (613) 224-6079

www.odha.com



Hockey Québec

C.P. 1000, Succursale «M» 4545, avenue Pierre-de Coubertin

Montréal, QC H1V 3R2 Tel number : (514) 252-3079 Fax number : (514) 252-3158

www.hockey.qc.ca



Hockey New Brunswick

165 Regent St, Suite 4 P.O. Box 456

Fredericton, N.B. E3B 4Z9 Tel number: (506) 453-0089 Fax number: (506) 453-0868

http://www.hnb.ca



Hockey P.E.I.

P.O. Box 302 40 Enman Crescent Charlottetown, PE C1A 4L1 Tel number: (902) 368-4334

Fax number: (902) 368-4337 www.hockeypei.com

ROCKEY PEI

Hockey Nova Scotia

6300 Lady Hammond Rd., Suite 200

Halifax, NS B3K 2R6

Tel number : (902) 454-9400 Fax number : (902) 454-3883 http://www.hockeynovascotia.ca



Hockey Newfoundland and Labrador

13B High Street P.O. Box 176

Grand Falls Windsor, NF A2A 2J4 Tel number: (709) 489-5512 Fax number: (709) 489-2273 http://www.hockeynl.ca/



Hockey North

47 Pine Crescent Hay River, NT XOE OR5 Tel number: (867) 874-6903 Fax number: (867) 874-4603





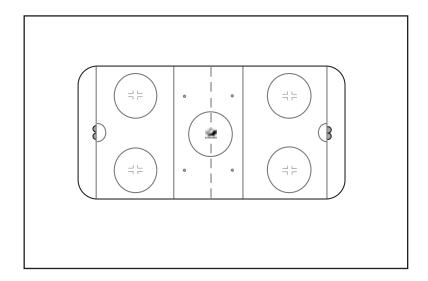
FACILITY SAFETY CHECKLIST

Name of Facility: Address: Facility Manager: Date of Inspection:			By Whom:			
Position:						
	SANADA	FINDIN	NGS			
Area	Good	Condition Acceptable	Unacceptable	Notes / Comments		
Ice condition						
Breakaway nets						
Boards				-		
Lighting						
Benches						
Gates						
Glass enclosures						
Air quality						
Penalty boxes						
Officials' box						
Evacuation procedure						
Emergency exits						
Emergency medical						
Telephone						
Heating system						
Other danger areas						
Report filed with:				Date:		
(e.g. branch, rink manager, etc.)						
Response Requested: Action Taken:	Yes	s 🗌	No 🗌			



SAFETY REQUIRES TEAMWORK

AN EMERGENCY ACTION PLAN FOR HOCKEY



Legend

- O Phone
- **□** Exits

Arena/Facility name: __

+ First Aid

EQUIPMENT LOCATIONS

Please locate and identify areas on above map: i.e., first aid room, routes for ambulance crew, telephones, emergency exits, etc.

Address:					
Telephone number:					
Emergency T	elephone Numbers				
Emergency					
Ambulance					
Fire Dept					
Hospital					
Police					
General					
Other					

I. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personel arrive
- Assess injury status of player

2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

3. Control Person

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.

Hockey Canada Abbreviations & Acronyms

Association and Branch Acronyms

BCH British Columbia Hockey

HA Hockey Alberta
HC Hockey Canada
HM Hockey Manitoba
HN Hockey North

HNB Hockey New Brunswick

HNL Hockey Newfoundland and Labrador

HNO Hockey Northwestern Ontario

HNS Hockey Nova Scotia

HPEI Hockey Prince Edward Island

HQ Hockey Quebec

IIHF International Ice Hockey FederationODHA Ottawa District Hockey Association

OHF Ontario Hockey Federation

OWHA Ontario Women's Hockey Association
SHA Saskatchewan Hockey Association

Organizations and Initiatives

ADC Athlete Development Committee

CAAWS Canadian Association for Advancement of Women in Sport

CAC Coaching Association of Canada
CDM Canadian Development Model

CHL Canadian Hockey League

CIAU Canadian Intervarsity Athletic Union

CIS Canadian Interuniversity Sport
HCRC Hockey Canada Regional Centre
HCSA Hockey Canada Skills Academy
HDC Hockey Development Council

ICC International Coaches' Conference

IP Initiation Program

LTAD Long Term Athlete Development

MHA Minor Hockey Association

NCCP National Coaching Certification Program
NCMP National Coach Mentorship Program

NHL National Hockey League

NSST National Skills Standards and Testing

NWT National Women's Team

RIC Referee in Chief

Score Sheets / Game Abbreviations

A Assists
C Centre

D Defenseman

DvP Points Scored against Teams within the Division

EN Empty NetF ForwardFL Face-offs lostFW Face-offs Won

FWP Percentage of Face-offs Won

G Goals or GoaltenderGAA Goals Against Average

GP Games Played

GW Game Winning Goal

HmP Points Scored on Home Ice

L Losses
LW Left-wing

NO Player Jersey Number

ODvP Points Scored against Teams outside the Division

OT Overtime

P/G Average Points Scored per Game

PIM Penalty Minutes
PK Penalty Kill
POS Player Position
PP Power Play Goal

PPP Points Scored while on the Power Play

PTS Points

RdP Points Scored on the Road

RW Right-wing

S% Shooting Percentage

SA Shots Against
SH Short Handed Goal

SHP Points Scored while Short-handed

SO Shutouts

SOG / S Shots on Goal

SV / S Saves

SV% Save Percentage

T Ties W Wins

Team Name				OFFICIAL ROSTER		The information below is collected for all registered participants and is required by						
Division (Midget, Bantam Female, etc.)				arorementic	onea use oi	r personal information.						
Provincial Play-off Category (A, AA, etc.) Pending verification by Zone Registrar (not applicable for WMHA)			SAMPLE COPY ONLY		2 does not share the information we collect outside our Branch and Associations, however we may from time to time use this information for the purposes of offering additional services, including promotions offered by third parties. This type of usage of your personal information by and/or its associations is entirely at your discretion. Please indicate your preference by circling Yes or No next to your signature treats this information with the utmost respect and in accordance with the Privacy Policy at all times. For further information on Privacy Policy, please visit our website at							
NOTE: Bantam & Higher Categories, Circle Goalie Number Belo												
	SURNAME (please print)	GIVEN NAME (please print)	M/F	D.O.B. D/M/Y	MAILING ADDRESS / CITY (Include Section/Township/Range/Quarter if applicable)	POS- TAL CODE	PHONE NUMB ER	LAST TEAM REGISTERED	1. PARENT'S / GUARDIAN'S SIGNATURE	2. Ye	2. Yes/No	
1.										Υ	N	
2.										Υ	N	
3.										Υ	N	
4.										Υ	N	
5.										Υ	N	
6.										Υ	N	
7.										Υ	N	
8.										Υ	N	
9.										Υ	N	
10.										Υ	N	
11.						-				Y	N	
12.			1							Y	N	
13.						-				Y	N	
14.				1		_				Y	N	
15. 16.						_				Y	N	
17.			-							Y	N	
18.										Y	N	
19.				+		+		+	+	Y	N N	
19.			1	<u> </u>				<u> </u>		ı	IN	
Pleas	se circle Primary Contact		Le	evels: IP = In	itiation, C = Coach, I = Intermediate, A = A	Advanced.	SO = Spea	ak Out (formerly Coach	Awareness Program). S	= Safe	tv	
		CIVENINAME		D.O.B.	MAILING ADDRESS / CITY / POSTAL CODE			CIRCLE	1. TEAM OFFICIAL'S		-,	
	SURNAME (please print)	GIVEN NAME (please print)	M/F	D.O.B. D/M/Y	(Include Section/Township/Range/Quarter if applicable)	NO. (Res)	NO. (Bus)	CERTIFICATION LEVELS ATTAINED	SIGNATURE	2. Yes/No		
1.	Head Coach							IP C I A SO S		Υ	N	
2.	Asst. Coach		1					IP C I A SO S		Υ	N	
3.	Asst. Coach		<u> </u>	1				IP C I A SO S		Υ	N	
4.	Manager		1	<u> </u>				IP C I A SO S		Υ	N	
	ETY - Please complete this are	a even if listed as a	Coach	or Manage		1	1					
5.	Safety							IP C I A SO S		Υ	N	
BR	ANCH APPROVAL	DAT	E APPF	ROVED	ASSOCIATION APPROV	/AL		DATE APPROV	ED			



Articles • By-Laws Regulations • History

Effective 2007 - 2008 Season

WWW.HOCKEYCANADA.ca

HOCKEY CANADA

Articles By-Laws Regulations History

As amended to June 2007

This edition is prepared for easy and convenient reference only. Should errors occur, the contents of this book will be interpreted by the President according to the official minutes of meetings of this Association. The Handbook is published every two (2) years and any changes to the constitution that are approved during even numbered seasons will be incorporated in the copy posted on the web site.

The Playing Rules of this Association are published in a separate booklet and may be obtained from the Executive Director of any Hockey Canada Branch, from any office of Hockey Canada or from Hockey Canada's web site.

www.hockeycanada.ca

F. PI AYFRS

RESIDENTIAL QUALIFICATIONS

- It shall be the obligation/responsibility of all Branches under the authority of Hockey Canada, in their sole and unfettered discretion, to implement residency registration regulations for the formation of teams within their Branch.
- a) Players must play in the Branch where their parent(s)/court appointed guardian(s) reside.
 - b) Regulation F. 2 (a) does not apply to players registered in a Residential School (as defined in Regulation A) if they register with one (1) of that Residential School's hockey teams.
- 3. In reference to F. 1, F. 2 (a) and F. 5, residence is established by:
 - The parents' usual residence when parents live in the same house, or if one of the parents is deceased, the usual residence of the surviving parent.
 - In cases where parents do not live in the same residence, the legal residence is the usual residence of the parent having legal custody of the player;

or.

if both parents have legal custody, the usual residence of the parent with whom the player usually lives;

or again,

if the player lives equally with both parents, his place of residence shall be determined by the Branch.

c) When legal custody has been granted to a third person, the usual residence of that person.

NOTE: the term "usual residence" is defined as four (4) out of seven (7) days.

NOTE: In the application of the above, the term "legal custody" and/or "legal guardian" refers to the granting of custody as determined by a Court of Law in one of the following circumstances:

- a) the application of the Divorce ACT,
- b) in the case of an order enforcing or recognizing a legal separation agreement.

- iv) Junior C and D: Each team is allowed to register one (1) local player in 2007-08. The definition of "local" shall be that contained in the Hockey Canada Policy Manual. A local player shall not affiliate to any higher category team.
- e. Affiliation between Minor to Junior and Junior to Junior:
 - A player sixteen (16) years of age or older may be named as an affiliate player with both a Major Junior team and either a Junior A or a Junior B team in the same season.
 - ii) A player sixteen (16) years of age or older may affiliate a total of ten (10) games during the regular season and playoffs with each of his affiliated teams as rostered in i). However, if his registered team completes its regular season and playoffs before his affiliated team or teams, he may thereafter affiliate an unlimited number of times.
 - iii) Any player affiliation as a result of the National Junior / Under 17 / CWG Events / World Junior A Challenge will not count in the ten (10) game total per team.
 - iv) Affiliation of goaltenders will be governed by rule E 36 (b).

[The CDM Committee will regularly monitor the situation and report at least semi annually. A thorough review of this regulation and its effects will take place at the Association's 2007 Semi Annual Meeting.]

- f) The maximum number of non-North American players that can register and play Major Junior Hockey shall be one (1), starting in the 2008-2009 season.
- g) Major Junior hockey shall establish by 2008-09 the maximum number of American players by team or league that can register and play on Canadian based teams.

- b) First year eligible Midget players (fifteen (15) year olds) who believe they are 'exceptional' and should be excluded from the previous provision may appeal to play Major Junior hockey under the provisions and conditions outlined in the Hockey Canada Policy Manual.
- c) Affiliation of first year eligible Midget players (fifteen (15) year olds) to Major Junior and Junior A and B hockey teams shall be permitted with the following restrictions:
 - A team may affiliate no more than five (5) players for up to a maximum of five (5) games during the season.
 - The player must sign a special affiliation form with the permission of his regular team.
 - A player shall NOT be called up, except under emergency conditions, when the player's regular team is playing or when the player has semester exams at school.
 - When the player's regular team is finished its season, the player may join the Major Junior/Junior A or B team for the balance of its season
 - v) In Junior hockey, the team would be restricted to calling up one (1) fifteen (15) year old per game.
 - vi) A player may specially affiliate to a Major Junior team and a Junior A or B team in the same season and play a maximum of five (5) games with each team if he so chooses and his regular team agrees.
 - vii) Should a Major Junior League choose not to utilize this provision, the player would NOT be eligible to affiliate to two (2) Junior A or B teams in that League or region.
- d. A second year eligible Midget player (sixteen (16) years old) registering and participating in Junior hockey shall do so under the following guidelines:
 - Major Junior: Each team is allowed to register a maximum of four (4) players in 2007-08.
 - ii) Junior A: Each team is allowed to register a maximum of two (2) players in 2007-08.
 - iii) Junior B: Each team is allowed to register a maximum of two (2) players in 2007-08.

- and F.38 are automatically released as of these dates and may register and play with any other team if otherwise eligible.
- 48. A player registered with a Senior AAA, Senior AA, Major Junior or Junior team who, prior to January 10 in the current season, is injured or becomes medically unfit to play for the balance of the season, may be protected on the January 10 list but would not count in the total number. It is understood that this player will not be able to compete for the balance of the season and a medical certificate, satisfactory to the Branch must be provided.
- 49. a) Any team which registers twenty-five (25) players by December 1 and nineteen (19) (twenty-five (25) in the case of Senior, twenty-three (23) in the case of Junior A and Junior B) players by January 10, shall lose title to all other players on its list of registration of the previous season.
 - b) A team wishing to continue to hold title to players registered from the previous season must name these players on its list as of these dates, but in no case shall the total number of players be more than twenty-five (25), twenty-three (23) or nineteen (19) as the case may be, including at least two (2) goalkeepers.
 - c) If in accordance with F.49 (b), a player's name appears on the December 1 and January 10 lists of a team during the current season without that player having **obtained** a current season registration, he becomes a free agent as of midnight, February 10 of that same season.
- 50. Notwithstanding the preceding provisions in regulation E, teams shall not be permitted to dress more than nineteen (19) players except for Senior Teams (male and female), Junior teams and the highest registered level of Midget (male and female) hockey teams who may dress twenty (20) players for any game or pre-game warm-up in accordance with the playing rules. The number of players must include two (2) goalkeepers.
- A maximum of nine (9) twenty (20) year olds shall be permitted on Junior A game sheets, including affiliates, for all regular season and playoff games.

VARIATIONS FOR THE CANADIAN DEVELOPMENT MODEL

(The following regulation does not apply to Female hockey.)

- 52. Notwithstanding the preceding provisions in Regulations B and F,
 - First year eligible Midget players (fifteen (15) year olds) shall only register and compete in Minor hockey.

FILING OF ACTIVE LISTS OF PLAYERS

- 39. The December 1 and January 10 lists must be in the hands of the Branch Executive Director or forwarded by fax, or at the Branch's discretion via electronic mail, no later than midnight December 1 and/or January 10 (whichever date applies).
- 40. Any team failing to abide by F.39 shall be declared ineligible for further competition until the preceding outlined provisions are met and provided further that non-compliance shall result in all players being declared released from membership with the team, under the authority and guidelines of the Branch Executive.
- 41. A team which has nineteen (19), [twenty (20) in Midget AAA, twenty-five (25) in Senior, and twenty-three (23) in Junior A and Junior B] registered players listed with the Branch Executive Director on January 10 shall not be permitted to register any further players during the current season. A team, which has fewer registered players may, if it has allotted but unused registrations, register eligible players until the final registration date, but once a vacancy on the player roster has been filled it may not be used again.
- 42. Any player released under regulation F.48 or F.50 must be signed by his new team before the final registration date, which is February 10 in any season. (See F.48 and F.50)
- Should a player wish to re-sign with his former team, he may do so only by obtaining a new player's registration.
- 44. After January 10, no team shall be able to release any of its players and replace the players released by any other new players, whether such new players were free agents or players released by other teams or otherwise.
- 45. Players released from Hockey Canada teams after January 10, shall be ineligible to play with any other team in the current season. Furthermore it is understood that any player released after January 10 in the current season is not eligible to be transferred to any other member federation of the IIHF in the current season. (See H.7)
- 46. Players returning to Hockey Canada competition, released after January 10, in the current season by any other IIHF member federation team may be registered no later than February 10 provided that registration is accompanied by proper release and transfer.
- Registered players whose names are deleted or omitted from active player's lists as of December 1 and/or January 10 (whichever date applies) under F.37

- a) Twenty-five (25) eligible players in the case of Junior Male teams and Juvenile Male teams:
- Nineteen (19) eligible players in the case of Minor Male and Minor Female teams.
- c) Twenty (20) in the case of the highest registered level of male and female Midget hockey in the Branch.

PLAYER REGISTRATION PROCEDURE

- A team registering players must submit all information required for the National Registry to its Branch Executive Director for proper validation and approval.
- 36. Branch Executive Directors may refuse to validate and approve any **registration** which is not properly completed as requested in F.35.

SENIOR MALE AND JUNIOR MALE CUTDOWN DATES

- On December 1, all Junior teams must reduce to not more than twenty-five (25), the total of the following:
 - a) The number of registered players on their active list; and
 - The number of allotted but unused registrations. If twenty-five (25) players are listed, at least two (2) must be goaltenders.
- On January 10, all Senior teams must reduce to not more than twenty-five (25), Junior A and B teams must reduce to not more than twenty-three (23) and all other Junior teams to not more than nineteen (19) of the following:
 - a) The number of registered players on their active list; and
 - b) The number of allotted but unused registrations.
 - If all allotted registrations are used, twenty-five (25) for Senior teams, twenty-three (23) for Junior A and B teams or nineteen (19) for all other Junior teams are registered, at least two (2) must be goaltenders. Senior teams below the AAA level (at the sole discretion of the individual Branch) may register up to thirty (30) players on their active player lists. Teams that choose to register more than twenty-five (25) players on their active player list may not affiliate with a Senior AAA team.

31. Branches of Hockey Canada will issue to all registered teams a player registration allotment under the following quidelines:

a) Senior Male not more than forty-five (45) registrants ii) Senior Female not more than twenty-five (25) registrants b) i) Junior Male not more than forty-five (45) registrants ii) Junior Female not more than twenty-five (25) registrants c) i) Juvenile Male not more than twenty-five (25) registrants ii) Juvenile Female not more than twenty-five (25) registrants i) Midget Male not more than twenty-five (25) registrants d) ii) Midget Female not more than twenty-five (25) registrants i) Bantam Male not more than twenty (20) registrants e) ii) Bantam Female not more than twenty (20) registrants f) i) Pee Wee Male not more than twenty (20) registrants ii) Pee Wee Female not more than twenty (20) registrants i) Atom Male not more than twenty (20) registrants ii) Atom Female not more than twenty (20) registrants h) i) Novice Male not more than twenty (20) registrants not more than twenty (20) registrants ii) Novice Female

- 32. Goaltenders registered under this regulation shall be clearly identified as "goaltenders". Players designated as goaltenders shall not be permitted to play any other position. Any coach who allows either of the goaltenders to play in any position other than goal shall be automatically suspended until dealt with by the Branch Executive, when playing under the Branch, and by the Chair of the Board when playing in Hockey Canada playoffs. The final twenty (20) (in the case of Midget AAA teams), twenty-three (23) (in the case of Junior A and Junior B) and twenty-five (25) (in the case of Senior), registered players shall include at least two (2) goaltenders. (see F. 38)
- F.32 does not apply to the Pee Wee Division or below, however, on Female Senior Hockey teams at least one (1) player shall be designated a "goal-tender".
- Notwithstanding F.31, the following teams may not register, at any one time, more than:

- 24. Every club team shall be responsible for the representation made to this Association regarding the age of players. In the event of a team playing an ineligible player in connection with any play-off games in Branch or Inter-Branch play-downs, the team shall be dropped from the year's competition and the opposing team shall be considered the winner of the round. In the case of a team playing any player ineligible in games preceding the above, the player shall be dropped, and at the discretion of the Branch Executive the team itself may be allowed to continue in competition. If the team is allowed to continue in competition, all games won in the current series or the most recently completed series, provided the team is between series while playing the ineligible player shall be awarded to the team or teams which competed against it; but in the case a team is not allowed to continue in competition, all games played by it shall be cancelled.
- 25. Every coach, manager, safety person/trainer and equipment manager of any registered team competing in the games provided by this Association and its Branches shall be a member of a team which is a member of this Association and shall, prior to competing in any league or championship game, have a Hockey Canada registration completed through the Branch duly validated by the Branch Executive Director or his/her designate for the current playing season.
- 26. Every player, coach, manager, trainer by acceptance of registration in this Association, acknowledges the authority of this Association and its Branches, and undertakes to abide by the Articles, By-Laws, Regulations, Policies and Playing Rules of this Association and its Branches.
- Team officials wishing to also play must also be registered on an approved player's registration.
- Any registered player is eligible to play in Branch or Inter-Branch play-offs, whether he has played a league game with his team or not.
- 29. A player may not register and play under a second registration in the same season unless properly released from the initial registration in accordance with Regulation H. Violations of this provision will result in the immediate suspension of the player. Branches, at their discretion, may dual sign Minor Female players on both Female and Minor male teams, where applicable.
- Players participating with a team at a CCAA, CIS, NJCAA or NCAA institute of education after January 10 of the current season shall be ineligible for participation with a Hockey Canada team during that season (does not apply to Female Hockey).

- Every player applying for the first time for registration as a Minor and Junior shall submit a birth certificate issued by a competent authority.
- 19. In cases where it is impossible to secure a birth certificate, the Branch Executive Director may, if he considers the supporting evidence satisfactory, accept in lieu thereof a duly certified baptismal certificate, issued before the age of ten (10) years, or the age at the date of entry in this country as certified by the form filed at the port of entry.
- Notwithstanding F.19, players, older than ten (10) years of age, who wish to register for the first time, and do not possess a birth certificate, must, in addition to a baptismal certificate or verification of age at the date of entry into Canada, produce further supporting documentation deemed satisfactory by the Branch Executive Director.
- 21. Furthermore, when a player has been registered under the age of ten (10), the said certificate shall be examined by the Branch Executive Director and not endorsed unless supported by a duly certified baptismal certificate, or a letter from Canada Employment and Immigration Department showing the date of entry to Canada, or a statement of age according to school records as endorsed by the principal of the school in which the pupil first started his education and furthermore, such a certificate shall not be approved by the Hockey Canada President unless he is in possession of the evidence already mentioned in this regulation E.15.
- 22. Any player who is a registered member of a Branch, and who has been proven quilty by his Branch, or Hockey Canada of:
 - a) Falsifying or forging a birth certificate;
 - b) Falsifying or forging Hockey Canada registration information;
 - c) Playing under an assumed name; or
 - d) Having had knowledge that any of the above has occurred shall be automatically suspended from playing hockey with any team for a period of up to three (3) years from the date of suspension.
- 23. Any team official, executive member of a team, club or association, proven guilty after a proper hearing by his Branch or Hockey Canada of having been a party to, or having had knowledge of such falsification, shall be suspended for a period of not less than three (3) years from playing or holding office with any team, club, or association affiliated with Hockey Canada.

 Composition of Academy teams, for example restrictions on the number of international players, shall be a Branch responsibility.

REGISTRATION

- 11. Every player competing in the games provided by this Association and its Branches shall be a member of a team which is a member of this Association and shall, prior to competing in any league or championship game, be registered by the Branch and duly validated by the Branch Executive Director or his designate for the current playing season.
- A Branch or the Officers of Hockey Canada, as applicable, may take disciplinary action against:
 - a) Any team found to be in violation of any Hockey Canada registration regulation, and/or;
 - Any individual found guilty of having falsified or forged any document that would make that individual eligible to play hockey in any IIHF member federation.
- 13. Once registered as a member of a team, a player shall remain a member of such team until he ceases to be a member thereof as provided in Regulation H. When over-age, the player shall be considered a member of the next team of his club, provided the club has a team in a higher Division for which the player is eliqible.
- The process for registration shall be inline with Hockey Canada's Registry requirements.
- Upon validation and approval by the Branch Executive Director, registration data will be distributed as follows:
 - a) to the Branch:
 - b) to the local association/team;
 - c) to Hockey Canada's Registry.
- The Branch Executive Director will not approve a registration until it is fully completed with all required information.
- 17. Registration shall be accepted only if the information is in the hands of the Branch Executive Director or forwarded by registered mail post marked no later than midnight February 10 or the first business day following if February 10 falls on a Saturday, Sunday or a statutory holiday.

- iii) Such player, if granted the ability to register in said Branch under F.4 (d), may be further restricted by the Branch, by the power vested in By-Law TWELVE, to register or participate with any team which may qualify for their provincial championships.
- iv) The Division or category that such player may play, if granted the ability to register in said Branch under F.4 (d) will be determined by said Branch with the exception of any Hockey Canada team in a Division and/or category, which could earn the right to participate in a Hockey Canada Minor Hockey National or Regional Championship.
- e) Current Residential School agreements supersede this regulation.
- There shall be, however, no residential qualification required for players registered with Senior and Junior teams. Branches are, however, authorized to make restrictions with regard to the residential qualifications required for players registered with Senior and Junior teams under their jurisdiction.

OUALIFICATIONS

- 6. Every person who is an amateur in accordance with this Association's definition thereof (See A.3), is not under suspension by this Association or any of its Branches or by any other member of the International Ice Hockey Federation, and is not a member of any club or team under the jurisdiction of any other member of the IIHF, shall be eligible for membership on a team in this Association.
- The team officials of every club and team shall be responsible for representations made in respect to the eligibility of the players of the team or club.

HOCKEY ACADEMIES

- 8. To be defined as a Hockey Academy the hockey program must:
 - a) have a formal partnership with the local Minor/Female Hockey Association;
 - b) have a formal partnership with a recognized educational institution:
 - c) these partnerships must have the written approval of the Branch.
- Placement of Academy teams shall be at the Branch discretion; however, those Academy teams shall not be allowed to compete in a playoff (League or Branch) that leads to a Regional or National Championship.

- c) loss of parental authority,
- d) when it is deemed the child's development is compromised,
- e) when both (2) parents are deceased,
- f) married, or the equivalent of married.
- a) Hockey Canada, in its sole and unfettered discretion under powers vested in it by By-Law TWELVE may, on application made by or on behalf of any player, deem such player to be resident in a Branch other than that where his parent is resident and Hockey Canada's decision in this regard shall be final and binding.
 - b) A Branch, in its sole and unfettered discretion under powers vested in By-Law TWELVE may, on application to the Branch made by or on behalf of any player, deem such player to be resident in a place within the Branch other than that where his parent is resident and the Branch's decision in this regard shall be final and binding.
 - c) A Branch, in its sole and unfettered discretion under the powers vested in By-Law TWELVE may deem a non-Canadian Citizen to be resident in the Branch provided that the player is in strict accordance with Hockey Canada Regulations F.1, F.2 and F.3.
 - d) A Branch may make application to the Hockey Canada Board of Directors or its National Appeals Committee for a non-Canadian player to register within Hockey Canada if they are not in accordance with F.4 (c). Hockey Canada, in its sole and unfettered discretion under the powers vested in it by By-Law TWELVE may, on application made by or on behalf of any player by the Branch, deem a non-Canadian Citizen to be resident in that Branch other than where his parent is resident and Hockey Canada's decision in this regard shall be final and binding.
 - i) Such player, if granted the ability to register in said Branch under F.4 (d) would be ineligible to register with any Hockey Canada team in a division and/or category, which could earn the right to participate in a Hockey Canada Minor Hockey National or Regional Championship.
 - ii) Such player, if granted the ability to register in said Branch under F.4 (d), once registered with a hockey team in accordance with F.4 (d) (i), is ineligible to participate as an affiliate player with any team, which could earn the right to participate in a Hockey Canada Minor Hockey National or Regional Championship.



Articles • By-Laws Regulations • History

Effective 2007 - 2008 Season

WWW.HOCKEYCANADA.ca

HOCKEY CANADA

Articles By-Laws Regulations History

As amended to June 2007

This edition is prepared for easy and convenient reference only. Should errors occur, the contents of this book will be interpreted by the President according to the official minutes of meetings of this Association. The Handbook is published every two (2) years and any changes to the constitution that are approved during even numbered seasons will be incorporated in the copy posted on the web site.

The Playing Rules of this Association are published in a separate booklet and may be obtained from the Executive Director of any Hockey Canada Branch, from any office of Hockey Canada or from Hockey Canada's web site.

www.hockeycanada.ca

E. TEAMS, CLUBS AND AFFILIATIONS

- 1. Definition of "teams" for registration purposes:
 - a) a group of team officials, at least one of whom must be a coach, with all coaches meeting Branch certification and Speak Out requirements, and one of whom must be qualified in the Hockey Canada Safety Program (HTCP in Ontario). (Does not apply to Senior Recreational teams and Senior teams that do not compete in National or Regional Championship competition, at the discretion of the individual Branches).

And either

- a group of not less than fifteen (15) registered players, at least two (2) of whom must be goaltenders, who are qualified in one (1) Division and category under Hockey Canada regulations governing age, and other regulations up to the maximum number provided by Hockey Canada regulations for teams eligible for Regional or National Championship.
 Or
 - ii. where that team does not participate in either a Regional or National Championship, a minimum number of registered players will be authorized by the Branch.

NOTE: For the purpose of Playing Rule 16 (a), the minimum is six (6) players.

- For the purpose of Regulation E, a/p refers to those players from club teams, affiliated teams, or specially affiliated players when such player(s) are participating with a higher Division/category team.
- It is the responsibility of the Branch to ensure that every team competing in any series conducted by this Association shall be a member of this Association.
- A team shall become a member of this Association by taking up membership in the Branch within whose territorial jurisdiction such team is situated. The Executive Committee of the Branch may in its discretion accept or refuse the application of any team.
- A team shall annually and when changes occur, keep the Branch in which it is registered informed of the names and addresses of:
 - a) Its President;

NUMBER OF GAMES A PLAYER MAY PLAY IN HIGHER DIVISIONS OR CATEGORIES

- 35. a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may play for a team or teams of higher Divisions and categories at any time, but if he plays more than five (5) league and/or play-off games after January 10 with a team or teams in any higher Divisions or categories, he shall not be allowed to compete any further in the Division or category for which he is registered in the same season. Should a player play more than five (5) games with a team or teams in still higher Divisions and categories, than he shall accordingly disqualify himself from playing any further in lower Divisions and categories. For goaltender exceptions see B.41, E.36 (b).
 - Exhibition and/or tournament games, which are not part of regular league games or play-off games, are excluded from the number of games referred to in E.35 (a).
- 36. a) No new registration is required or shall be issued for players so advancing, and such players are not numbered among such higher Division/category teams twenty five (25), or twenty-one (21), twenty (20), or nineteen (19), as applicable, registered players. (Regulation K- Imports)
 - b) Appearance of a registered player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report.
 - A Non North-American import is ineligible to advance to a team of a higher Division or category as an affiliate regardless of the number of Non North-American imports on the higher Division/category team.
 - d) A player, who is granted an appeal to register in Minor Hockey in a Branch other than their home Branch or country, is ineligible to advance to a team of a higher division or category as an affiliate player.
- Affiliated players used by a higher Division/category team in a game, shall be designated on the official game report by the use of the symbol "AP" after their name on the players line-up or roster.
- 38. Such players remain members of the lower Division/category team.
- A team of a higher Division or category may not use an affiliated player prior to receiving consent of the team with which the affiliated player is registered.

GENERAL AFFILIATION PROCEDURES

- Notwithstanding E.10, E.11, and E.12, Major Junior Hockey teams operating
 in the Western Hockey League, Ontario Hockey League and Quebec Major
 Junior Hockey League may affiliate players registered on Hockey Canada
 teams in accordance with agreements reached between the respective
 Leagues and respective Branches.
- 30. a) Teams from different Divisions and/or categories competing within the same league are not permitted to affiliate between themselves.
 - b) In a Senior League which consists of teams registered Senior AAA, Senior AA and/or Senior, notwithstanding Regulation E.30 (a) a higher category team participating in that league may affiliate with a lower category team participating in that league, but such higher category team may not access a player from a lower category affiliated team while such higher category team is still in league competition.
- 31. All such affiliations permitted under E.9 to E.19 inclusive, shall terminate at the end of the current playing season, and may not be altered during the current playing season. If an affiliation agreement is broken during the current playing season, the higher Division or category team shall not be allowed to use any of the affiliated team's players, nor will they be permitted to have a replacement-affiliated team.
- 32. In all affiliations permitted by preceding regulations in Regulation E, the written agreement between teams involved in any one affiliation, shall be filed no later then December 15, by the affiliated higher Division/category team with its Branch Executive Director. However, no player is permitted to play for the higher Division or category team before such written agreement is filed with the Branch Executive Director.
- 33. The names of all affiliated teams shall be filed by the Branch Executive Director with the President of Hockey Canada no later than December 30 by fax. (The requirement to file the names of these affiliated teams with Hockey Canada would only be applicable for those teams, which are entering Hockey Canada Regional or National Championships).
- Non-compliance with paragraphs E.15 and E.33 will result in the loss of affiliation privileges for the current season.

CLUB SYSTEM AFFILIATION (JUNIOR/MINOR MALE/FEMALE)

- a) A club is defined as a local Minor Hockey Association operated and controlled by a duly elected Executive or Board of Directors, the members of which shall designate from among themselves, the persons referred to in E.4.
 - However Branches may at their discretion adopt an internal policy as to the definition of a club and its signing Officers within the confines of a geographical sub-division.
- a) A club may operate teams in one (1) or more of the following Divisions: Junior (excluding Major Junior), Juvenile, Midget, Bantam, Pee Wee, Atom, Novice, Initiation.
 - b) A team operating within a club, shall be known as a "Club Team".
- The movement of players within a club, shall only be to a team in a higher Division/category.
- All club teams shall be located in the same geographic sub-division as established by the Branch.
- If two existing club structures amalgamate, one of the existing club structures must be disbanded, and the players of the disbanded structure shall be dealt with in accordance with G.1.
- 25. If a club intends to form a team of a higher division or of a higher category of the same division the following season, it must notify its Branch Executive Director, and all of its registered players by registered mail by May 1, in order to protect its right to overage players for the following season.
- 26. A club shall annually and when changes occur keep the Branch in which it is registered, informed of the names and addresses of (a) its President, (b) its Secretary; and (c) the two (2) persons that the President and Secretary may designate as signing Officers for the purpose of releasing a player.
- All lists, declarations or other submissions made on behalf of a club, shall be signed by the President and Secretary of the club involved or by the designated Officers as provided by E.26.
- 28. The names of all club teams, from which Junior club teams may draw players, shall be filed by the Branch Executive Director with the President of Hockey Canada no later than December 30 by fax. Non compliance will result in the loss of club team privileges for the current season.

- team's designated geographic sub-division, as defined and approved by the team's Branch.
- A geographic subdivision may include a city, town, municipality, rural area or zone as established from time to time by a Branch within its own jurisdiction.
- c) A player is only permitted to participate as an affiliated player with one Minor hockey team of a higher division or category during a playing season. Prior to participation as an affiliated player, the player's name must appear on the team's affiliation list filed within the Branch.
- 14. A Specially Affiliated Player shall not be permitted to play for the selecting team until his Hockey Canada card has been endorsed by the Branch Executive Director as being a specially affiliated player. Such endorsement may not be given by that Branch Executive Director, before the written consent from both teams involved in the affiliation is filed with that Branch Executive Director.
- 15. Once a player's Hockey Canada registration has been endorsed by the Branch Executive Director as being a specially affiliated player, his name becomes part of the selecting team's list of specially affiliated players and may not be dropped from such list during the current season and replaced, unless the team with which he registered releases him on or before January 10. The Branch Executive Director may not endorse specially affiliated player's registration after January 15. On that date, the Branch Executive Director shall draw up the final list of the specially affiliated players and file said list with Hockey Canada no later then January 25 (for circumstances under which players are released see Regulation H).
- 16. No player is permitted to be part of more than one (1) specially affiliated players' list at any one time during the current season.
- A player, registered with a team which has a "team to team" affiliation with a higher Division/category team may not be selected as a specially affiliated player.
- 18. Once a player has been selected as a specially affiliated player, the team with which that player is registered may not enter into a "team on team" affiliation agreement with a higher Division/category team.
- 19. An affiliated player must have the approval of his/her carded team.

d) A Junior team within a club system may also have an affiliated team as per regulation E.9 (a) providing the category of the affiliated team is not represented in the original club system.

TEAM TO TEAM AFFILIATION

- 10. a) A team may only have one affiliated team.
 - A Minor team may have affiliated one team only from within the team's designated geographic sub-division, as defined and approved by the Branch.
 - c) A Junior or Senior team may have as its one (1) affiliated team, a lower category team in the Junior Division situated anywhere within its Branch.
 - d) A Junior or Senior team may have as its one affiliated team, a team from a lower Division which is situated within the geographic sub-division from which the selecting team operates.
 - e) A Senior male team may not affiliate with a Major Junior team, University team, or College team.
- Notwithstanding E.10 (d), a Junior B team may affiliate with the next closest minor hockey team for which an affiliation is available, providing all the following apply:
 - There is no carded Juvenile or Midget team in their local Minor Hockey Association and:
 - b) That the selected Minor Hockey team outside their geographic subdivision is not affiliated with any other team of a higher division or category and there is no other affiliation available to that Minor hockey team in its own geographic subdivision.

SPECIALLY AFFILIATED PLAYERS

- 12. Branches may at their discretion adopt the following affiliation system; Junior/Senior (Senior Female only) teams that are permitted to have one affiliated team under Regulation E.10 (a) may, if they wish and in lieu of one (1) affiliated team have nineteen (19) specially affiliated players of whom at least two (2) must be goaltenders, from lower Division or category teams operating in the geographic sub-division in which the selecting team operates, providing that all players and teams are properly registered with the Branch.
- 13. a) A Minor hockey team may affiliate nineteen (19) players from within the

- b) Its Secretary; and
- c) The two (2) persons that the President and Secretary may designate as signing Officers for the purpose of release of a player.
- All lists, declarations or other submissions made on behalf of a team shall be signed by the President and Secretary of the team involved or by the designated signing Officers as referred to in E.4 (c).
- 6. a) A team registered either Major Junior or Junior A in the preceding year shall annually declare itself operative in the same category of the same Division as of September 1, for the current season, in order to retain title to its players. Such declaration shall be made to the Branch Executive Director and communicated by letter to the Hockey Canada President by September 15.
 - b) In the case of Senior AAA and Senior AA teams, declaration shall be made to the Branch Executive Director and communicated to the Hockey Canada President no later than October 1.
- After September 15 for Major Junior and Junior A and October 1 for Senior AAA and Senior AA teams, the Branch shall have the right to take action to free players of a team, which, in the opinion of the Branch, has no intention of operating during the current season.
- Membership in this Association shall imply the acceptance of the Articles, By-Laws, Regulations, Policies and Playing Rules of this Association.

AFFILIATION

PURPOSE: To provide an opportunity for higher Division or category teams to dress the maximum number of players allowable for a game in accordance with the Playing Rules.

- 9. Teams may use one of the following systems of affiliation.
 - a) Team-to-Team Affiliation. Applicable to all divisions, Senior, (male and female) Junior, Minor and Minor Female. Please refer to Regulation E.10
 - 11 for further information and procedures.
 - Specially Affiliated players. Applicable to Senior Female, Junior, Minor and Minor Female Divisions only. Please refer to Regulation E.12 - 19 for further information and procedures.
 - c) Club System. Applicable to Junior, Minor and Minor Female Divisions only. Please refer to Regulation E.20 - 28 for further information and procedures.

TEAM CONTACT LIST

Team / Year

Coach:	Phone:	Cell:	Email:	
Asst. Coach	Phone:	Cell:	Email:	
Asst. Coach	Phone:	Cell:	Email:	
Manager:	Phone:	Cell:	Email:	

First Name	Last Name	Address	Phone #	Cell #	DOB DD/MM/YY	Guardian #2 / Relation	Email Address



ASSOCIATION CONTACT LIST

Team / Year

Arena: Address:		Phone:		
Hospital: Address:		Phone:		
ROLE	NAME	PHONE	E-MAIL	
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PLAYER MEDICAL INFORMATION SHEET

Name:		_				
Addres	ss:	_				
City / F	Provin	ce:		Posta	I Cod	e:
Teleph	none:	-	()			
Date o	f Birth	:	Day:	Month:	•	Year:
Provin	cial He	ealth #:				
Mother's Name		me		Home	Phor	ne: ()
		-		Work	Phon	e: ()
Father	's Nar	ne		Home	Phor	ne: ()
				Work	Phor	ne: ()
Persoi Name:		ontact in case	of accident or emergency, if p	o <i>arent</i> s Phone		oot available: _()
Addres	SS:	-				
Doctor	's Nar	ne:		Phone	ə:	()
Dentist's Name:			Phone	e:	()	
Please	check	the appropriate	e response below pertaining to yo	our child	 -	
YES	NO	по арргорпаю		YES	NO	
		Previous history	of concussions			Diabetic
		Fainting episode	es during exercise			Medication
		Epileptic				Allergies
		Wears glasses				Wears a medic alert bracelet or necklace
		Are lenses shatt	terproof?			Surgery in the last year
		Wears contact le	enses			Has been in hospital in last year
		Wears dental ap	opliance			Presently injured
		Hearing problem	n			Has had injuries requiring medical attention in the past year
		Asthma				Has had an illness lasting more than a week in the past year
		Trouble breathing	ng during exercise			Has a health problem that would interfere with participation on a hockey team
		Heart condition				
Please	give d	etails below if y	ou answered "Yes" to any of the	above i	tems.	Use separate sheet if necessary.

Medications:
Allergies:
Medical Conditions:
Recent Injuries:
Last Tetanus Shot:
Date of last complete physical exam:
Any information not covered above:
Any medical condition or injury problem should be checked by your physician before participating in a hockey program.
I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.
I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.
Date: Signature of Parent of Guardian:





HOCKEY CANADA SAFETY PROGRAM Player / Team Injury Log

Safety Person:

Player/Team:



Safety	nitials				
lay form	Received				
Return to play form	Requested Received				
Hockey	Report Submitted				
Follow-up/					
Management	(ice) ballaage/ labe)				
Injury					
Name					
Date					

Note: This log should report, at minimum, each time;

- A player is removed for the remainder of the game due to an injury sustained during play.
 A player is injured during a practice whether on or off ice.
 A player is forced to leave a game or practice for unknown medical reasons.
 A player is injured during a hockey related event.

Note: If an injury requires medical referral and/or hospitalization, complete and submit a Hockey Canada Injury Report.





	HOCKEY (CAN	IADA	INJUI	RY R	EPORT	CANADA
OMHA	CLAIMS MUST BE PR	RESENTI	ED WITHIN 9	00 DAYS OF I	NJURY. IN	NIURY DATE:	/ /
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mailing address	Name:				Birthda	nte: / /	Sex: (M) (F)
Forms must be filled out in full or form will be returned. This form must be completed for each case	Address:						
where an injury is sustained by a	Province:		Postal Code:		Pł	none: ()	
player, spectator or any other person at a sanctioned hockey activity.	Parent/Guardian:						
DIVIDION	1 archiy Guardiani.						
DIVISION:			EGORY:				
☐ Initiation ☐ Novice ☐ Novice	☐ Atom ☐ PeeWee		AA □ AA □ DE		□В □ Ноисе	☐ BB	☐ C ☐ CC ☐ Minor Junior
☐ Bantam ☐ Midget	□ Juvenile					Niajoi Juliioi	
BODY PART INJURED	: * visit the Hockey Can						
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	Neck Ribs	☐ Shou		and/Finger			□ Foot
☐ Throat ☐ Dental ☐	Upper ☐ Chest	□ Uppe		rearm/Wrist		-	□ Toe
	Lower Abdomen	□ Elbo		ollarbone		☐ Shin	☐ Other
NATURE OF CONDITION				ON-SITE CA	RE : □ O ₁	n-Site Care Only	☐ Refused Care
☐ Concussion ☐ Lacerat		_		☐ Sent to Hos	spital, by:	☐ Ambulance ☐	Car
☐ Contusion ☐ Disloca			Organ Injury				
INJURY CONDITIONS							
☐ Exhibition/Regular Se						Try-outs	□ <u>Other</u>
1		Period #2		riod #3	☐ Overtim	ne #	
	☐ Gradual Onset ☐						
Was the injured player in	_			_	□ No		
Was this a sanctioned Ho	ockey Canada hockey ac	tivity?	☐ Yes ☐ No		,		
CAUSE OF INJURY:	ion with Doords No	Cantaa	4 T., :	LOCATION			□ Nautual Zana
☐ Hit by Puck☐ Collis☐ Hit by Stick☐ Collis		n-Contac	th Opponent			offensive Zone ft. from boards	☐ Neutral Zone
•	-	llision wi					☐ Spectator Area☐ Bench
☐ Fight ☐ Blinds		iiisioii wi	illi NCt				
WEARING WHEN INJU			ADDITON	L INFORMA	ATION:		
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☐ Half Face Shield/Visor		aara	If "Ye	er sustained til	is ilijui y bei	il in Tax	INO
☐ Helmet/No Face Shield		Shield	Was a penalt	v called as res	ult of the in	cident?	 □ No
☐ Short Gloves	☐ Long Gloves	Siliera	_	•			eeks \square 3+ weeks
DESCRIBE HOW ACCI		I hereby a					son who has attended
(Attach page if necessary)		or examinillness or	ned me/my child injury, medical	, to furnish Hocl history, consulta	key Canada a tion, prescrip	ny and all information tions or treatment an	on with respect to any d copies of all dental,
		considere	d as effective an	d valid as the or	iginal.	• •	thorization shall be
		Signed: _				Date:	
		(Parent/G	uardian if under	18 years of age)			
TEAM INFORMATION Association:		Team Of	ficial)				
Team Official (Print):				Official Posit	ion:		
Signature:			_ Date:				
HEALTH INSURANCE	INFORMATION:						Branch
THIS MUST BE FIL		L OR F	ORM PRO	CESSING	WILL B	E DELAYED	APPROVAL
Occupation: Employed							ALLKOVAL
Employer (If minor, list pa							
1. Do you have provincial health coverage?							

2. Do you have other insurance? Yes No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.) 3. Has a claim been submitted?

Yes
No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATION OF BENEFITS)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other: _

PHYSICIAN'S STATEMENT							
Physician:		Address:				Tel: ()	
Name of Hospital / Clinic :				Address:			
Nature of Injury:				Date of Firs	t Attendanc	e:/_	
				_ Claimant wi	ill be totally	disabled:	
				_ From:		To:	
Is the injury permanent and irrecoveral Give details of injury (degree):							
Prognosis for recovery :							
Did any disease or previous injury con-	tribute to	the current is	njury? 🗌 No 🔲 Y	Yes (describe): _			
Was claimant hospitalized? ☐ No [☐ Yes (gi	ve hospital n	name, address and da	te admitted):			
Names and addresses of other physicia	ns or surg	eons, if any,	, who attended claims				
I certify that the above information is c Signed:				te:			
DENTIST'S STATEMENT	Limite of a	avana a a . \$1 000	0 man to ath \$2,000 man and	.:.done			
DENTIST'S STATEMENT	Treatment	must be comple	0 per tooth, \$2,000 per accepted within 52 weeks of ac	ecident			
	UNIQUI	E NO. SPEC.	PATIENT'S OFFICIAL	ACCOUNT NO.		ASSIGN MY BEN	EFITS PAYABLE LY TO THE NAMED
D. A. GERNANDE GWENNAME	D				DENTIST A	AND AUTHORIZE	
P LAST NAME GIVEN NAME A	Е				DIRECTLY TO HIM/HER		
T ADDRESS APT.	N T						
E I							
$\frac{N}{T}$ CITY PROV. POSTAL CODE $\left \begin{array}{cc} S \\ T \end{array} \right $ PHONE NO.			SIGNATURE OF SUBSCRIBER			IBER	
FOR DENTIST'S USE ONLY – FOR ADDITIONAL INFORMATION, DIAGNO PROCEDURES, OR SPECIAL	OSIS,	I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OF MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT.				CTATIS	
CONSIDERATION. I ACKNOWLEDGE THAT THE T CHARGED TO ME FOR SERVICE						_ IS ACCURAT	E AND HAS BEEN
		1	ZIZE RELEASE OF TH RING COMPANY/PLA			NED IN THIS C	LAIM FORM TO
DUPLICATE FORM □					SIGNATU	URE OF (PATIE	NT/GUARDIAN)
		OFFICE V	ERIFICATION				
DATE OF SERVICE	INITIA	L TOOTH	TOOTH	DENTIST	'S	LAB	TOTAL
DAY / MO. / YR. PROCEDURE	(CODE	SURFACE	FEE		CHARGE	CHARGE
THIS IS AN ACCURATE STATEMENT OF S NOTE: All benefits subject to insurer					E & OE.		AL FEE MITTED

	Wednesday	Thursday	Friday	Saturday





Gross Place of Game: Category: 10-Min Novice Atom Finjury Bantam Midget J Continuation Visiting Team: Home Team: Identification of Officials Referee: Phone: Linesman: Phone: Linesman: Phone: Details of Incident (one incident per report)	Pee Wee Junior
Category: 10-Min	Pee Wee uvenile PRINT LEGIBLY Level: Level: Level:
10-Min	PRINT LEGIBLY Level: Level: Level:
Continuation Visiting Team: Home Team: Identification of Officials Referee: Linesman: Phone: Linesman: Phone: Details of Incident (one incident per report) Period of Game 1 23 OT Time	PRINT LEGIBLY Level: Level: Level:
Home Team: Identification of Officials Referee: Phone: P	PRINT LEGIBLY Level: Level: Level:
Referee: Phone:	Level: Level: Level:
Linesman: Phone: Linesman: Phone: Details of Incident (one incident per report) Period of Game 1 23 OT Time	Level: Level:
Linesman: Phone: Phone: Details of Incident (one incident per report) Period of Game 1 2 3 OT Time	Level:
Details of Incident (one incident per report) Period of Game 1 23 OT Time	
Period of Game 1 23 OT Time	
Indicate to whom and why the penalty was assessed: (provide actual rule	of Period
ÿ . · · · · · · · · · · · · · · · · · ·	number)
# of the team for rule	
# of the team for rule	
# of the team for rule	
# of the team for rule	
State what you saw happen, including relevant incidents leading up to and used). Please print.	following the penalty (additional sheets may be
Date Signature:	

Mailing Instructions:

All game reports along with the original score sheet MUST be mailed within 24 hours of incident. Reports are to be sent to the appropriate person based upon the rule violation. If in doubt, contact your local Referee In Chief or Referee Committee member immediately.

Note - Complete one (1) report per incident.

SAMPLE COPY ONLY

Game Check List

Pre-Game		
☐ Ice Rented		
☐ Ice Paid for	Cheque Number:	
☐ Officials booked	_	
Officials fees	Cheque Number:	
☐ Volunteers lined up and trained	_	
	Game Clock:	
	Stats Sheet:	
	50/50 Tickets:	
	Concession:	
	Safety Person:	
	Other:	
	Other:	
☐ Dressing rooms checked and sec	_	_
Notes:		
During Game Monitor off-ice conduct of players Check dressing rooms Check in with volunteers Notes:	and parents	
Notes.	_	
Post Game Pay officials Game Report signed by officials Game score reported (24 hours) Game report submitted	and both teams Called in by: Submitted by: Date mailed:	
☐ Rink left in good/clean condition	Date manea.	
t.iik loit iii good/olcan condition		
Notes:		



TEAM STATISTICS

TITLE:	Form No.:
GAME DATE:	GAME LOCATION:
EVALUATED TEAM:	STATISTICIAN:
OPPOSITION:	

NAME / PLAYER NO.	REMARKS		PER	TOTAL		
	Notes such as: # Power Play (PP) @ Short Handed (SH)	1	2	3	ОТ	
						0
						0
						0
						0
						0
						0
						0
						0
						0
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						0
						0
						0
						0
						0
						0
						0
						0
						0
	TOTALS	0	0	0	0	0



SAMPLE COPY ONLY

TRAVEL PERMIT FOR TOURNAMENT / EXHIBITION GAMES (IN CANADA ONLY)

The (TEAM PARTICIPATING	G IN TOURNAMENT)	hockey team is hereby
Granted permission to pa	rticipate in the	tournament / exhibition,
which has been sanctione	d by the (HOST BRANCH – PROVINCE)	Hockey
Association under the Ho	ckey Canada Regulations.	
Tournament dates: Star	t	
End		
regular league games, no	granted with the understanding that team may participate in a tourname nch General Manager	
	nch General Manager	
DateRec	eived by Branch Office	
	TE THE FOLLOWING IND UR SIGNED COPY OF YO	FORMATION TO HELP US IN OUR TRAVEL PERMIT –
CONTACT NAME:		
MAILING ADDRESS:	Street/Box:	
	City/Town:	Postal Code:
TELEPHONE: (Res)	(Bus)	(Fax)
E-MAIL ADDRESS:		

Instructions – Budget Sheets



Potential Sources of Revenue and Expenses

REVENUE

Parent Dues
Tournament Revenue
Fundraisers
Sponsors
Branch / Association

EXPENSES

Games / Practices
Officiating Fees
Rink / Ice Rentals
Equipment Rentals
Travel Costs

Events / Tournaments - Away
Tournament Fees
Event Fees
Travel Costs
Meals
Lodging

Events / Tournaments - Home Association Fees Officiating Fees Rink / Ice Rentals Equipment Rentals Prizes

General Operations
Meetings
Communications
Photos
Team Events
Meals
Extra Rentals

With all budget sheets it is a good idea to save a copy of the original file. If a formula is altered, affecting the calculated outcome of a team sheet, the original will serve as a means of comparison.

All sheets are created in Excel with basic formulas already inserted. The sheets are not locked and can be altered to fit any team, or can simply be used as ideas if a team wishes to create/use their own budgeting sheets.

All templates are saved as part of the same file: **22b - Budget.xls**. Select a worksheet by clicking on the corresponding tab at the bottom of the page; options: Year – Basic, Year – Breakdown, Monthly, and Trip.

Budget Sheet 1: Year - Basic

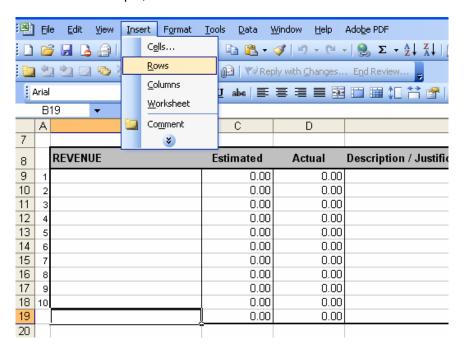
- 1. Fill in the **team name** by clicking on the cell with 'Team' and typing over it.
- 2. Enter the 'Period Covering'.
- 3. Enter the '**Start Balance**'. Can be any number (it is currently set at zero). To enter a negative number, type the minus sign before the number (e.g. -210). In a cell, negative numbers are shown in brackets to distinguish them from positive numbers (e.g. \$ 210.00 vs. \$ (210.00))
- 4. **Revenue**: enter all revenue.

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered in the 'Actual' column will automatically add up in the 'Total Revenue' space.

If another entry line is required, select a cell from the bottom row inside the revenue table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

In the below example, the new row will be added to the Revenue table.



5. **Expenses**: enter all expenses

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered in the 'Actual' column will automatically add up in the 'Total Expenses' space.

If another entry line is required, select a cell from the bottom row inside the expenses table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

6. **End Balance**: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 2: Year – Breakdown

This sheet only alters from Budget Sheet 1: Year – Basic with regards to expenses. Various expense categories have already been created on this sheet to help the Team Manager better organize their expenses. Sub totals under each category will provide a more detailed visual of the team's cost breakdown. Category titles can be changed if so desired.

Steps 1 – 4: Same as Budget Sheet 1: Year – Basic.

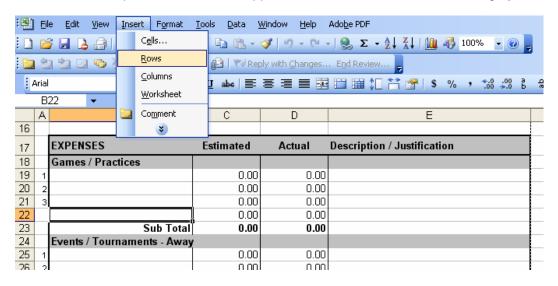
5. Expenses: enter all expenses

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered under the 'Actual' column for each category will automatically add up in the 'Sub Totals' space for that category. The 'Sub Totals' from each category will automatically add up in the 'Total Expenses' space.

If another entry line is required, select a cell from the row directly above the Sub-total line of the category that you wish to add to. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

In the below example, the new line will appear under the Games / Practices category.



6. **End Balance**: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 3: Monthly

This sheet works similar to the above two sheets, only it is broken down even further for those Team Manager's looking for more detail. Along with breaking down the expenses into category, all revenues and expenses are broken down by month.

The row that list the months has been frozen so that this information will always appear at the top of the screen as one scrolls down. To eliminate this feature, under the 'Window' menu, select 'Unfreeze Panes'.

Steps 1 –3: Same as Budget Sheet 1: Year – Basic.

4. **Revenue**: enter all revenue into the correct month. One item may have an entry under multiple months. This would all appear within the same row.

Amounts entered under each month will automatically add up in the 'Total Revenue' space for that month, with a yearly total appearing in the last column.

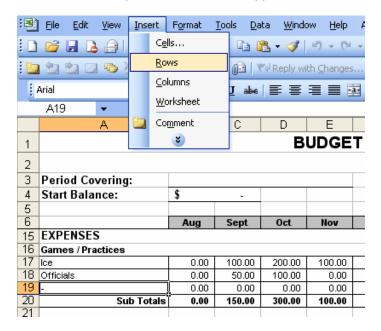
If another entry line is required, select a cell from the line directly above the 'Total Revenue' line within the revenue table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

5. Expenses: enter all expenses

Amounts entered under each month for each category will automatically add up in the 'Sub Totals' space for that month/category, with a yearly total appearing in the last column. The 'Sub Totals' from each category will automatically add up in the 'Total Expenses' spaces for each month, with a yearly total appearing in the last column.

If another entry line is required, select a cell from the row directly above the Sub-totals line of the category that you wish to add to. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed. *Always add the entire row, even if you will only enter data under one month.

In the below example, the new line will appear under the Games / Practices category.



6. **End Balance**: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 4 – Trip

This sheet helps the Team Manager to budget and breakdown cost for a team trip. The worksheet only outlines the costs of the trip, not how the funds will be raised.

- 1. Fill in the **team name** by clicking on the cell with 'Team' and typing over it.
- 2. Enter the 'Period Covered / Event'.
- 3. Enter 'Target Trip Budget'. This is the amount the team would ideally allot to this event.
- 4. Enter costs.

Cells highlighted in grey are the areas that will affect calculations. These cells are currently set to show no cost. ('Cost per item' and 'Number Needed' should be set at a default of 0, and 'Time Frame' should be set at a default of 1 to ensure formulas work properly.)

Sub Total = cost per item x number needed **Total** = cost per item x number needed x time frame

The descriptive columns under 'Number Needed' and 'Time Frame' can contain any description desired as this non-numerical entry will not affect formulas, but is to provide clarification for the numbers entered.

Sample:

	npio.					g	-						
7					Actual T	rip Budget:	\$	1,800.00					
8													
9													
10		Cont	t per Item	х	Number Needed		Sub Total		х	Time Frame		TOTAL	
11		Cosi	i per itelli	^					^				
12	Bus / Car Rentals	\$	300.00	Х	1	bus(es)	\$	300.00	Х	3	day(s)	\$	900.00
13													
14													
15	Gas	\$	0.90	Х	100	litre(s)	\$	90.00	Х	2	fills	\$	180.00
16													
17											<u> </u>	<u> </u>	
	Hotels	\$	120.00	Х	6	room(s)	\$	720.00	Х	1	night(s)	\$	720.00
10											1	ſ	

5. Add a row.

Select 'Other 5' from the bottom row of the table. Under the 'Insert' menu select 'Rows'. A new row will be created above 'Other 5'. Because there is calculations that take place within the rows, formulas will need to be added to the Sub Total and Total cells of this row. The formulas used in these two cells are listed above.

6. **Actual Trip Budget**: the actual trip budget is automatically calculated from the data you entered (a sum of all the Totals).

Glossary of Terms

These definitions are taken from <u>Hockey Canada's Articles, Bylaws and Regulations</u> <u>for 2006-07, section A. Definitions</u>. The full document can be found on the Hockey Canada website at: http://www.hockeycanada.ca/6/7/5/4/index1.shtml.

For the purpose of all Hockey Canada Articles, By-Laws, Regulations, Rules and Policies unless otherwise defined in a specific regulation, the following words, terms and expressions are defined as follows in alphabetical order:

- 1. "Affiliate Player" ("AP") refers to those players from club teams, affiliated teams, or specially affiliated players when such player(s) are participating with a higher Division/category team.
- 2. "Amateur" An amateur hockey player is one who is not participating in organized professional hockey.
- 3. "Category" has the meaning assigned by B.4, 5 and 6. [Where the Divisions listed in B.1 (senior, junior, juvenile, midget, bantam, peewee, atom, novice, initiation) and other Divisions created under B.2 (major, minor) are further divided, such subdivisions shall be known as categories: AAA, AA, A and B. (In Junior Male Hockey, the categories are as follows: Major Junior, Junior A, Junior B and Junior C.)]
- 4. "Club" has the meaning assigned by E.20 (a). [A club is defined as a local Minor Hockey Association operated and controlled by a duly elected Executive or Board of Directors, the members of which shall designate from among themselves, the persons referred to in E.4. (President; Secretary; and two (2) persons that the President and Secretary may designate as signing Officers for the purpose of release of a player.)]
- 5. "Club Team" has the meaning assigned by E.21 (b). [A team operating within a club, shall be known as a "Club Team".]
- 6. "Division" means the classes of hockey being operated within this Association. These are as follows: Senior, Junior, Juvenile, Midget, Bantam, Pee Wee, Atom, Novice, Initiation and the Divisions created under B.2. [major, minor].
- 7. "Exhibition Game"- a game which is not part of the regular season, tournament, or play-off schedule.
- 8. "Geographic-Subdivision" has the meaning assigned by F.6. [A geographic sub-division includes a city, a town, a municipality, a police village, a rural area or a zone as established from time to time by a Branch within its own jurisdiction.]
- 9. "Goalkeeper(s)" and "Goaltender(s)" means all players other than skaters.
- 10. "Home Branch"- means where a player resided and was last registered to play Minor hockey prior to registering to play Junior hockey.
- 11. "Horizontal Chain(s) of Teams" means a group of club teams registered in a same Division but in different categories.
- 12. "House League" House League Hockey is defined as a community oriented Minor hockey program structured to provide development and competition at the recreational level.

- 13. "Minor Hockey" only includes the following Divisions: Juvenile, Midget, Bantam, Pee Wee, Atom, Novice, Initiation and the Divisions created under B.2. [major, minor].
- 14. "Permanent Affiliate" A player who registers on a lower category team for the express purpose of affiliating on a full time basis to the higher category team.
- 15. "Player(s)" means goaltenders and skaters.
- 16. "Region" means the geographic territory comprised of one (1) or more Hockey Canada Branches.
 - a. "Atlantic Region" means the grouping of the following Hockey Canada Branches: HPEI, HNS, HNB and HNL.
 - b. "Ontario Region" means the grouping of the following Hockey Canada Branches: ODHA, OHF, and HNO.
 - c. "Pacific Region" means the grouping of the following Hockey Canada Branches: Hockey Alberta, BCAHA, and Hockey North.
 - d. "Quebec Region" means the Hockey Quebec Branch.
 - e. "Western Region" means the grouping of the following Hockey Canada Branches: Hockey Manitoba and SHA.
- 17. "Release" means the unconditional discharge of a player from team or club membership.
- 18. "Skater(s)" means all players other than goalkeepers.
- 19. "Team" has the meaning assigned by E.1. [Definition of "teams" for registration purposes: a group of team officials, at least one of whom must be a coach, with all coaches meeting Branch certification and Speak Out requirements, and one of whom must be qualified in the Hockey Canada Safety Program (HTCP in Ontario), and a group of not less than fifteen (15) registered players, at least two (2) of whom must be goaltenders, who are qualified in one (1) Division and category under Hockey Canada regulations governing age, and other regulations up to the maximum number provided by Hockey Canada regulations.]
- 20. "Team Official(s)" means all or any of the persons involved in the management of a team or club, which includes: the coach; manager; safety person/trainer; equipment manager; team physician; President and other members of the Executive and/or Board of Directors of a team or club.
- 21. "Tournament"- A schedule of games played among three (3) or more teams, which follows an inter-locking schedule and leads to an eventual winner.
- 22. "Vertical Chain(s) of Teams" means a group of club teams registered in the same category but in different Divisions.

The above definitions are an integral part of Hockey Canada's Regulations.