

2026-2027

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

Team Manager Responsibilities

The manager is the team's main **off-ice coordinator**, handling communication between players, parents, coaches, HWI and other associations so the coach can focus on hockey and player development.

Key responsibilities include:

- Support the head coach and coaching staff with administration.
- Maintain the team binder, including required forms, medical information and contacts.
- Manage tournaments, team finances and fundraising.
- Communicate information to parents and organize the initial parent meeting.
- Manage and update TeamSnap.
- Coordinate optional team photos and social activities.
- Address parent concerns and help ensure the well-being of the team.
- Provide parents with a year-end financial statement.
- Collect and return team equipment, including jerseys and pucks, at season's end.

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

Hold a team meeting shortly after the team is formed.

The East Concession Room at Bob-Birnie Arena may be reserved by calling [514-630-1300](tel:514-630-1300), ext. 1660. Please note that the room is in high demand and shared by many associations.

Suggested Agenda

1. Introductions — 5–10 minutes

- Introduce the manager, head coach, assistant coaches, trainer, etc.

2. Coaching Overview — 10 minutes

- Head Coach: season goals, coaching philosophy and credentials.

3. Team Program & Expectations — 10–15 minutes

- Team/division details and time commitment.
- Player and parent expectations, including the Codes of Ethics signed during registration.
- Respect for teammates, opponents, referees, officials, parents and volunteers.
- Expected conduct at games, practices, in the dressing room and at team events.
- **Parent conduct:** Remind parents that many referees and officials are children who are still learning. Abuse or inappropriate behaviour will not be tolerated. Officials have the right to ask parents to leave the arena.

4. Team Budget — 15 minutes

- Review expected team expenses.
- Discuss fundraising and/or parent contributions.
- Discuss optional team activities, tournaments and events.
- **All parents must review and sign the proposed team budget.**

5. Parent & Volunteer Responsibilities — 10 minutes

- Identify volunteers and assign team responsibilities.
- Explain TeamSnap communication and attendance.
- Explain the [24-hour rule](#) and the process for raising questions or concerns.

6. Other Important Information — 5 minutes

- Each player should have their own clearly labelled water bottle. Water bottles should not be shared to help prevent the spread of illness.
- Distribute any required forms, including the **Medical Information Sheet**, which must be kept confidential by the team manager.

7. Questions — 5 minutes

- Address parent questions and concerns

Team Budget and Finances

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

- 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 are aware of and 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**. An electronic version of the standard budget template is available on the HWI website Manager page.

Bank account

- Open a **team bank account** in the team's name. All parent contributions and team expenses must go through this account.
- Teams may use any bank. Email the HWI Registrar at hwi-registrar@hockeywestisland.org with the names of the **two non-related people** responsible for opening the account. The Registrar will provide a letter for the bank.
- At season's end, provide parents with a **full financial reconciliation**. Any remaining funds must be divided equally among players, and the account must then be closed.
- **Team bank accounts must be opened strictly under the team's name. It is strictly forbidden to use "HWI," "Hockey West Island," or any variation of either name in the bank account name.**

For example, an account should be named U15 B Knights ✓, and not:

- HWI U15 B Knights ✗
- Hockey West Island U15 B Knights ✗
- Hockey West Island Knights ✗
- Any other account name that suggests the account belongs to Hockey West Island ✗

This distinction is important because Hockey West Island is not responsible for the finances, transactions, debts, or financial obligations of individual teams. Team funds are managed by the team, and the team's bank account must clearly reflect that it is a team account and not an HWI account.

Goalie Fees

Some teams may choose to cover the cost of the weekly HWI goalie clinics for their goaltender(s). This is entirely at the discretion of each individual team and its parents and is not an expense that HWI requires teams to cover.

The same applies whether a team has one goalie or two goalies. Each team is responsible for deciding whether, and to what extent, it wishes to contribute toward the cost of goalie clinics for its goaltender(s). There is no team reimbursement or coverage based on the number of goalies on the team.

HWI already heavily subsidizes the cost of these goalie clinics to make specialized goaltending training more accessible. However, HWI is not able to cover the full cost of weekly clinics for every goaltender throughout the season.

Teams and parents should discuss whether the team will contribute toward or fully cover the cost of the weekly clinics. If a team chooses to cover the fees, this should be treated as a team expense, funded through the team's own funds and communicated clearly to all families.

Goaltenders are welcome to participate in the weekly HWI goalie clinics whether or not their team chooses to cover the cost. Any portion not covered by the team is the responsibility of the individual player/parent.

HWI will continue to subsidize these clinics as much as possible, but we cannot absorb the full cost of weekly goalie training for all teams and goalies.

Team goalies registered with HWI already benefit from a refund of \$150 at the end of the season. HWI also supplies U7 groups, and all U9 teams will a set of goalie equipment at no expense.

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. 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 collect and **confidentially maintain** each player's Medical Information Sheet, including emergency medical details, allergies, asthma and other relevant conditions. The information must be kept in the team binder and **brought to all team activities** in case of an emergency. Coaches should be made aware of any relevant medical concerns.

Game and Practice Schedules

- Game schedules and practices – The team manager updates TeamSnap with the league schedule and practices, as well as advises parents of tournaments. For the 2026-2027 season, all teams receive a free TeamSnap account.



Please use the Schedules page on the HWI website for all schedule-related info: [SCHEDULES](#)

- The manager should also check team results on the Spordle Website 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, the 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.
- All players must wear **HWI-issued game socks and game jerseys during all games** – no exceptions. No sponsors, logos, patches, or alterations may be added. The only exceptions are **approved name bars and Captain/Assistant Captain C's and A's**, which must come from an approved supplier and be lightly sewn on.
- **Game jerseys are for games only** and may not be worn at practices, except for approved team events such as photo day.
- **Damaged jerseys will be billed to the player's parents.**

Dressing rooms

- Whenever the team is on the ice, the manager is responsible for ensuring the dressing room is **locked after all players have left** and opened when they return.
- A team representative should ensure the room is left **clean and tidy** after each use.
- Any graffiti, damage or other issues found upon entering the room must be **reported to arena staff immediately**.
- Teams are responsible for any repair or replacement costs resulting from damage caused by their players or team.

Vaping, smoking, alcohol and the use of smelling salts are strictly prohibited in dressing rooms. Any coach found engaging in, or knowingly permitting, these activities in a dressing room will be subject to disciplinary action by HWI.

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. Please make sure that your coaches understand this rule.
- 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 present on the ice wear a helmet with the chin strap fastened.**
- Dressing rooms are only available 30 minutes before the start of scheduled ice times.

Individual team sponsorship requests

Please 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 (hwi-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.qc.ca/fr/page/sante_securite/codes_dethique.html

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.

Team-building

Team-Building Ideas

Team-building is a great way to build trust, friendships and team spirit. **The goal is simple: get players talking, interacting and getting to know teammates they might not normally spend time with.** A strong team culture helps create a more positive and enjoyable season for everyone.

Getting Started

- **Off-ice training:** While the weather allows, organize a few sessions at Terra-Cotta Nature Park or the outdoor fitness area beside the PC Aquatic Centre. Pair players up and **change the pairs each time.**
- **Get-to-know-you questions:** Have players share a few favourites—previous team, favourite sports team or player, favourite meal or snack, hobbies, or a word that describes them.
- **Mix up the dressing room:** At the beginning of the season, encourage players to sit in different areas of the room rather than always with the same friends.
- **Early-season tournament:** A tournament is a great opportunity for players to bond outside the arena—and for parents to get to know each other too.

Throughout the Season

A few activities throughout the season can make a big difference:

- Team meal, BBQ or potluck
- Swimming, soccer, ball hockey or Frisbee
- Paintball, go-karts, bouldering, mini-putt, tubing, aerial parks or bowling
- Attend a hockey game together, such as the Laval Rocket, Concordia Stingers or Montreal Canadiens. **HWI may have group opportunities available—ask the VP-Admin.**
- Scavenger hunts or trivia nights
- Community activities such as park clean-ups or food drives
- Grocery-store bagging, which can also be used as a fundraiser
- Team fundraisers such as pumpkin, ice-melter or toilet-paper sales
- Sponsoring a family in need during the holidays

The activity itself isn't the important part. Choose something away from the rink that gives players a chance to talk, work together and have fun as a team.

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:

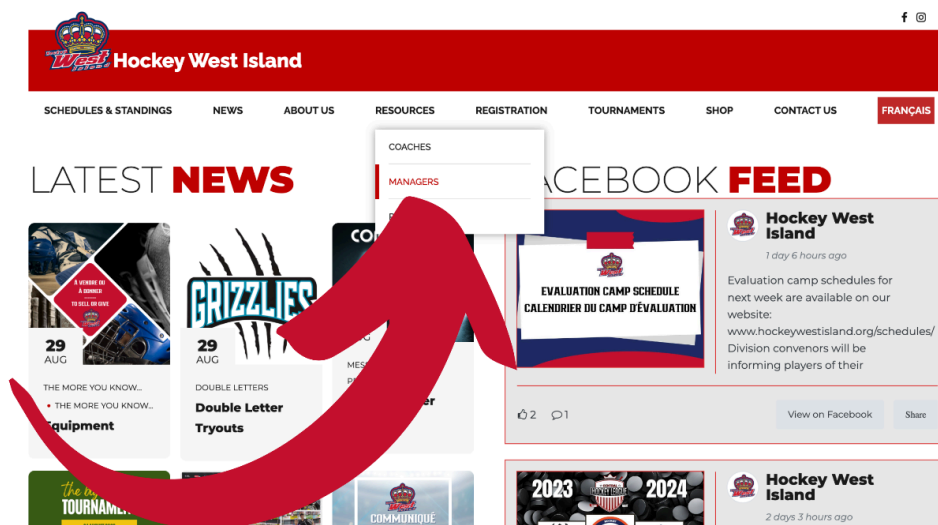
1. Speak to affected parties to ensure they feel heard and the lines of communication are open
2. Understand the facts in the situation
3. Bring the parties together to present and clarify the facts of the situation
4. Come to an agreed-upon resolution
5. Follow up in writing with affected parties on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



Hockey Canada Injury Report

The Injury report form is available on the Manager page of the HWI website.

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.

It is up to the MEMBER/PARENT to complete the form and submit it to Hockey Québec using the address on the form.

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.

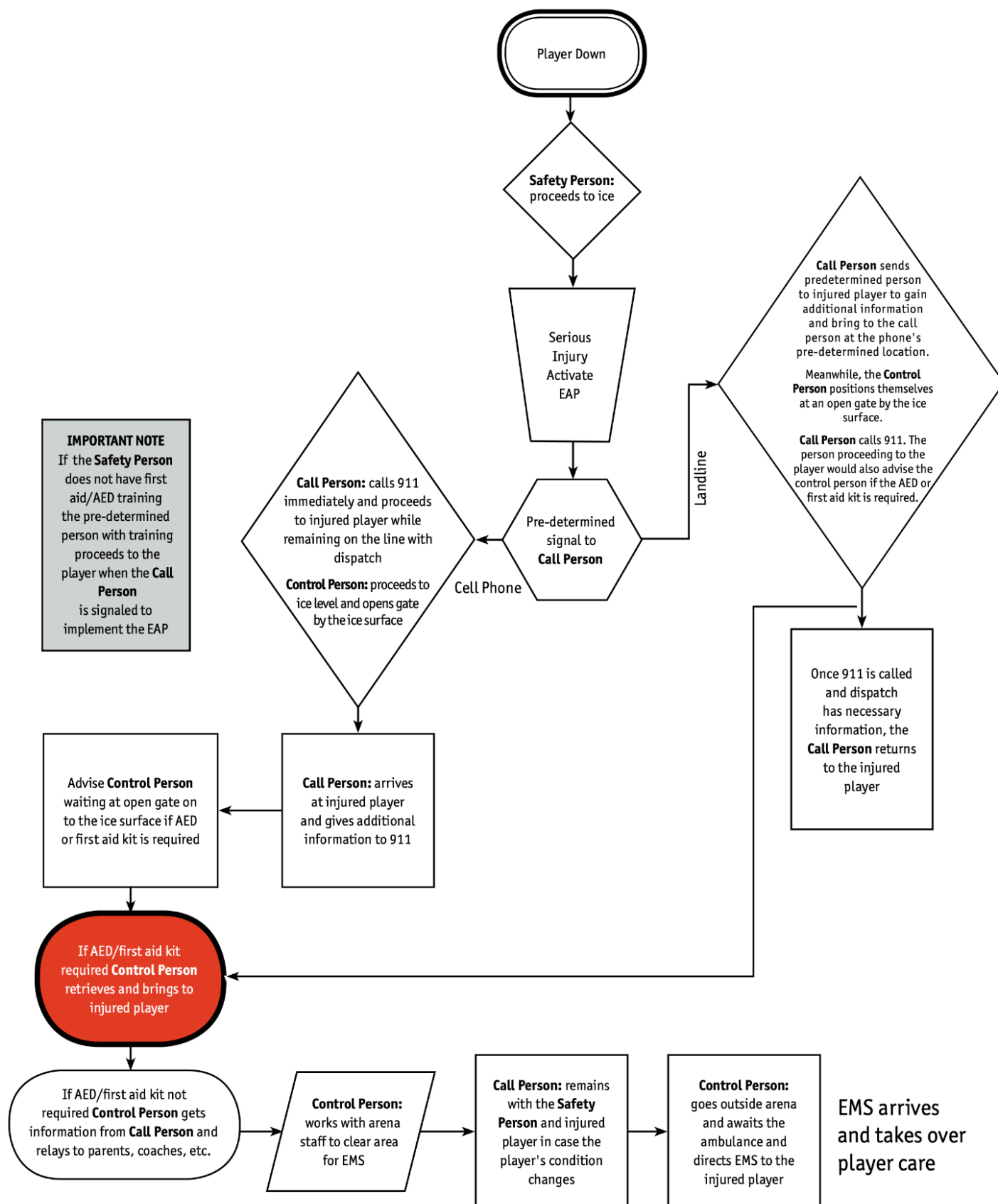
It is important for officials to note that if the safety person makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

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. HWI supplies 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

TOURNAMENTS!

- 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.

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

IMPORTANT CHANGE FOR THIS SEASON:

Teams are permitted to participate in a limited number of tournaments during the regular season:

- **Ligue Régionale Simple Lettre (Single letter teams):** 2 tournaments
- **Ligue de Hockey du Grand Montréal (Double-Letter, Junior, Senior):** 3 tournaments

Hockey Québec allows a **maximum of four tournaments per season**. Teams may therefore participate in additional tournaments outside the regular-season limits, as follows:

- **Single-Letter and Junior C-D teams:** A 3rd and 4th tournament during the holiday season (from December 21st, 2026, until January 3rd, 2027), OR after single letter Regionals, which end on April 18th.
- **Double-Letter, Junior B, and Senior teams:** A 4th tournament during the holiday season (from December 21st, 2026, until January 3rd, 2027), OR or after the Chevrolet Cup.

Important reminder regarding tournament registrations:

When a team registers for a tournament, the registration is recorded on the team's official record in HCR. Some teams register for multiple tournaments simply to secure spots and then decide later which ones they will attend.

Once a team reaches its permitted tournament limit, additional registrations are blocked. Registering for tournaments that a team does not ultimately intend to attend also creates unnecessary congestion and prevents other teams from securing those spots.

Please register only for tournaments your team genuinely intends to attend and promptly cancel any registration you no longer require.

Please advise our ice scheduler once 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>)

Depending on the tournament, team managers may be asked for the following:

- 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 team roster as provided by the HWI Registrar ***Quebec tournaments no longer require the official roster 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.

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.

Important dates

July - August

- Player registration

September-October

- 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)

November

- Beginning of November: Formation of U7 teams
- Registration of affiliated players. The procedure for this will be sent to head coaches and managers.
- Mid- to late-November: Formation of U9 teams

December

- December 1st: Deadline for AA and BB teams to register affiliated players

January

- Beginning of January: Start of U9 season games
- January 10: deadline for releasing a player
- January 15: 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



HOCKEY LAC ST-LOUIS

DATES IMPORTANTES 2026-2027

Date: 2026-05-26 (English version)

Start of the regular season	
Regional league AA-BB	Saturday, October 3 rd , 2026
Junior C + D - Senior A	Tuesday, October 13 th , 2026
Single Letter League	Saturday, October 17 th , 2026
Breaks during the season	
Thanksgiving	Sunday, October 11 th & Monday October 12 th , 2026
Halloween	Saturday, October 31 st , 2026, from 3h00 to 11h59 p.m.
Holiday period	Monday, December 21 st , 2026, until Sunday, January 3 rd , 2027
Superbowl	Sunday, February 14 th , 2027, from 4h00 to 11h59 p.m.
End of the regular calendar	Sunday, February 21 st , 2027
Buffer for rescheduling games *	Monday, February 22 nd , to Sunday, February 28 th , 2027
Spring break	Monday, March 1 st , to Friday, March 5 th , 2027
Regional Championships and League playoffs (No games on Easter Sunday, March 28th, 2027)	
Single Letter play-offs	Monday, March 8 th , to Sunday, April 4 th , 2027
AA-BB	Monday, March 8 th , to Sunday, April 4 th , 2027
Junior - Senior A + B	Monday, March 8 th , to Sunday, April 4 th , 2027
Girls' teams	Monday, March 8 th , to Saturday, March 27 th , 2027
Single Letter Regionals A-B-C	Saturday, April 10 th , to Sunday April 18 th , 2027
Provincial Championships	
Provincial Championships - Girls	Thursday, April 7 th , to Sunday, April 11 th , 2027
Provincial Championships - Mix	Thursday, April 14 th , to Sunday, April 18 th , 2027

* The two organizations must agree to reschedule a game during this period.

For AA-BB, Junior C-D & Senior A: Only 2 tournaments are allowed during the regular season, a 3rd tournament might be allowed during the Holidays or the Spring break.

Useful sites and contacts

Emails:

- Director/Registrar (Christine Latreille): hwi-registrar@hockeywestisland.org
 - President (Mike Nyisztor) mnyisztor@hockeywestisland.org
 - Ice Scheduler (Cory Piche): hwi-scheduler@hockeywestisland.org
 - Division Convenors: <https://www.hockeywestisland.org/contact/>
 - Equipment Manager (Drena Walker): hwi-president@hockeywestisland.org
- Please direct ALL questions about pinnies, jerseys, socks, etc to Drena.

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/>

Team apparel:

The Industree: <https://theindustree.ca/collections/hockey-west-island>

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