

2025-2026



SEASON GUIDE GUIDE DU SAISON

Prepared By:
Hockey West Island



hockeywestisland.org

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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.
- 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 year end.
- Collect and return all game jerseys, pucks, etc in good condition at the end of the season.

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, [see the conflict resolution policy and form](#)

FROM TIME TO TIME THERE MAY BE A MISUNDERSTANDING, A LACK OF COMMUNICATION,
OR A SERIOUS SITUATION THAT NEEDS TO BE ADDRESSED.

IT IS THE PRACTICE OF HOCKEY WEST ISLAND THAT CONCERNS AND QUESTIONS BE ADDRESSED AT THE CLOSEST LEVEL TO THE ISSUE.



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 team's formation. The team manager should be in place before the initial 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 contribute?
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 parents' 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-Senior 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, and all members acknowledged during registration that they would be responsible for team fees.** 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 \$300 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 to whom the fees are to be paid.
- 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 and **signed by each parent**. 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.
- **For 2025-2026. Teams may bank with their preferred institution. You will need to send the HWI registrar (hwi-registrar@hockeywestisland.org) an email with the TWO names who will be opening and responsible for the account. The two people can NOT be related. The registrar will then issue you a completed letter to bring to the bank.**
- 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 among the number of players, and the bank account is to be 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. **Again, You CANNOT use the words HWI or Hockey West Island in your bank account name. Hockey West Island is not 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, asthma, 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 2025-2026 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 (hwi-scheduler@hockeywestisland.org) 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.

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 2025-2026 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.
- **Name bars ARE allowed for the 2025-2026 season. Specific details will be given out with the 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.

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 THE 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.**
- **Children 18 and under must be supervised at all times.**

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. **Please make sure that players DO NOT SIT ON THE BOARDS WHEN THE ZAMBONI IS ON. The Zamboni driver may refuse to clean the ice and your game or practice will be CANCELLED.**
- It is mandatory that all coaches and helpers 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 conflicts, donations should always be made out to the individual team. HWI does not issue receipts as any team sponsorships are strictly between teams and the sponsor.



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 by email (hwj-scheduler@hockeywestisland.org) so that it can be entered 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.

They can all be found here: <https://www.hockey.gc.ca/fr/fichiers.html>

“Régie - Documentation” -----> Codes éthiques / Ethics Codes

Volunteering

All members signed and agreed to the text below when they registered for the 2025-2026 season. **Please go over this again during your team meeting).**

By registering my child, I understand that in addition to the registration fees, I will be required to pay a parental contribution to my child’s team budget. I also understand that by registering my child, I agree that my child will participate in tournaments, practices, games, and fundraising activities organized by my child’s team.

VOLUNTEERING:

- Running a community organization such as Hockey West Island is only made possible with the help of many volunteers. We invite you to become a 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.
- By registering my child, I understand that I will be encouraged to volunteer a minimum of two (2) hours with the association over the course of the season. While volunteering is not mandatory, HWI 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.



[SCORESHEETS.CA](https://scoresheets.ca) is used for ALL divisions' electronic game sheets.

- **SITE** <https://scoresheets.ca>
- **HOW TO LOG IN:**
 - The username is the email address used in the coach or manager's Spordle profile.
 - Password = the 4 digits of your year of birth.
 - Note – To be able to log in, the member must have already been added on their team's Roster. Coaches AND managers can access the site.
 - **If this doesn't work, please email scoresheets.ca directly at support@scoresheets.ca**
HWI is not able to give you access or correct the website as it is not under our control.
- **GAME DAY:**
All directions for game day rostering, adding affiliated players, crossing out absent players, suspended players, and more is in the scoresheets.ca USER GUIDE under the Documentation Tab in the menu. Please have a look.
USER GUIDE
If you are unable to access scoresheets.ca or need additional help, the email address is support@scoresheets.ca
The scoresheets.ca app/website is independent of HWI and we do not have access to it.
- **AFTER THE GAME:**
The home team no longer needs to input the scores after games; the game's scorekeeper handles it all online. However, checking that it's been input correctly is a good idea. If there is an issue, please email support@scoresheets.ca
- Watch the video! https://www.youtube.com/channel/UCsWV_JADGF_x36ZLdTbEI4g

TO SEE THE SEASON'S SCHEDULES/STANDINGS/SUSPENSIONS AND UPCOMING OR FINISHED GAME SHEETS:

Go to scoresheets.ca

Click on "Playoffs / League" in the top menu.

Pick "Ligue Hockey du Grand Montreal" (Junior and Senior) or "CHL" (U7 to U18) from the dropdown menu.

Then go to your division and level.

You can see the game sheets by clicking on the time frame you want.

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.
 - 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 Conflict Resolution Process page on the HWI website.

<https://www.hockeywestisland.org/conflict-resolution-policy-and-form/>

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.**

FROM TIME TO TIME THERE MAY BE A MISUNDERSTANDING, A LACK OF COMMUNICATION,
OR A SERIOUS SITUATION THAT NEEDS TO BE ADDRESSED.

IT IS THE PRACTICE OF HOCKEY WEST ISLAND THAT CONCERNS AND QUESTIONS BE ADDRESSED AT THE CLOSEST LEVEL TO THE ISSUE.



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

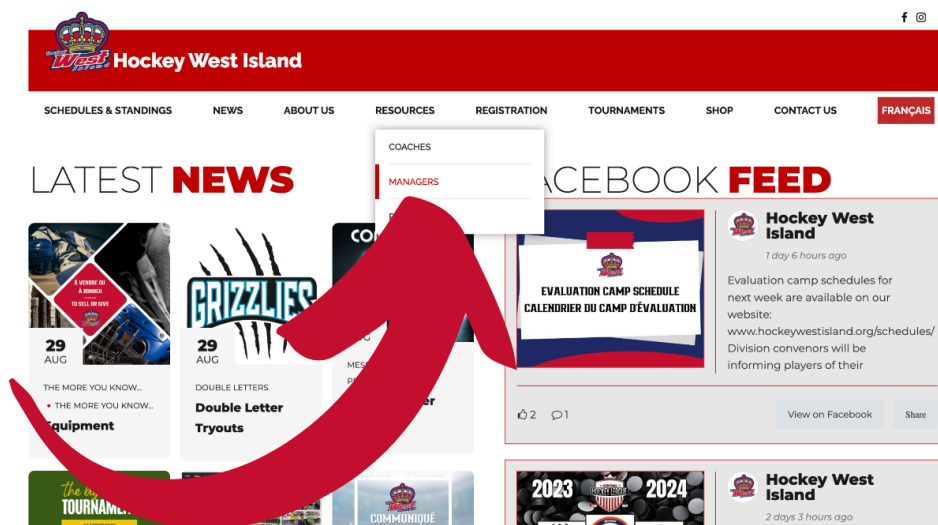
The team manager will: 1. Speak to affected parties to ensure they feel heard and the lines of communication are open 2. Understand the facts in the situation 3. Bring the parties together to present and clarify the facts of the situation 4. Come to an agreed-upon resolution 5. Follow up in writing with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

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.

OR, you can have each parent initial or sign the actual budget.

[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 (if known). Forward to the HWI registrar at hwi-register@hockeywestisland.com with a copy to your appropriate convenor, as soon as possible.

Please find the PDF to fill out on the Manager page of the HWI website.

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.

It is essential that ALL players complete the information below and that the team manager keeps it confidential and in a safe place.

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.



Members who are registered on a team roster are covered by insurance in case of injury, offered through the Hockey Canada program.

This coverage includes certain medical and dental expenses that are not reimbursed by their primary insurance, within the limits set out by the policy.

To open a claim, it is mandatory to complete and submit an injury report within 90 days following the accident.

All details, forms, and procedures are available on the Hockey Québec website, under the “Documentation / Insurance” section. OR, see the document on the next two pages. It is up to the MEMBER/PARENT to complete the form and submit it to Hockey Québec using the address on the form.

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			
☐ Shoulder	☐ Shoulder	☐ Shin	☐ Shin	☐ Eye Area	☐ Abdomen	☐ Neck
☐ Upper arm	☐ Upper arm	☐ Knee	☐ Knee	☐ Face	☐ Chest	☐ Lower
☐ Collarbone	☐ Collarbone	☐ Toe	☐ Toe	☐ Throat	☐ Ribs	☐ Upper
☐ Elbow	☐ Elbow	☐ Thigh	☐ Thigh	☐ Skull	Pelvis:	
☐ Hand/Finger	☐ Hand/Finger	☐ Foot	☐ Foot	☐ Dental	☐ Hip	☐ Groin
☐ Forearm/Wrist	☐ 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.

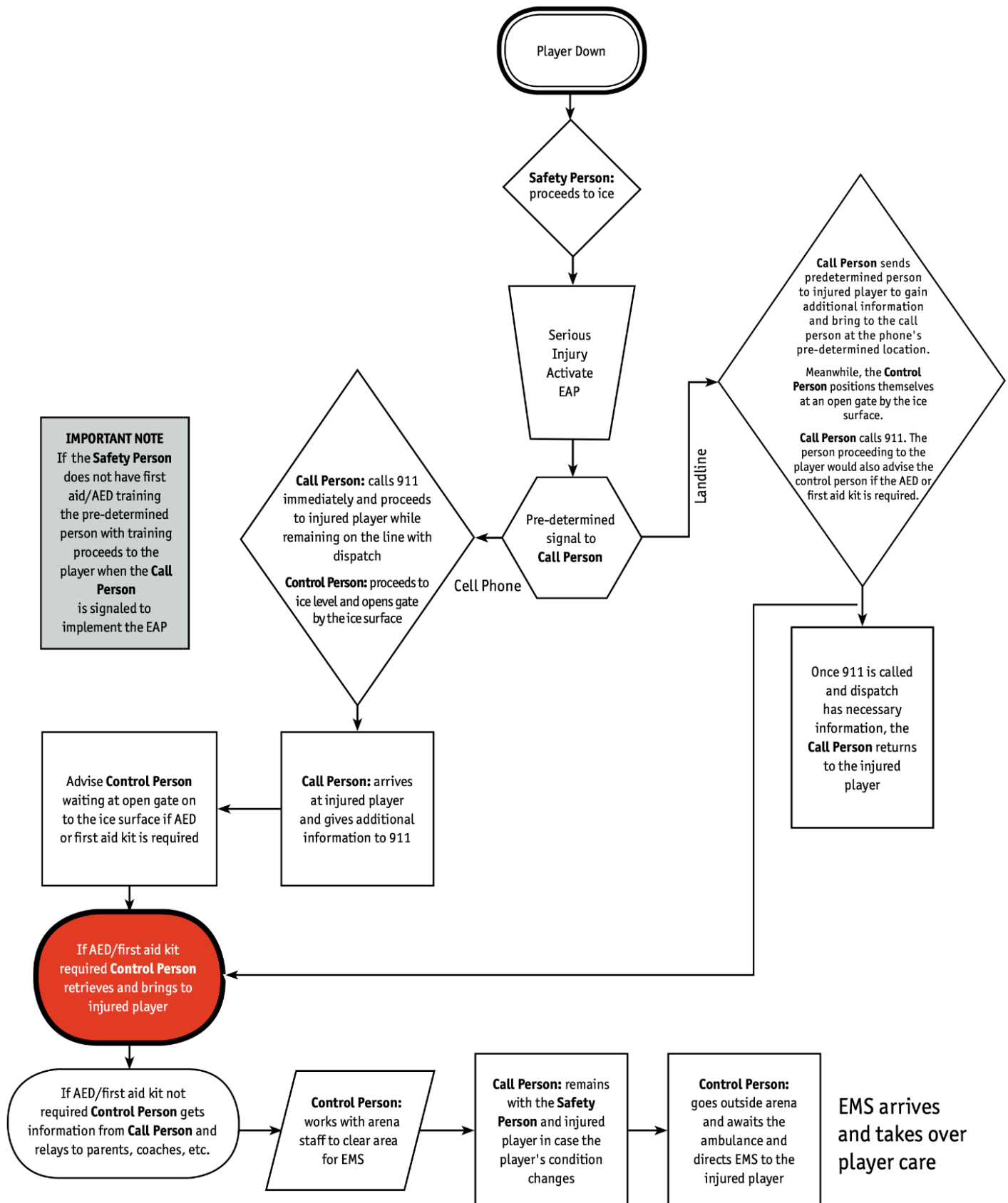
It is important for officials to note that if the safety person makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

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. For the 2025-2026 season, HWI will be supplying each team with a First Aid Kit. These must be returned at the end of 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.

CHL Rule 6.1.1 All teams are allowed 3 tournaments total.

You need to advise our ice scheduler once you register for all tournaments when you REGISTER and WHEN YOUR ARE CONFIRMED. hwi-scheduler@hockeywestisland.org

1. When sending the tournament information, all the information including the start to end dates, FULL name of the tournament, and city of the tournament especially if outside Quebec need to be included.
2. HOCKEY WEST ISLAND TOURNAMENT: U9, U11, U13. The 2026 HWI tournament will be divided into two sections - U11 and U13 in February, and U9 at the end of March.
HWI teams do NOT have to register for the HWI tournament. We leave the decision up to each team.

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 scoresheets.ca);
- 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 by players, 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. See the blank travel permit form on the Manager page. **Some US-owned tournaments such as CAN/AM also require a travel permit, EVEN if they take place within Quebec.**

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 HWI ice scheduler of their prospective tournaments **AS SOON AS POSSIBLE**:
- It is the association's ice scheduler who will postpone any game(s) and advise the manager of the new date. hwi-scheduler@hockeywestisland.org

- The manager then informs the coaches and parents and updates TeamSnap.
- During your tournament, please keep the HWI ice scheduler informed as to your progress and wins/losses.

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						

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 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.

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

October

- Pick up game jerseys and socks
- Send in Player Roster & Bench Staff Roster Forms to REGISTRAR (ASAP!)
- Choose and register for tournaments
- Start of season games (except U7 & U9)
- Send T-112 form to division convenor

November

- Registration of affiliated players

December

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

January

- 1 January Start of U9 season
- 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

Useful sites and contacts

Emails:

- Director/Registrar (Christine Latreille): hwi-registrar@hockeywestisland.org
- Ice Scheduler (TBD): hwi-scheduler@hockeywestisland.org
- Division Convenors: <https://www.hockeywestisland.org/contact/>
- Equipment Manager (Mike Vallée): hwi-president@hockeywestisland.org

Please direct ALL questions about pinnies, jerseys, socks, etc to Mike.

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>

**Good luck to ALL teams this year.
Make it memorable and have fun**