

2023-2024



Team Manager Guide Guide du gérant

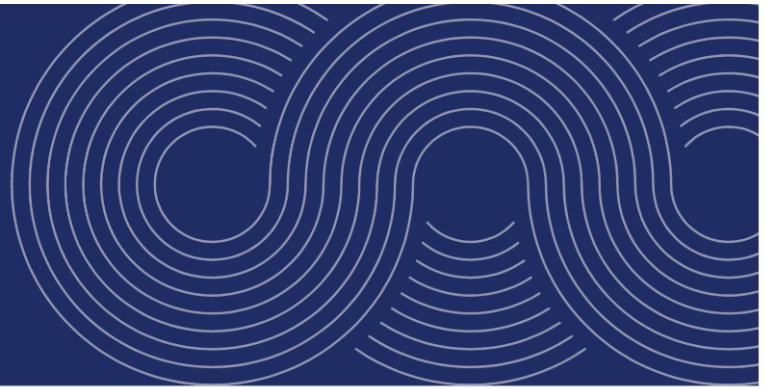


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Hockey West Island



hockeywestisland.org

TABLE OF CONTENTS



1

SECTION 1: INTRO AND INFO

HWI Mission statement & code of ethics	1
Organizational structure for SL teams	1
Guidelines for team bench staff	1
Team meeting - Conducting the first parent meeting	3
Team budget and finances	4
Record keeping, equipment, jerseys	5
Dressing rooms, parent's responsibility	5
City instructions	6
Team sponsorships, team photos	7
Rulebooks	7
On- or off-ice activities	8
Code of ethics	8
Volunteering	8
Dryland training	8
Scoresheets	9
Team-building	10

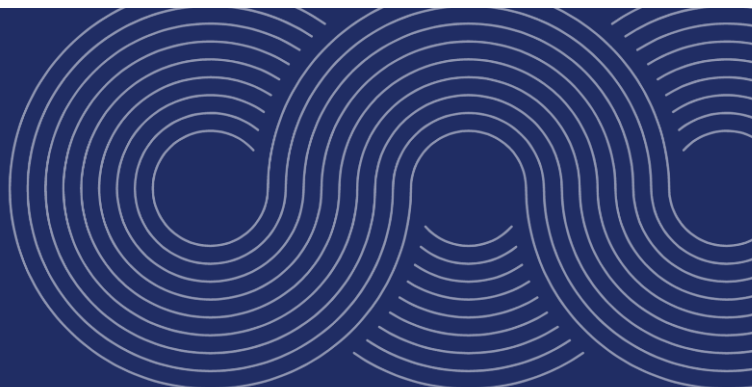
2

SECTION 2: DISPUTES

24-hour rule	11
Dispute resolution process	12
Dispute resolution process flowchart	13



TABLE OF CONTENTS



3

SECTION 3: FORMS

Annex 1: Proposed budget	15
Annex 2: Budget approval	16
Annex 3: Team roster	17
Annex 4: Bench staff personnel	21
Annex 5: Required medical info	22
Annex 6: Injury report	23
Annex 7: Concussion protocol	25
Annex 8: Emergency action plan	26
Annex 9: First aid kit	28

4

SECTION 4: TOURNAMENTS

Tournament info	29
Annex 10: Tournament comparison	30

5

SECTION 5: PENALTY CODES

Annex 11: Penalty codes	31
-------------------------------	----

6

SECTION 6: COACH/MANAGER RULES

Coach and volunteer prerequisites	33
Annex 12: Rule of two	34

7

SECTION 7: MISCELANEOUS

Glossary of terms	36
Dates to remember	37
Useful sites and contacts	38



HWI Mission Statement

To instill a love of the game in all our players and assist each of them in realizing their potential in the sport.

HWI Code of Ethics

A valued HWI member will:

- ❖ Respect property, players, coaches, parents, volunteers, and opposing teams.
- ❖ Support all players, teams, parents, and volunteers in a positive manner and to the best of their abilities.
- ❖ Realize that success is meaningless unless achieved in an honourable fashion.
- ❖ Contribute to the association by volunteering some of their time.

A valued HWI member will not:

- ❖ Forget that hockey is a game.
- ❖ Forget that the players are only children.
- ❖ Forget that all players deserve to be treated with dignity, no matter their skill level.
- ❖ Forget that HWI is made up of volunteers willing to share their time and knowledge with others.

Organizational Structure for Single-Letter teams

Hockey West Island is part of the [Central Hockey League \(CHL\)](#) which includes Hockey West Island, Lakeshore Minor Hockey Federation, Dollard Hockey, Pierrefonds Minor Hockey Association, Association Hockey Mineur Ile Perrot, and Association Hockey Mineur Hockey Vaudreuil-Dorion. The CHL reports to a regional structure ([Hockey Lac-St-Louis](#)), which reports to a provincial structure ([Hockey Québec](#)), which in turn reports to a national structure ([Hockey Canada](#)).

Guidelines for team bench staff

All head coaches, assistant coaches, managers and any other person working voluntarily for a team must behave in an exemplary manner.

- ❖ Be respectful of the referees and scorekeepers and comply with all the rules and regulations of HWI, CHL, LSL, HQ, and HC.
- ❖ Make decisions for the team and not for an individual player.
- ❖ Be fair to all players on the team.
- ❖ Avoid negative criticism of the head coach(es), assistant coach(es) or any person who volunteers with your team or another team in the HWI association.
- ❖ Demonstrate good sportsmanship in defeat as well as in victory.
- ❖ Dress appropriately.
- ❖ Avoid using violent language at all times and refrain from inciting players to violence.
- ❖ Avoid addressing spectators during a game.
- ❖ Cooperate with the other HWI head coaches, assistant coaches and team managers.
- ❖ Work in collaboration with the HWI Executive and members of the Board of Directors to run a smooth season.
- ❖ Remember that you are contributing to the mental development of our young hockey players.

Team Manager's Guidelines

The team manager is a central figure in managing the flow of communication – not only within the team (players, parents and coaches), but between the team and HWI convenors, and other associations.

Ultimately, the manager is responsible for ensuring all off-ice tasks are completed. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction.

The following is a brief description of the manager's duties:

- Provide administrative support to the head coach and assistants;
- Responsible for the team binder (signed forms, medical info, contacts, rulebooks, tournament info).
- Responsible for registering and coordinating tournaments.
- Responsible for his/her team's finances (managing the budget, fundraising to finance tournaments, off-ice activities, payments, etc.).
- Responsible for providing information to parents.
- Prepares and leads team meetings.
- Organize a parents' meeting as soon as the team is formed.
- Coordinate the taking of photos of team members (optional).
- Prepare social activities such as: Holiday and end-of-year parties, etc.
- Manage and update Teamsnap (practice schedule, game schedule, events).
- Ensure the well-being of the team (receive complaints).
- Present a statement of the team's income and expenditure to the parents at the end of the year.
- Collect and return all equipment in good condition at the end of the season (game jerseys, pucks).

It should be noted that some coaches will take on some of the activities that the manager would normally oversee. Clear communication between managers and coaching staff is vital to a successful season.

Disputes

There may come a time when a team manager will have to act as a liaison between team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the team manager for any reason - equal playing time, coaching tactics, harassment, etc. The team manager should work with the coach and parents to first try to resolve disputes at the team level. If a dispute cannot be resolved at the team level, the team manager should contact their division convenor for the appropriate next step.

Team Meetings

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up (in-person or on Zoom) shortly following the formation of the team. For many, this will be the first time they meet other players, parents and coaching staff. Ideally, the team manager should be in place before the initial team meeting.

Team Meeting - Conducting the First Parent Meeting

Host a team meeting shortly after the team is formed. Scheduled Date: _____

The East Concession room at Bob-Birnie Arena may be reserved by contacting: 514-630-1300, extension 1660. The meeting room at Dorval Arena may be reserved by contacting 514-633-4029

Introduction (5-10 minutes)

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

Coaching Overview (10 minutes)

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

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

- Have the Head Coach present specific info on the operation of your hockey division and level.
- Time commitment.
- Expectations from players and parents (reference Codes of Ethics: see following pages).
- Players' respect for themselves, all players (own team and opposition), referees, officials, parents...
- Expected conduct at games, practices, in the locker room, and events. Discipline.
- Rules of parent conduct at games, team functions, etc. A reminder that many officials (referees, scorekeepers) are **children** and are still learning. Abuse by parents will not be tolerated and officials have the right to ask parents to leave the arena.

Budget (15 minutes)

- Outline of expected costs
- Initiate fundraising discussions – Will there be a fundraiser, or will each family make a contribution? Suggestions: wine raffle, bake sale, car wash, auctions, team sponsors, etc.
- Extra team activities – Holiday party, photos, local or away tournaments, end-of-year party, team-building events, food drive, etc
- Have all parents READ AND SIGN the proposed team budget. A copy must be given to the HWI Treasurer.

Team Apparel (5 minutes)

- Discuss dress code – suits for DL teams, shoes and workout gear for pre-game warmup, etc
- Water bottle policy – It is recommended that each player has their own labelled water bottle that they bring to practices and games. Sharing of water bottles is one of the easiest ways for a team to spread germs and illnesses among themselves and should be avoided for health reasons.

Expectations of the Parents / Volunteers (10 minutes)

- Will parent's help be needed during the season? Coordinate roles and responsibilities.
- Communication and marking attendance in TeamSnap.
- Explain the 24-hour rule.

Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parents' attention such as the Medical Information Sheet (to be filled out and kept confidentially by the team manager).

TEAM BUDGET AND FINANCES

The manager is responsible for preparing the team budget and managing the team's finances (for U9-U25 teams).

Parental contribution (Team Fees)

- In addition to the registration fee paid to Hockey West Island (LSL, HQ, HC), once each player is placed on a team there are additional team fees that cover team events such as in-town and away tournaments, team photos, holiday or end-of-year parties, team merchandise, etc. These fees are determined jointly by the team coaches and manager and discussed and approved by the team parents. This parental contribution is MANDATORY. Fundraising through bake sales, raffles, other events, and team sponsorships can greatly reduce the fees or provide teams with a larger budget for additional activities.
- Hockey West Island recommends that Single Letter team fees not exceed \$400 per player.
- There is no parental contribution for players registered in the U7 division. Each team in U7 will be reimbursed up to \$100 at the end of the season by Hockey West Island. Teams can use the \$100 as they wish. Should the team decide to purchase team photos, or attend a U7 festival (fun tournament), parents can pay individually at that time.

Budget

- A preliminary budget should be presented to parents at the initial team meeting. This budget should include all expenses the team expects to incur during the year. The expected costs are divided by the number of players on the team to come up with a per-player contribution. The budget should specify what costs are covered and who the fees are to be paid to.
- At the initial team meeting, parents should discuss how these funds will be raised. Fundraising ideas (such as raffles) may be discussed, or the parents can decide to pay the amount directly to the team.
- The final budget should be presented to the parents for approval. Once approved, the budget should be forwarded to your appropriate convenor at HWI. An electronic version of the standard budget template is available on the HWI website Manager page.

Bank account

- A team bank account should be opened in the team's name. All parents' contributions are to be deposited in this account, and team expenses are paid for from this account.
- **NEW THIS YEAR: ALL TEAMS ARE TO HAVE THEIR TEAM BANK ACCOUNT THROUGH SCOTIA BANK:** please send your team name as well as the head coach's name and manager's name to the HWI treasurer Evangeline Soriano at hwi-treasurer@hockeywestisland.org. Evangeline will send a Scotia Bank form directly to each team that they will need to complete and return.
- At the end of the season, reconciliation should be provided to the parents outlining all revenues and expenses the team incurred. Any unused funds are to be divided evenly between the number of players and the bank account closed.
- It is strictly forbidden to use the terms "HWI" or "Hockey West Island" in the account name. Accounts must be under the team's name such as U15 B Knights.
- **Hockey West Island cannot be held responsible for a team's finances.**

Record keeping

- The team manager is the keeper of the Team's personal information. It is recommended that the team manager create a binder of forms that can be taken to meetings, games, etc.
- Parent and Emergency Contact Information – information should be entered into TeamSnap or shared with the team manager.
- Team Roster – Once the jerseys are distributed, the team manager must complete the Player Roster Template listing all players and their jersey numbers. Once the coaching staff has been determined, the manager must complete the Coach Roster Template. Both templates must be forwarded to the HWI registrar at hwi-registrar@hockeywestisland.org with a copy to your appropriate convenor, as soon as possible.
- Medical information – the manager must keep confidential information for each player in the event of a serious injury. Coaches need to be informed about possible medical situations they may encounter during the year. This should include the Medicare card number, serious allergies or other special medical conditions. This information should be brought to every event (team binder) throughout the year in case of injury. The player Medical Information sheet available on the HWI website must also be completed and kept by the manager.
- Game schedules and practices – The team manager will fill in TeamSnap with the league schedule and practices, as well as advise parents of tournaments. For the 2023-2024 season, all teams receive a free TeamSnap account. Please use the Schedules page on the HWI website www.hockeywestisland.com for all schedule-related info.
- The manager should also check team results on the Spordle Website (<https://www.poweringsports.net/stats/ligue/centralhockeyleague/index.html>) to ensure the team's results have been recorded correctly.
- If there are conflicts between league and tournament games, the manager must advise the HWI scheduler (scheduler.wsi@outlook.com) as soon as possible, which is to say at least 14 days before the league game. The scheduler will reschedule the league games. If your team is participating in a tournament, you must also advise the HWI scheduler ASAP.
- The manager must have blank copies of the Hockey Canada Accident Report forms, to be completed in the event of an injury. Please forward all copies to the appropriate convenor.

Equipment/Apparel

- At the beginning of the season, HWI equipment managers distribute game jerseys and socks to each team. The manager, with the coach, is responsible for distributing the jerseys to the team's players. At the end of the season, all game jerseys (washed) must be returned to HWI. Players can keep the socks.
- Jerseys should NEVER be put in the dryer or washed with bleach. Wash in cold water without fabric softener.

Jersey deposits

- There are no personal jersey deposits for the 2023-2024 season.
- Teams do NOT need to give a deposit cheque for the game jerseys.

- At the end of the season, players who do not return their game jerseys will need to pay \$100 or not be allowed to register the following season.
- **DUE TO DAMAGE THAT HAS OCCURRED IN PRIOR SEASONS, NAME BARS ARE NO LONGER ALLOWED ON ANY GAME JERSEYS.**

Game jerseys

- In order to prolong the life of our equipment, the wearing of Hockey West Island game jerseys during practices is FORBIDDEN. Any player caught in violation will be expelled from the rink without further warning.

Dressing rooms

- Any time the team is on the ice, the manager is responsible for ensuring the dressing room is locked after all players have left the room. They must open the room when the players come off the ice. Unlocked dressing rooms are an invitation to have personal items stolen. A team representative should also ensure that the room is left clean. Any graffiti or problems encountered upon entering the room should be reported to the arena staff immediately. Teams found guilty of damaging property are responsible for any needed repair or replacement costs.

Presence of parents in dressing rooms

- U7-U9: One parent per player is allowed in the dressing room before games and practices, as well as after.
- U11: At bench staff discretion.
- U13-U18: No parents should be allowed in the dressing rooms BEFORE AND AFTER.
- For all: Parents should not hang out in the hallways near the dressing rooms at any time.

At all times, the presence of two (2) members of the bench staff, or a designated parent, is required in the dressing room before and after a practice or game. SEE PAMPHLET "RULE OF TWO"

Parents' responsibility

- Parents or guardians are responsible for supervising their children at all times in the arena surroundings. **Parents are to remain at the arena during the practice or coordinate with other parents/adults if they need to leave the arena.**

Instructions from our partner cities (Dorval and Pointe-Claire)

- Teams are only allowed onto the ice at their designated time. If your practice is at 7am, players and coaches MAY NOT go on the ice before that time, even if the rink is empty and the Zamboni has passed.
- Players are not allowed to run in the stands or warm up in the stands and hallways. Please respect other teams and associations who are using the rinks.

- As soon as the buzzer signals the end of practice, players and coaches must leave the rink immediately. If it will take extra time to pick up pucks or move equipment, please start clearing up BEFORE the buzzer rings.
- The various rink doors must be securely closed at all times.
- It is mandatory that all coaches and parents present on the ice wear a helmet with the chin strap fastened.

Individual team sponsorship requests

In order to respect the association's commitments to its current sponsors, we ask that you always confirm sponsorship with the HWI VP-Admin before accepting a cheque from a potential sponsor. Furthermore, to avoid any conflicts, donations should always be made out to the individual team.



The Hockey West Island official logo is the sole property of Hockey West Island.

Use of the official logo for any personal or team reason, including team apparel and practice jerseys is forbidden by individuals and teams.

Team photos

Teams may use practice time to take team photos or photos of individual players in their game jerseys (this one time only!) They may also use the official HWI logo to print team photos and player cards.

Some local photographers include:

- <http://www.teamphoto.ca/>
- <https://www.ivyleaguephoto.ca/en/>

Generally, the U7 and U9 teams will discuss with their division convenor and the HWI ice scheduler to organize one morning to do all the teams.

Rulebooks

It is the responsibility of coaches and managers to know and comply with the operating policies and rules issued by the CHL, LSL, HQ and Hockey Canada (HC). The different rulebooks are available on the HWI website under Resources ----> "coaches" or "managers".

On- or off-ice activities

To ensure that players and bench staff are covered by Hockey Canada Insurance, it is VITAL that ALL team activities be entered into the team's schedule in SPORDLE. If your team has an event or activity that falls outside of the normal HWI practices, games, or tournaments, make sure to inform the HWI Ice Scheduler (Butch) by email so that he can enter it into the system. This includes teams using outdoor rinks for a practice, exhibition games, etc.

Code of Ethics Forms

The parent code of ethics will have been signed during registration, however, it is good practice to review the agreement(s) with team coaches, parents, and players during the initial team meeting.

[Agreement to the Coach's codes of Ethic 2023-2024](#) (signed when registering in HCR)

[Agreement to the Player's codes of Ethic 2023-2024](#) **MUST be signed by all players then given to the team manager before the first game**

[Agreement to the Parent's codes of Ethic 2023-2024](#) (signed when registering their child in HCR).

Volunteering

(As is listed on our Registration page for parents to read.
Please go over this again during your team meeting).

Running a community organization such as Hockey West Island is only made possible with the help of many volunteers. Hockey West Island invites all parents to volunteer as a coach or team manager or for one of the many off-ice duties that need filling such as volunteering for tournaments and Community Day, helping with translation, helping with sponsorships, etc.

Hockey West Island strongly encourages parents who are not already coaching, managing, or volunteering on-ice to volunteer a minimum of two (2) hours with the association over the course of the season. While volunteering is not mandatory, Hockey West Island critically needs more help and does not wish to burn out the people who already contribute hundreds of hours each season. Team coaches, team managers, and board members need not volunteer any additional hours for the association on top of the work they already put in over the season.

Dryland training

Each team has the opportunity to use Pointe-Claire's Ovide Chalet for additional training. Please check with your coach to see if they want to do this. There may be a limit to how many times per week or month any given team will be allowed to use the dryland facility. The chalet schedule and a sign-up sheet will be shared with team managers towards mid-October.

New scoresheet system – electronic.

Training materials to be available in the coming weeks. STILL waiting on the league for this.....

Entering and reporting scores (Single Letters only)

<https://www.poweringsports.net/stats/association/ahm-west-island/index.html>

It is the responsibility of the team manager to enter the game score for each home game only. When visiting another arena for a game, it is the responsibility of the opposing team's manager to enter the final score.

For detailed instructions, click on the link below:

<https://www.hockeywestisland.org/wp-content/uploads/2023/10/How-to-Enter-Scores-when-you-are-the-home-team.pdf>

The username and password needed to log into the site will be given to you by your division convenor.

Team-building

Some ideas for team-building — the key to a motivated, close-knit team!

At the start of the season, it's important to create a solid team spirit where all players feel included and respected. The tighter the team, the greater the chances of success.

-
- Off-ice training. While the weather still allows it, do a few off-ice training sessions at Terra-Cotta Nature Park, at the outdoor fitness area beside the PC Aquatic Centre, Form duos and change them at each session.
 - Prepare a few questions for players to answer, such as full name and name of the team they played for last year, favourite team and player (doesn't have to be hockey!), favourite meals, favourite snack or meal, and a word that characterizes him/her.
 - Questionnaire. Prepare a series of questions for all the players to answer. Then create a questionnaire in which each question is associated with a particular player. For example, "My favourite is Sidney Crosby and I took a trip to Cuba last winter". The players have to find out about the player in question. Make sure you have a question for each of your players. A bit more work but effective in breaking the ice.
 - Tournament early in the season. Not only does this allow the players to get to know each other better outside the arena, but it also gives parents a chance to socialize. A tight-knit group of parents is essential to a successful season.
 - At the start of the season, place the players in different areas of the dressing room for each activity. This allows the players to get to know each other and have conversations with people outside of their usual circle.

Without having a schedule planned down to the second, you can also have a few team activities planned over the course of the season.

- Team meal / BBQ. This can be done at an arena (if allowed), a city chalet, a restaurant, a park, or at someone's home. Activities could be planned for the players such as swimming (weather permitting), ball hockey, soccer, Frisbee, etc.
- Paintball, go-karting, Beta-Bloc (bouldering), mini-putt, tubing, aerial park, bowling...
- Attend a hockey game together (Laval Rocket, Concordia Stingers, Montreal Canadiens,...) HWI sometimes has group deals available through the teams (ask VP-Admin).

There are lots of activities you can do to create and strengthen team spirit. The important thing is to choose a day and a location away from the arena and organize an activity that encourage players to communicate and interact with each other.

Activities that some HWI teams have participated in during their season:

- A morning picking up trash in neighbourhood parks or at Terra-Cotta Nature Park.
- Bagging at grocery stores (also used for fundraising).
- Scavenger hunts and online trivia nights.
- Pumpkin sale, ice-melter sale, toilet paper sale (see what connections your families have!)
- Sponsoring a family in need.

24-HOUR RULE

This policy, dubbed "The 24-Hour Rule", should be explained to parents each year.

This rule has several purposes:

- 1) Allows each party involved during an issue to step back and clear the initial emotional elements
- 2) Provides a clear and concise process for problem resolution
- 3) Provides a clear understanding of what is expected from all parties involved
- 4) Promotes direct communication
- 5) Provides an avenue of fairness and opportunity to every parent, player and coach

Dispute Resolution Process

Please also refer to the Dispute Resolution Process Chart

When part of an association or team, disputes will sometimes arise. When these conflicts do occur, it is important to follow the process below and ensure there is respectful and open communication. **Every effort should be made to resolve the conflict at the team level.**

24 Hour Rule:

When an issue occurs and a party has a resulting complaint to make or an issue to be resolved, they are asked to wait 24 hours, then put the issue in writing and submit it to the appropriate party. Whether this issue is labelled as a coaching error, a problem with a player, a parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized manner, and to everyone's satisfaction.

If the incident involves abuse or any party is in danger, the proper authorities must be contacted.

Reporting The Conflict

After 24 hours, the parent/guardian must bring the dispute to the attention of the team manager. The complaint should outline the facts of the situation rather than emotions, as well as all of the parties involved and what outcome the complainant would like to see.

The complaint should be in writing to have a documented chain of events and time when the complaint is brought forward. The team manager will acknowledge written complaints within 48 hours of receipt.

Resolving The Conflict

The team manager will: 1. Speak to affected parties to ensure they feel heard and the lines of communication are open 2. Understand the facts in the situation 3. Bring the parties together to present and clarify the facts of the situation 4. Come to an agreed-upon resolution 5. Follow up in writing with affected parties on the resolution of the complaint and ask those parties to acknowledge

Support

The team manager will have the support of their Division Convenor and VP in resolving conflict.

Escalation Process

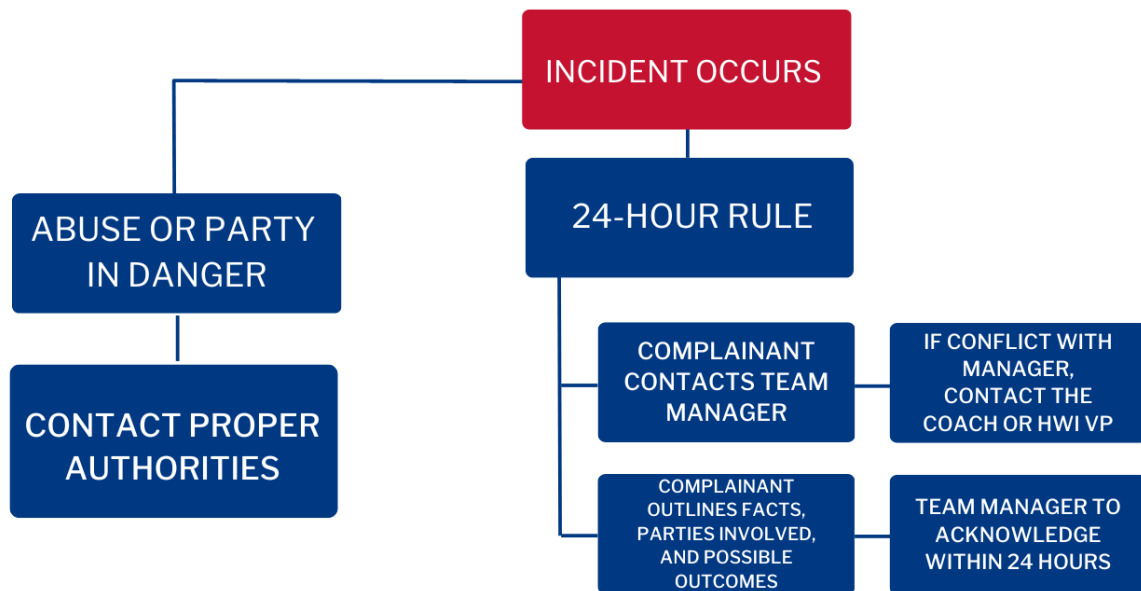
If the team manager and Division Convenor feel that the issue is serious enough to be presented to the board, they will discuss it with their VP who will present it to the board of directors in writing. The board will be presented with all written correspondence including the original complaint and the recommended resolution.

The board will not acknowledge or entertain anonymous complaints.

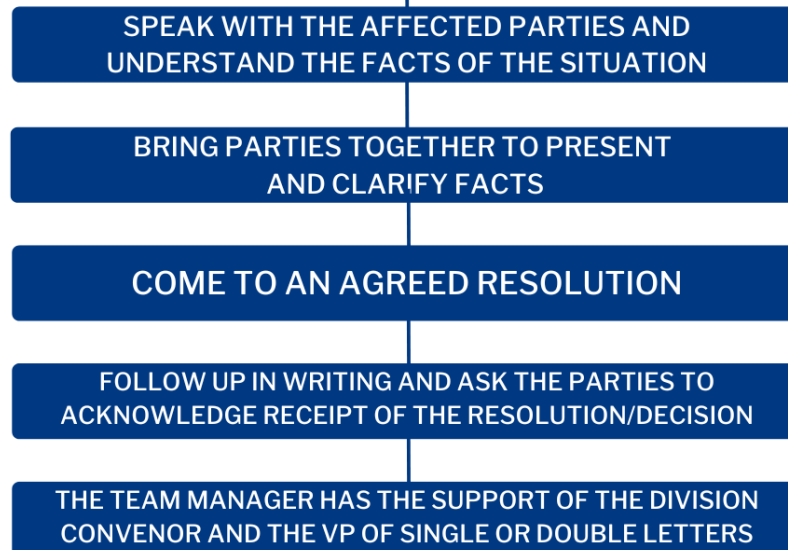


HOCKEY WEST ISLAND DISPUTE RESOLUTION PROCESS

THE BOARD WILL NOT ACKNOWLEDGE OR ENTERTAIN ANONYMOUS COMPLAINTS



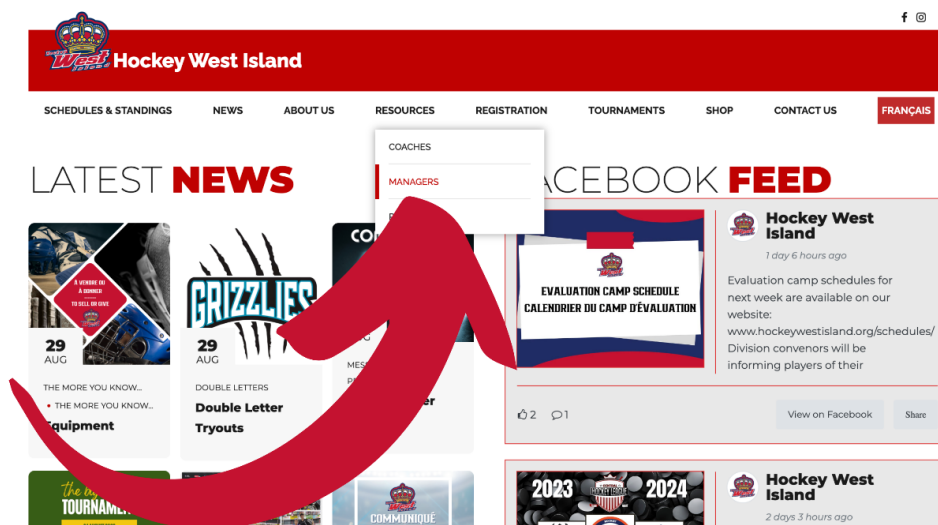
**RESOLVING CONFLICT
THE TEAM MANAGER WILL**



ESCALATION PROCESS – IF PARTIES FEEL THE INCIDENT IS SERIOUS ENOUGH TO GO TO THE HWI BOARD, A COMPLAINT FORM WILL BE COMPLETED AND PRESENTED TO THE HWI PRESIDENT OR VP FOR REVIEW AND FINAL RESOLUTION

FORMS

All forms are available to download from the
Managers section of the
Hockey West Island website:
www.hockeywestisland.org/coaches-corner/managers



ANNEX 1: Proposed budget

For team/parent meeting



PROPOSED BUDGET

DIVISION: _____ LEVEL: _____ NAME: _____			
example: U18 A Knights			
YEAR: _____			
Revenues	Forecast	Revised	Actual
Parent Contribution x <u>14</u> (number of players) (\$272.50 x 14)	\$3,815.00		
Sponsorships	\$500.00		
Raffles or other fundraising	\$1,000.00		
Total Revenues	\$5,315.00	\$0.00	\$0.00
Expenses	Forecast	Revised	Actual
Team first aid kit (to be kept on the bench practices/games)	\$65.00		
Tournament #1	\$1,000.00		
Tournament #2	\$1,000.00		
Tournament #2	\$1,000.00		
Tournament snacks for team members	\$200.00		
Holiday party	\$350.00		
End of season party	\$350.00		
Team Pictures (14x\$25)	\$350.00		
Practice Jerseys	\$500.00		
Goalie Clinic for team goalie (most teams opt to cover this cost)	\$300.00		
Other (Exhibition game, bank fees, Timbits, team activity...)	\$300.00		
Total Expenses	\$5,415.00	\$0.00	\$0.00
Team Surplus/Deficit	-\$100.00		\$0.00

1. It is understood that Hockey West Island (HWI) aims to make its program accessible by keeping registration costs to a minimum.
2. It is understood that HWI recognizes the right of teams to raise funds to ensure their participation in tournaments and to cover certain operating expenses.
3. It is understood that the collaboration of parents is essential to the team fundraising projects.
4. I hereby acknowledge that I have taken cognizance of the team's financial operations and that I have been consulted on this matter.
5. I therefore accept the budget presented by the team management for the current season.

[illegible]

ANNEX 3: Team roster (3 pages)

Once the game jerseys are distributed, the team manager must complete the 3-page Team Roster Template listing all players and their jersey numbers, as well as affiliate players. Forward to the HWI registrar at HWI-register@hockeywestisland.com with a copy to your appropriate convenor, as soon as possible.



1

TEAM ROSTER (T-112) template

(Fill out on paper or electronically)

Team Name/Nom d'équipe (ex: Kings, Knights): _____

Division/Division (ex: U9, U21): _____

Level/Niveau: (ex: B, AA): _____

Region: Lac St. Louis

Sweater Colour (Home): Dark

Sweater Colour (Away): Light

Date and location of your team's first tournament (if known)/date du premier tournoi d'équipe (si connue): _____

INSTRUCTIONS:

This template is NOT your official team roster

The team roster template form is used to facilitate the official registration of the team with Hockey Québec. As soon as the team is formed, it is essential to initiate the process of registering the team with the HWI Registrar. **Once you have completed this form (all pages), email it to your division convenor.**

Your players will be approved by the Region and you will receive (by email) an official team roster sheet named a T-112. Only those whose names appear on the T-112 have the right to enter the players' room and to be behind the bench.

A T-112 is required for all tournaments. The T-112 must be signed by all players prior to a tournament and will remain in your tournament binder (which is returned at the end of each tournament). During tournaments, only the people on the T-112 are allowed to circulate in the area reserved for players.

DIRECTIONS:

Ce formulaire modèle n'est PAS votre liste d'équipe officielle

La formule d'enregistrement des membres d'une équipe sert à l'enregistrement officiel de l'équipe auprès de Hockey Québec. Dès que l'équipe est formée, il est primordial d'enclencher le processus d'enregistrement de l'équipe auprès du registraire de HWI. **Une fois que vous avez rempli ce formulaire (les deux pages), envoyez-le par courriel au responsable de votre division.**

Vos joueurs seront approuvés par la région et vous recevrez (par courriel) une feuille d'équipe officielle nommée T-112. Seules les personnes dont le nom figure sur le formulaire d'enregistrement des membres d'une équipe ont le droit d'entrer dans la chambre des joueurs et d'être derrière le banc.

Un T-112 est requis pour tous les tournois. Le T-112 doit être signé par tous les joueurs avant un tournoi et restera dans votre cartable de tournoi (qui est retourné à la fin de chaque tournoi). Lors des tournois, seules ces personnes sont autorisées à circuler dans la zone réservée aux joueurs.



REGULAR PLAYERS/JOUEURS RÉGULIERS:

List all of your regular players here

[illegible]

Bench staff qualification requirements

- Deadlines for completing required qualifications :
 - **NOVEMBER 15** for U11 to Junior (AA-BB-A-B-C)
 - **DECEMBER 15th** for U7 & U9
- THESE ROLES ARE NO LONGER ALLOWED AS BENCH STAFF: “Stick Boys” or “Equipment Managers”
 - One trainer/safety person will be authorized (Must have Respect in Sport + PSSH)
 - One manager will be authorized (Must have Respect in Sport)
 - No other type of “préposé” will be authorized.
 - All other personnel who wish to be behind the bench and who are on the team’s T-112 MUST HAVE the minimum qualification according to their function.

Refer to the chart on page 30 of the Hockey Quebec Administrative Regulations:
https://www.publicationsports.com/ressources/files/509/Reglements_administratifs_2023-2024_ang.pdf?t=1691252755

Anyone not having the required certifications on November 16 or December 16 will not be allowed to participate in team activities.

ANNEX 4: Bench staff personnel

Bench Staff

Once the bench staff is finalized for your team, complete the form below and email it to HWI Ice Scheduler Butch Kennedy at scheduler.wsi@outlook.com with a copy to your appropriate convenor, as soon as possible.

FORM FOR BENCH STAFF / FORMULAIRE POUR LE PERSONNEL DU BANC

FULL TEAM NAME/NOM COMPLET DE L'ÉQUIPE _____

Function (Head coach, assistant coach, manager, etc.)	Head Coach	1st Assistant	2nd Assistant	Manager
Full name				
Complete address				
Phone (Home)				
Phone (Office)				
Date of Birth				
Medicare Number				
E-Mail Address				
Postal Code				

Please use a separate sheet if you need more space. Note that teams who have trainers must register them as members of their team.

ANNEX 5: Required medical info

The manager must keep medical information for each player in the event of a serious injury. Coaches need to be informed about possible medical situations they may encounter during the year. This information should remain confidential but be brought to every event (in the team binder) throughout the year in case of injury.

HOCKEY CANADA

MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____

Telephone: (_____) _____ Cell: (_____) _____

Provincial Health Number (optional): _____

Parent/Guardian #1: Name _____

Business Phone Number: (_____) _____

Parent/Guardian #2: Name _____

Business Phone Number: (_____) _____

Alternate emergency contact (if parents are not available)

Name: _____

Relationship to Player: _____

Telephone: (_____) _____ Cell: (_____) _____

Doctor's Name: _____

Telephone: (_____) _____

Dentist's Name: _____

Telephone: (_____) _____

Date of last complete physical examination: _____

Before a player participates in a hockey program it is recommended that they have a medical and that they also have any medical condition or injury problem checked by their family physician

Please check the appropriate response and provide details below if you answer "Yes" to any of the questions.

 Yes ☐ No ☐ Medication

 Yes ☐ No ☐ Allergies

 Yes ☐ No ☐ Previous history of concussions

 Yes ☐ No ☐ Fainting or seizure during or after physical activity

 Yes ☐ No ☐ Near fainting or Brownouts

 Yes ☐ No ☐ Seizures and/or epilepsy

 Yes ☐ No ☐ Wears glasses

 Yes ☐ No ☐ Are lenses shatterproof

 Yes ☐ No ☐ Wears contact lenses

 Yes ☐ No ☐ Wears dental appliance

 Yes ☐ No ☐ Hearing problem

 Yes ☐ No ☐ Asthma

 Yes ☐ No ☐ Trouble breathing during exercise

 Yes ☐ No ☐ Heart Condition

 Yes ☐ No ☐ Palpitations or Racing Heart

 Yes ☐ No ☐ Family history of heart disease

 Yes ☐ No ☐ Family history of unexpected death during physical activity

 Yes ☐ No ☐ Family history of unexplained death of a young person

 Yes ☐ No ☐ Diabetes – Type 1 _____ Type 2 _____

 Yes ☐ No ☐ Wears medical information bracelet/necklace For what purpose? _____

 Yes ☐ No ☐ Health problem that would interfere with participation on a hockey team

 Yes ☐ No ☐ Has had an illness that lasted more than a week and required medical attention in the past year

 Yes ☐ No ☐ Has had injuries requiring medical attention in the past year

 Yes ☐ No ☐ Been admitted to hospital in the last year

 Yes ☐ No ☐ Surgery in the last year

 Yes ☐ No ☐ Presently injured Injured body part: _____

 Yes ☐ No ☐ Vaccinations up to date Date of last Tetanus Shot: _____

 Yes ☐ No ☐ Hepatitis B vaccination

Please give details if you answered "Yes" to any of the above. (Use separate sheet if necessary)

Medications: _____

Recent injuries: _____

Allergies: _____

Any information not covered above: _____

Medical conditions: _____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician 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 Player: _____

Date: _____

Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

ANNEX 6: Injury report (2 pages)



HOCKEY CANADA INJURY REPORT



See reverse for mailing address.

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE.

DATE OF INJURY: ____/____/____
Mo. Day Yr.

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ____/____/____ Gender: ☐ M ☐ F
Mo. Day Yr.

Address: _____

City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____

Parent / Guardian: _____ Email Address: _____

AGE DIVISION

☐ Under-7 ☐ Under-9 ☐ Under-11 ☐ Under-13 ☐ Adult Rec
☐ Under-15 ☐ Under-18 ☐ Under-21 ☐ Junior ☐ Senior

CATEGORY

☐ AAA ☐ A ☐ BB ☐ CC ☐ DD ☐ House ☐ Minor Junior
☐ AA ☐ B ☐ C ☐ D ☐ E ☐ Major Junior ☐ Other _____

BODY PART INJURED

Arm:		Leg:		Head:	Trunk:	Back:
Left	Right	Left	Right			
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shin	<input type="checkbox"/> Shin	<input type="checkbox"/> Eye Area	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Neck
<input type="checkbox"/> Upper arm	<input type="checkbox"/> Upper arm	<input type="checkbox"/> Knee	<input type="checkbox"/> Knee	<input type="checkbox"/> Face	<input type="checkbox"/> Chest	<input type="checkbox"/> Lower
<input type="checkbox"/> Collarbone	<input type="checkbox"/> Collarbone	<input type="checkbox"/> Toe	<input type="checkbox"/> Toe	<input type="checkbox"/> Throat	<input type="checkbox"/> Ribs	<input type="checkbox"/> Upper
<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow	<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh	<input type="checkbox"/> Skull	Pelvis:	
<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Foot	<input type="checkbox"/> Foot	<input type="checkbox"/> Dental	<input type="checkbox"/> Hip	<input type="checkbox"/> Groin
<input type="checkbox"/> Forearm/Wrist	<input type="checkbox"/> Forearm/Wrist			Other:		

NATURE OF CONDITION

☐ Concussion ☐ Laceration ☐ Fracture
☐ Sprain ☐ Strain ☐ Contusion
☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE

☐ On-Site Care Only ☐ Refused Care

Sent to Hospital by: ☐ Ambulance ☐ Car

INJURY CONDITIONS

Name of arena/location: _____

☐ Exhibition/Regular Season ☐ Period #2
☐ Playoffs/Tournament ☐ Period #3
☐ Practice ☐ Overtime: _____
☐ Try-outs ☐ Dry Land Training
☐ Other ☐ Gradual Onset
☐ Warm-up ☐ Other Sport
☐ Period #1 ☐ Other: _____

CAUSE OF INJURY

☐ Hit by Puck
☐ Collision with Boards
☐ Non-Contact Injury
☐ Hit by Stick
☐ Collision on Open Ice
☐ Collision with Opponent
☐ Fall on Ice
☐ Checked from Behind
☐ Collision with Net
☐ Fight
☐ Blindsiding

Was the injured player in the correct league and level for their age group?
☐ Yes ☐ No

Was this a sanctioned Hockey Canada activity?
☐ Yes ☐ No

LOCATION

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from Boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other: _____

WEARING WHEN INJURED

☐ Full Face Mask
☐ Helmet/No Face Shield
☐ No Helmet/No Face Shield
☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor
☐ Throat Protector
☐ Short Gloves
☐ Long Gloves

ADDITIONAL INFORMATION

Has the player sustained this injury before? ☐ Yes ☐ No

If "Yes" how long ago? _____

Was a penalty called as a result of the incident? ☐ Yes ☐ No

Estimated absence from hockey?
☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW INCIDENT HAPPENED

(Attached additional page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____
(Parent/Guardian if under 18 years of age)

Date: _____

TEAM INFORMATION

(To be completed by a Team Official)

Association: _____

Team Name: _____

Team Official (Print): _____

Team Official Position: _____

Signature: _____

Date: _____

HEALTH INSURANCE INFORMATION

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation: ☐ Employed Full-time ☐ Employed Part-time
☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

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 EXPLANATIONS OF BENEFITS.)

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

MEMBER
APPROVAL



HOCKEY CANADA INJURY REPORT



Participant's name: _____

PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic: _____ Address: _____

Nature of Injury: _____

Date of First Attendance: _____

Claimant will be totally disabled: _____

From: _____ To: _____

Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Give the details of injury (degree): _____

Prognosis for recovery: _____

Did any disease or previous injury contribute to the current injury?

☐ No ☐ Yes (describe): _____

Was the claimant hospitalized? ☐ No ☐ Yes

(give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant: _____

I certify that the above information is correct and to the best of my knowledge,

Signed: _____ Date: _____

DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO. _____

Patient

Last name _____ Given name _____

Address _____

City / Town _____ Province _____ Postal Code _____

Dentist

Phone No _____

I hereby assign my benefits payable from this claim directly to the named dentist and authorize payment directly to him / her

SIGNATURE OF SUBSCRIBER _____

For dentist use only - for additional information, diagnosis, procedures or special consideration.

DUPLICATE FORM ☐

I understand that the fees listed in this claim may not be covered by or may exceed my plan benefits. I understand that I am financially responsible to my dentist for the entire treatment. I acknowledge that the total fee of \$ _____ is accurate and has been charged to me for the services rendered.

I authorize release of the information contained in this claim form to my insuring company/plan administrator.

SIGNATURE OF (PATIENT/GUARDIAN) _____

OFFICE VERIFICATION _____

DATE OF SERVICE MO. / DAY / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

This is an accurate statement of services performed and the total fee due and payable & oe.

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

TOTAL FEE SUBMITTED _____

Mail completed form to:

HOCKEY QUEBEC
MAISON DU LOISIR ET DU SPORT
4E ÉTAGE 7665, BOUL. LACORDAIRE
ST-LÉONARD, QC H1S 2A7

TEL: 514-252-3079
FAX: 514-252-3158
HOCKEY.QC.CA
ASSURANCES@HOCKEY.QC.CA

ANNEX 7: Concussion protocol

For all concussion protocol and Hockey Canada guidelines, visit:

<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/concussions/concussion-toolbox>

Hockey Canada Concussion Card

CONCUSSION EDUCATION AND AWARENESS PROGRAM

Concussion in Sport

All players who are suspected of having a concussion must be seen by a physician as soon as possible. A concussion is a brain injury.

A concussion most often occurs without loss of consciousness. However, a concussion may involve loss of consciousness.

How Concussions Happen

Any impact to the head, face or neck or a blow to the body which causes a sudden jolting of the head and results in the brain moving inside the skull may cause a concussion.

Common Symptoms and Signs of a Concussion

Symptoms and signs may have a delayed onset (may be worse later that day or even the next morning), so players should continue to be observed even after the initial symptoms and signs have returned to normal.

*A player may show any one or more of these symptoms or signs.

Symptoms

- Headache
- Dizziness
- Feeling dazed
- Seeing stars
- Sensitivity to light
- Ringing in ears
- Tiredness
- Nausea, vomiting
- Irritability
- Confusion, disorientation

Signs

- Poor balance or coordination
- Slow or slurred speech
- Poor concentration
- Delayed responses to questions
- Vacant stare
- Decreased playing ability
- Unusual emotions, personality change, and inappropriate behaviour
- Sleep disturbance

For a complete list of symptoms and signs, visit parachute.ca/concussion

RED FLAGS – If any of the following are observed or complaints reported following an injury, the player should be removed from play safely and immediately and your Emergency Action Plan initiated. Immediate assessment by a physician is required.

- Neck pain or tenderness
- Vomiting
- Severe or increasing headache
- Loss of consciousness
- Deteriorating conscious state
- Increasingly restless, agitated or combative
- Double vision
- Weakness or tingling/burning in arms or legs
- Seizure or convulsion

Concussion – Key Steps

- Recognize and remove the player from the current game or practice.
- Do not leave the player alone, monitor symptoms and signs.
- Do not administer medication.
- Inform the coach, parent or guardian about the injury.
- The player should be evaluated by a medical doctor as soon as possible.
- The player must not return to play in that game or practice, and must follow the 6-step return to play strategy and receive medical clearance by a physician.

6-Step Return to Play

The return to play strategy is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

IMPORTANT – CONSULT WITH THE TREATING PHYSICIAN ON RETURN TO LEARN PROTOCOLS. PLAYERS SHOULD HAVE THE ABILITY TO RETURN TO SCHOOL FULL TIME PRIOR TO PROCEEDING THROUGH STEPS 5 AND 6 OF THE RETURN TO PLAY STRATEGY.

IMPORTANT – FOLLOWING A CONCUSSION AND PRIOR TO STEP 1 A BRIEF PERIOD OF PHYSICAL AND MENTAL REST IS RECOMMENDED.

- STEP 1** Light activities of daily living which do not aggravate symptoms or make symptoms worse. Once tolerating step 1 without symptoms and signs, proceed to step 2 as directed by your physician.
- STEP 2** Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.
- STEP 3** Sport specific activities and training (e.g. skating).
- STEP 4** Drills without body contact. May add light resistance training and progress to heavier weights.
- The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. **Go to step 5 after medical clearance** (reassessment and written note).
- STEP 5** Begin drills with body contact.
- STEP 6** Game play. (The earliest a concussed athlete should return to play is one week.)

Note: Players should proceed through the return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day (but could last longer depending on the player and the situation). If symptoms or signs return, the player should return to step 2 and be re-evaluated by a physician.

IMPORTANT – Young players and some adults will require a more conservative treatment. Return to play guidelines should be guided by the treating physician.

Prevention Tips

Players

- Make sure your helmet fits snugly and that the strap is fastened
- Get a custom fitted mouthguard
- Respect other players
- No hits to the head
- No hits from behind
- Strong skill development

Coach/Trainer/Safety Person/Referee

- Eliminate all checks to the head
- Eliminate all hits from behind
- Recognize symptoms and signs of concussion
- Inform and educate players about the risks of concussion



Education Tips
HOCKEY CANADA CONCUSSION RESOURCES
hockeycanada.ca/concussion

PARACHUTE CANADA
parachute.ca/concussion
Revised August 2021. Item #55711

ANNEX 8: Emergency action plan (2 pages)



SAFETY REQUIRES TEAMWORK AN EMERGENCY ACTION PLAN FOR HOCKEY



The coach, manager and safety person should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

Equipment Locations

Please locate and identify area on map:

Legend

Phone P
Exits E
First aid... FA
AED. AED



Arena Information

Arena/Facility Name: _____

Address: _____

Telephone Number: _____

Emergency Telephone Numbers

Emergency: _____

Ambulance: _____

Fire Dept: _____

Hospital: _____

Police: _____

General: _____

Roles

Safety Person / Charge Person

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player.
- Do not move the athlete.
- Assess injury status of player, decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your pre-determined signal to your call person, control person and your pre-determined first aid/medical person.

Call Person

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the area of the facility.
- Has a diagram displaying specific directions and best route to the arena facility.

Control Person

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured player if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teammates, other participants and spectators are not in the way of the charge person.
- Advise opponents, on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured player.

IMPORTANT REMINDERS

The game official continues to assume the role of being in charge of the overall environment.

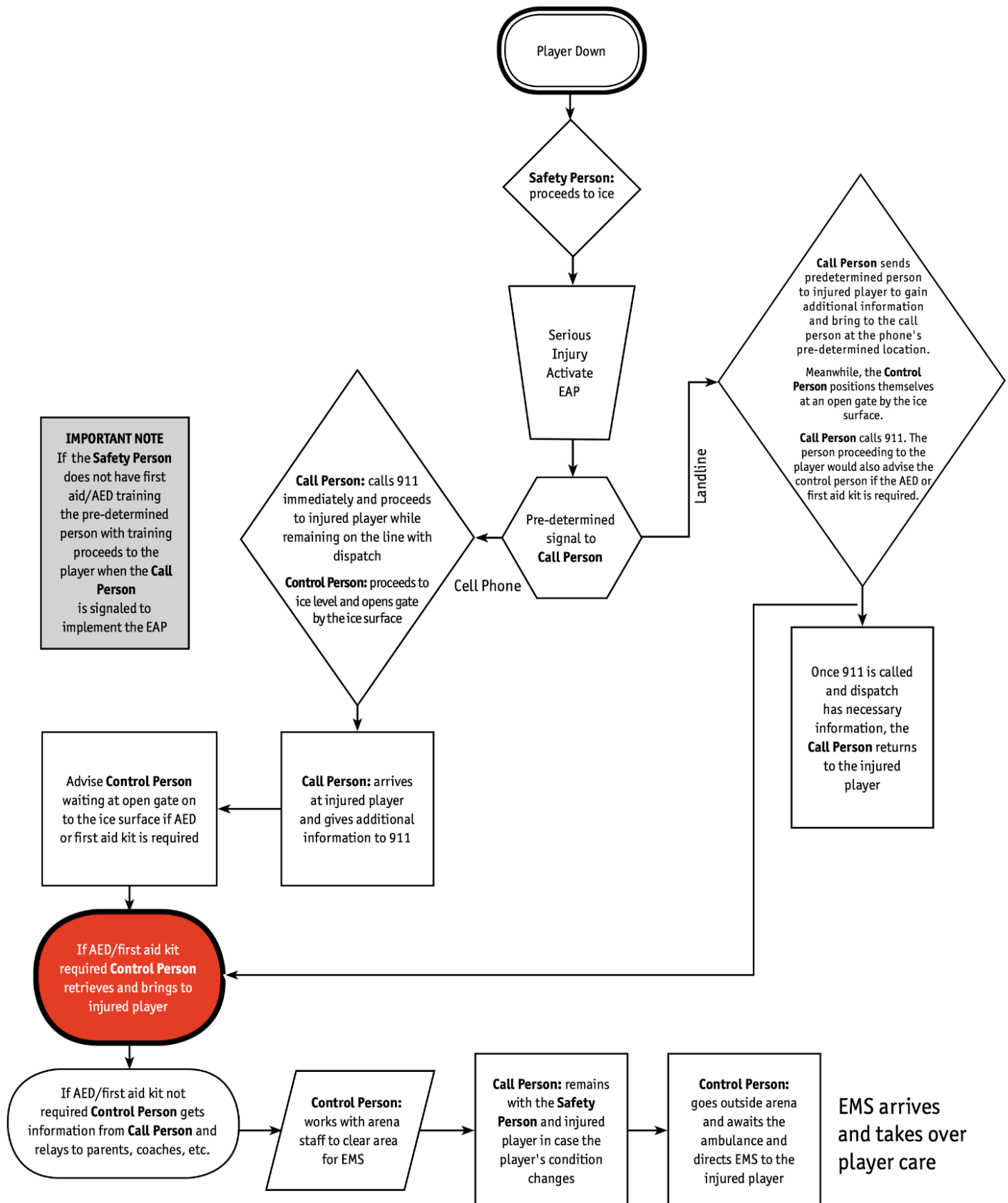
It is important for officials to note that if the safety person makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

Once the ambulance is called, the officials should send both teams to their dressing rooms.

See flow chart on reverse



Emergency Action Plan Flow Chart



ANNEX 9: First aid kit

Hockey Quebec Administrative Regulations. 7.7.9.:

During any hockey activity, all teams must have a First Aid Kit at the players' bench.

NOTE: HWI U7 teams will receive a First Aid Kit to use throughout the season. Any items that need to be replaced at the end of the season should be noted.

File available at: <https://tinyurl.com/kssmtwuy>



LIST OF ITEMS FIRST AID KIT

HQ-DOC-15

Each team must have a First Aid kit. As a minimum, such kit should include the following elements:

Novice through Pee Wee:

- 1 kit,
- 1 roll of athletic bandage,
- 2 triangular bandages,
- 1 bag of sterile cotton swabs,
- 1 box of Band Aids for finger tips,
- 1 box of plasters,
- 10 sterile compresses,
- 10 4 in x 4 in gauzes,
- 4 sealable plastic bags,
- 1 pair of scissors,
- 5 pairs of protective gloves,
- 1 hand sanitizer,
- 1 note pad and ball point,
- 1 pocket-carried mask,
- 1 small blanket (in case the player must remain on the ice for some time).

Access to ice for soft tissue injuries.

Bantam and higher:

- 1 kit,
- 1 roll of pre-tape
- 4 rolls of athletic bandage,
- 4 Tensor bandages,
- 2 triangular bandages,
- 1 bag of sterile cotton swabs,
- 1 box of Band Aids for finger tips,
- 2 boxes of plasters,
- 1 box of plasters for joints,
- 10 sterile compresses,
- 10 4 in x 4 in gauzes,
- 1 roll of extensible gauze,
- 1 container of petroleum gel (such as Vaseline),
- 10 sealable plastic bags,
- 1 pair of scissors,
- 10 pairs of protective gloves,
- 1 hand sanitizer,
- 1 note pad and ball point,
- 1 pocket-carried mask,
- 1 small blanket (in case the player must remain on the ice for some time).

Access to ice for injuries to soft tissues.

You must not forget to replace used items as soon as they have been used in order that they are all available when necessary.

Tournaments

It is the manager's responsibility to register their team for tournaments.

- U11 to Junior the maximum number of tournaments is **3** during the regular season (Before March 3). The HWI tournament is considered outside of the regular season.
- U9 the maximum number of tournaments is **3 in total**.

ALL HWI U9, U11, and U13 teams must register for the HWI "NAP" tournament taking place from March 27 to April 7, 2024. Use the Google Form on the tournament registration page and pay as soon as possible from your team budget. The price for our own teams will be \$775, BUT each HWI team that gives a total of four adult volunteer hours during the tournament (not including coaches and managers) will receive \$100 back.

Available tournaments can be found on the Hockey Québec Website

(<http://www.hockey.qc.ca/fr/tournois.html>)

The manager should prepare a tournament binder. This binder will be given to the tournament organizers at the start of the tournament and will be returned at the end.

The tournament binder must include all information required by Hockey Québec.

This includes:

- A copy of the team's regular season schedule (available from Spordle);
- Game sheet copies for the team's last five (5) games (regular season, tournaments and playoffs apply);
- Official T-112 (team roster as provided by the HWI Registrar) ***Quebec tournaments no longer require the T112 to be signed, verify this rule if you're in an out-of-province tournament.
- Any additional information or items as required by the individual tournament.

If a team would like to participate in a tournament outside Québec, a travel permit must be obtained from Hockey Québec through the HWI registrar. **Some US-owned tournaments such as CAN/AM also require a travel permit.**

For away tournaments, the manager can book a block of hotel rooms at a hotel close to the tournament site (ask for a hockey tournament discount). The team manager can also inquire about booking a conference room for team activities or team meals.

The manager should advise parents of the team's game schedule for each tournament, as well as provide directions to the arenas. Players should account for travel delays and aim to arrive a minimum of 60 minutes before each tournament game.

The communication protocol for a regular season game or practice that needs to be postponed because of a tournament is as follows:

- The team manager informs the association's ice scheduler (Butch) of their prospective tournaments **AS SOON AS POSSIBLE**: scheduler.wsi@outlook.com
- It is the association's ice scheduler who will postpone any game(s) and advise the manager of the new date.
- The manager then informs the coaches and parents and updates TeamSnap.

ANNEX 10: Tournament comparison

Tournament Comparison Chart

Key Information	Tournament 1	Tournament 2	Tournament 3	Tournament 4	Tournament 5	Tournament 6
Location						
Dates						
Number Games Guaranteed						
Contact						
Email contact						
Fees						
Application Due Date						
Tournament Type						
Administrative Region						
General info - (ex. week day game times)						
Availability						
URL						

ANNEX 11: Penalty codes (2 pages)



PENALTY CODIFICATION - 2023-2024 SEASON

PENALTY CODIFICATION			
CODES	SIGNIFICATION	TIME	FRANC-JEU
A	MINOR penalties or BENCH MINOR penalties	2 minutes	2 minutes
B	MAJOR penalties	5 minutes	5 minutes
C	MISCONDUCT penalties	10 minutes	10 minutes
D	GAME MISCONDUCT penalties or GROSS MISCONDUCT penalties	(Ejection)	10 minutes
E	MATCH penalties	(Ejection)	10 minutes
F	PENALTY SHOT	-	-
/S	Penalty after the whistle (ex. : A47/S)	-	-
/G	Penalty on the goaltender (ex. : A22/G)	-	-
/NP	Penalty on the player without the puck (codes 50, 51, 52, 53)	-	-

Group 1 FIGHTING FOULS			
N°	INFRACTIONS	ARTICLES	CODES
1	Aggressor (must be paired with code 2 or 3 - Fighting)	7.11	A1
2	Fighting	7.10	B2 + D2
3	Fighting (only 1 player involved)	7.10	B3 + D3 + A4
4	Instigator (must be paired with codes 2 or 3 - Fighting)	7.11	A4
5	Remaining at the site of a fight	7.10	C5
6	Second or subsequent fight during the same stoppage of play (may or may not be paired with codes 2 or 3 - Fighting)	7.10	D6
7	Third or subsequent player entering a fight (may or may not be paired with codes 2 or 3 - Fighting)	7.10	D7
8	First player to leave a bench during a fight or for the purpose of undertaking a fight (may or may not be paired with codes 2 or 3 - Fighting)	10.4	A8 + A8 + D8
9	Goalkeeper who leaves the goal crease during a fight	7.10	A9
10	Grabbing opponent's hair, facial protector, helmet or chin strap without gaining advantage to inflict punishment or injury (Collegial D1, junior AAA and senior)	7.1	A10 or B10 + D10
11	Grabbing opponent's hair, facial protector, helmet or chin strap and gaining advantage to inflict punishment or injury	7.1	E11 + B11
12	Use of the facial protector as a weapon	7.1	E12 + B12
13	Use of rings, tape or other material on the hands to injure an opponent	7.10	E13 + B13
14	Player deliberately removes his helmet to fight or to challenge an opponent to fight	10.6	D14
15	Player not wearing a jersey tie-down during a fight (Collegial D1, junior AAA and senior)	3.9	A15

Group 2 STICK FOULS			
4.2 e	Any player incurring a total of three Group 2 penalties during the same game shall be ejected from the game.		
N°	INFRACTIONS	ARTICLES	CODES
22	Slashing	9.3	A22 or B22 + D22 or E22 + B22
23	Spearing	9.4	A23 + A23 or A23 + A23 + D23 or E23 + B23
24	Butt-ending	9.1	A24 + A24 or A24 + A24 + D24 or E24 + B24
25	Cross checking	9.2	A25 or B25 + D25 or E25 + B25
26	High sticking (Collegial, Junior & Senior)	9.5	A26 or A26 + A26

Group 3 PHYSICAL FOULS			
6.5 c	Any player incurring a total of three head contact (minor or double minor) penalties during the same game shall be ejected from the game		
N°	INFRACTIONS	ARTICLES	CODES
31	Charging	7.4	A31 or B31 + D31 or E31 + B31
32	Attempt to injure	7.1	E32 + B32
34	Elbowing (PARAHOCKEY ONLY)		A34 or B34+D34 or E34
35	Kneeing	7.8	A35+A35 or B35 + D35 or E35 + B35
36	Kicking	7.1	E36 + B36
37	Head butting	7.1	A37 + A37 ou A37 + A37 + D37 or E37 + B37
39	Illegal body checking	7.3/7.5.3 b)	A39 or A39+D39 or B39 + D39 or E39 + B39
40	Checking from behind	7.5	A40 + D40 or B40 + D40 or E40 + B40
41	Teeing (PARAHOCKEY ONLY)		A41 or B41+D41 or E41+B41
44	Boarding	7.2	A44 or B44 + D44 or E44 + B44
47	Roughing	7.9	A47 or B47 + D47
48	Head contact	7.6	A48 or A48 + A48 or B48 + D48 or E48 + B48
	Checking to the head (Collegial, Junior & Senior)	7.7/9.5	A48 + C48 or B48 + D48 or E48 + B48



PENALTY CODIFICATION - 2023-2024 SEASON

Group 4 RESTRAINING FOULS			
Nº	INFRACTIONS	ARTICLES	CODES
50	Holding	8.1	A50 or B50 + D50
51	Holding the stick	8.1	A51
52	Hooking	8.2	A52 or B52 + D52
53	Tripping	8.4	A53 or B53 + D53 or F53
54	Slew-footing	8.8	A54 + A54 or E54 + B54
55	Clipping	8.8	A55 or B55 + D55 or E55 + B55
56	Interference	8.3	A56 or B56 + D56 or E56 + B56 or F56
57	Interference from the bench	8.4	A57 or A57 + D57 or E57 + B57 or F57
58	Interference with the goaltender	8.5	A58 or B58 + D58 or E58 + B58

Group 5 BEHAVIOR FOULS			
Nº	INFRACTIONS	ARTICLES	CODES
61	Verbal abuse of an official, unsportsmanlike conduct, misconduct	11.1	A61 or C61 or D61
	Diving and Embellishment	10.3	A61
62	Engaging in verbal taunts, insults or intimidation based on discriminatory remarks	11.4	D62
63	Team manifestation of unsportsmanlike conduct	7.3.3	A63 or D63 for repeat offense
64	Instigator of a gathering during the handshake procedure (may or may not be paired with any other code)	7.2.8	D64
66	Gross misconduct for making a travesty of the game	4.9	D66
67	Discrimination - Allegations	11.4	67
70	Disrespectful, Abusive and Harassing Behaviour	11.2	A70 or C70 or D70
72	Not proceeding immediately to the penalty box	11.1	C72
76	Accidental physical force towards an official during a gathering	11.5	D76
77	Threatening or attempting to strike an official	11.5 (i) (ii)	E77 + B77
78	Physical aggression of an official	11.5 (iii)(iv)	E78 + B78
79	Spitting	11.3	E79 + B79

Group 6 OTHER FOULS			
Nº	INFRACTIONS	ARTICLES	CODES
80	Too many players on the ice	10.7	A80 or F80
81	Playing with more than one stick, a broken, illegal or illegally obtained stick	3.3	A81
82	Unsustained request for equipment measurement	3.1	A82
83	Refusing to have equipment measured	10.6	A83 + C83
84	Participating in the play without the proper protective equipment	3.6	A84 or C84 ou F84
85	Wearing non-certified or dangerous equipment	3.7	A85
86	Wearing equipment in a non-regulatory fashion	10.6	C86
87	Bench minor penalty or team penalty	4.3	A87
88	Second misconduct penalty	4.7	D88
89	Kick shot	10.5	A89 or B89 + D89
90	Leaving the player's bench or penalty box (may or may not be paired with code 8)	10.4	A90 or F90
91	Throwing his stick or other object	10.5	A91 or C91 or F91
92	Delaying the game	10.1	A92 or F92
93	Deliberately dislodging the goal from its position	10.1	A93 or F93
95	Illegal face-off	6.2	A95
96	Closing the hand on or freezing the puck	10.2	A96 or F96
97	Refusing to start play or refusing to leave the player's bench or the ice	10.8	B97 + D97 or B97 + D97 + F97
98	Leaving the bench at the end of a period and/or the game	10.4	A98 or D98
99	Miscellaneous (explain)	-	A - B - C - D - E or F99

Red Code = Team Official

FRANC-JEU POINTS				
DIVISION	PENALTY MINUTES	POINTS	PENALTY MINUTES	POINTS
U9	8 minutes or less	1	9 minutes or more	0
U11	10 minutes or less	1	11 minutes or more	0
U13	12 minutes or less	1	13 minutes or more	0
U15	16 minutes or less	1	17 minutes or more	0
U18	20 minutes or less	1	21 minutes or more	0
Junior	22 minutes or less	1	23 minutes or more	0

A team will automatically lose its *Franc-Jeu* point if any one of the team's officials receives one of the following codes: D61, D62, D66, D70, E77 + B77 or E78 + B78.

Prerequisites for ALL team volunteers (coaches, managers, parent volunteers)

1. All Hockey West Island team officials (coaches, managers and HC safety persons) must complete the online course Respect in Sport . Respect in Sport is an online training course designed as a tool to assist coaches and team staff in identifying and dealing with abuse, neglect, harassment, and bullying in sports.
[Please click here](#) to login and to complete the program. Once completed, fill in the Certification Refund Form on this page to be reimbursed by HWI.
2. All coaches, managers, and team volunteers (parents) MUST have undergone police screening through Dorval or Pointe-Claire. It is easiest at Pointe-Claire. Bring 2 pieces of government ID to the front desk at Bob Birnie and fill in the form with the office attendant. A paper receipt will be given and a copy of this must be emailed to the HWI Registrar at registrar.hwi@gmail.com. Once a police screening check is on file with Hockey West Island, it is considered current for 3 years.
3. Coaching certification:
 Visit chapter 3 of the Hockey Quebec Administrative Regulations which outlines the courses you will need to take as well as other rules. Verification of a coach's qualifications will be done through Hockey Canada's registration system (HCR). New in 2023: All coaches must be certified by November 15th of the year that they are coaching. U7 & U9 coaches have until December 15.
4. Health and Safety Attendant:
 HQ: 3.6. B. Teams must have at least one Health and Safety attendant on their staff. The person with the Health and Safety Attendant (PSSA) qualification must necessarily be part of the staff behind the bench with the team during a game.
5. Minimum requirements: Everyone (coaches, assistant coaches, managers, convenors, execs, and parent volunteers) who are involved within a minor hockey organization must register each season through the HCR system. This ensures that members are covered by Hockey Canada Insurance and they acknowledge having consented to the ethical codes and waivers. Specific registration fees have been created for staff on the HWI's platform in HCR. The registration cost is marked as \$0.
 LINK: [Volunteer registration on HCR](#) ----> 2023-2024 SEASON ----> Volunteer / Coach

HWI will reimburse volunteers for any required training or courses. Please fill in the reimbursement form on the Coach or Manager page of the HWI website.

Safety in Numbers

Rule of Two



The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.

The Rule of Two is a leading practice to ensure a safe sport environment for all.

INTERACTIONS



- Two trained and screened coaches
- One participant



- One trained coach
- One screened adult
- One participant



- One coach
- Two participants



- One coach
- One participant

How the Rule of Two works



Work as a team. A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.



Remain open to the public. Have a training environment that ensures all situations are open, observable and justifiable.



Plan transportation. Have two adults present when traveling with a participant(s), and refer to your club travel policy.



Be sensible. Be considerate of the gender of the participant(s) when selecting coaches or volunteers.



Transparent communication. Ensure that all communications are sent to a group and/or include parents/guardians, without one-to-one messaging.

The Rule of Two in virtual settings

In addition to the recommended guidelines, virtual training sessions also entail the following:



Parental awareness. Obtain consent for virtual sessions, plus inform parents of activities that will occur.



Record each session and they should be in a professional setting (not a bedroom).



Weekly debriefing. Encourage regular check-ins with parents, coaches, and participants about the virtual training.

Whether you are a coach, participant, parent, or volunteer,
we are all on the same team to make sport safe and fun for everyone.



Keep Sport Safe, Smart and Secure

For more information, visit
coach.ca/RCM



Rule of two (2) at the arena

The rule of two (2) is a precious tool that coaches and/or bench personnel must use in the context of a meeting with a player at the arena. The purpose of this rule is to protect both the players and the coaches and/or bench personnel against potentially vulnerable situations by ensuring that more than one adult is present at the meeting at the arena.

A coach and/or bench personnel who wishes to meet a player at the arena must follow the following procedure:

- The rule of two (2) always requires that at least two (2) coaches and/or bench personnel be present during a meeting with all players especially with minor players, when the situation may result in potential vulnerability.
- This means that any face-to-face meeting between a person in authority (coach and/or bench personnel) and a minor player must be held in such a way that the second (2nd) person in authority can hear and see the discussion, except in the case of medical emergencies.
- One of the persons in authority (coach and/or bench personnel) must also be of the same sex as the minor player.

In circumstances where the second person (coach and/or bench personnel) in authority is not available, a second person, volunteer, parent or adult whose verification of criminal record has been conducted may be present.

These definitions are amended from Hockey Canada's BY-LAWS, REGULATIONS AND HISTORY EFFECTIVE, amended November 2022, section A. Definitions.

The full document can be found on the Hockey Canada website at:

<https://cdn.hockeycanada.ca/hockey-canada/Corporate/About/Downloads/2022-23-bylaws-e.pdf>

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:

DEFINITIONS

1. "Affiliate Player" ("AP") – refers to a Player who is eligible to participate with a higher Division/Category Team through the affiliation process described in the Hockey Quebec regulations (6.5.2)
2. "Affiliate Team" – refers to the Team to which a Player Affiliates.
3. "Division" - means the classes of hockey
4. "Exhibition Game" - a game which is not part of the regular Season, Tournament, or playoff schedule.
5. "Goaltender(s)" - a Player who is identified by the use of special and legal equipment and has privileges to prevent the puck from entering the net.
6. "Hazing" - is an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s).
7. "Hockey Canada Registry" (HCR) – refers to the electronic registration system used by Hockey Canada and its Members to place Registered Participants on a Roster with the information required in Regulation D.9.
8. "Import(s)" - designates the status assigned to a Player who has obtained a transfer from one Hockey Canada Member to another or from a foreign Ice Hockey Federation to Hockey Canada ("International transfer")
9. "Minor Hockey Association" (MHA) -an organization operated and controlled by a duly elected executive or board of directors, the members of which shall include a President, Secretary and signing officers.
10. "Parent" – means an individual who has legal custody of a child either through biology or court order (eg. adoption, legal guardianship, or a custodial order).
11. "Player(s)" - the Registered Participants of a Team other than Team Officials. Except where special rules apply to him, the Goaltender is to be considered a Player.
12. "Registered Participant" - has the meaning assigned in By-Law 14.1.
13. "Release" - means the discharge of a Player from a Team Roster or MHA registration.
14. "Team Official(s)" - means all or any of the persons involved in the management of a Team, and includes: the Coach; manager; safety person
15. "Tournament" - a schedule of non-league games played among three (3) or more Teams, which follows an interlocking schedule and leads to an eventual winner.

Dates to remember

July - August

- Player registration

September

- Player evaluations and team formation
- Plan the team's year and budget with team coaches
- First meeting with parents
- Start of coaching courses
- Start of Health and Safety courses
- Pick up game jerseys and socks

October

- Send in Player Roster & Bench Staff Roster Forms
- Choose and register for tournaments
- Start of season games (except U7 & U9)
- Send T-112 form to division convenor

November

- Registration of affiliated players
- 15 November - Deadline for U11-U25 bench staff to provide proof of accreditation or complete their coaching courses.

December

- 1 December Deadline for AA and BB teams to register affiliated players
- 2 December Start of U9 season
- 15 December - Deadline for U7 & U9 bench staff to provide proof of accreditation or complete their coaching courses.

January

- 10 January deadline for releasing a player
- 15 January deadline for signing an affiliated player

February

- February 10 deadline for signing and registering new players (release obtained on or before or before 10 January)
- 15 February deadline for returning all player lists to the regional registrar

April

- Return of jerseys

May

- HWI Annual General Meeting

Emails:

Registraire (Tracy Gibson): hwi-registrar@hockeywestisland.org

Ice Scheduler (Butch Kennedy): scheduler.wsi@outlook.com

Division Convenors: <https://www.hockeywestisland.org/contact/>

Equipment Manager (Mike Vallée): hwi-president@hockeywestisland.org

Internet sites:

Schedules: www.hockeywestisland.org/schedules/

CHL: www.chlhockey.ca

LSL: www.hockeylsl.ca

Hockey Québec: www.hockey.qc.ca

Hockey Canada: www.hockeycanada.ca

Hockey Quebec Tournaments: <https://www.hockey.qc.ca/fr/tournois.html>

Eastern Ontario Tournaments: <https://www.heominor.ca/tournaments>

Can/Am Tournaments: <https://www.canamhockey.com/tournaments>

Canadian Hockey Enterprises Tournaments: <https://www.chehockey.com/>

Je Porte Plainte: app.alias-solution.com/contact/en/ls41

Responsible Coaching Movement: coach.ca/sport-safety/responsible-coaching-movement

Team apparel:

The Industree: <https://theindustree.ca/search?page=1&q=HWI>

Affiliated Sports Group: <https://affiliated-sports.com/collections/hockey-west-island>

***Good luck to your team this year.
Make it memorable and have fun!***

