

*HOCKEY*



# **POLICY MANUAL**

As amended June 2019

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## **SECTION 1: BRANCH POLICY**

### **1.01 ALCOHOL & TOBACCO ADVERTISING**

The display of alcohol or tobacco advertising in minor/junior hockey programs shall be prohibited to the extent the programs are under the direct control of the hockey associations.

### **1.02 ABUSIVE FAN PROTOCOL**

All teams and Hockey NL recognize that hockey is a game of emotion and during games fans, players and team staff are all engaged in the event emotionally to different degrees. No one has an issue with excited, emotional, loud or boisterous fans cheering for their team. However, steps must be followed for the fan that crosses over the line, either physically or over the top verbally with team officials, on ice officials, players, or other fans. Actions by anyone deemed to be unacceptable after careful investigation must be dealt with to the full extent of the law or by home teams and the management of their home rink. The following protocols will be followed by all teams and their facilities in regards to abusive fans.

- Any fan/person who contacts a player, official or other fan person by pushing, hitting or making contact in any way will be immediately ejected from the facility the game is being played in.
- Any fan/person making contact physically in this manner will be reported immediately to the police and all facility staff and team officials will supply all information they can to police to support the complaint for possible criminal charges of assault.
- All staff at team facilities will supply any and all information to the police to assist in any type of investigation that they witness.
- No team official, on ice official or player will engage with any person/fan who assaults them either physically or verbally.
- All personnel will immediately go to facility security and verbally report what happened.
- It is the responsibility of the facility management/security to report any criminal offence such as assault to the police and contact them to attend the rink for the necessary action
- All complaints, no matter the nature, must be dealt with by the facility management/security.
- All facility staff will, as quickly as possible, document all names and possible witnesses for the police, including the identity of the persons responsible.
- All information of this nature, including a summary of the incident, will be forwarded to police to support the complaint.
- If charges are laid it will be the responsibility of Hockey NL to assign a representative to track the progress through the courts.
- Hockey NL will request from the judge in the matter that any person convicted based on any incident in any team facility will receive a court order banning them from all hockey events, in any facility.
- All team facility's and team management will receive notification of this ban and its length.
- All teams and facilities will be responsible for enforcing this ban on any person who is under such a court order. Any breaches will be forwarded immediately to the police for follow up.
- Any incident that is not of a criminal nature but is abusive in nature will be reported

- immediately to the team facility security and management.
- Facility security will deal with the fan and if they determine it is abusive in nature they will immediately eject that fan from the game.
  - A written submission will be submitted to the facility manager and the team management by the player, official, on ice official, or any other staff affected outlining what took place.
  - It will be the responsibility of the facility management and home team management to submit to Hockey NL a report of any incident at the game, with points about action taken and recommendations for length of time person will be banned.
  - Hockey NL and League Chairs will keep a log of all incidents reported to them by individual teams and facilities and ensure all teams are notified about complaints and action taken.
  - No person will be allowed back in any facility unless team facility management submits in writing to Hockey NL that the ban has been lifted.
  - Each situation and person will be dealt with on an individual basis and any reports to Hockey NL lifting the ban will include written reasons from the facility why the ban was lifted.
  - If there is a repeat offence for a person for any type of abuse in any rink whether the abuse took place in the original rink or not, Hockey NL will inform all facilities that a life time ban would be in effect.
  - In the case of a first ban from a particular rink/facility Hockey NL will ensure that all teams are aware of the ban and ensure that any person banned from one of the rinks/games is suspended from all facilities for the length of his/her ban.
  - It will be the responsibility of all facilities to enforce this ban.
  - In all cases if the person banned wishes to appeal the suspension they will submit their reason and request to Hockey NL, not the team facility. Any decision on appeal will be forwarded to all teams and facilities upon completion.
  - Any team or facility that does not enforce a ban of abusive fans or fans who commit criminal offences will be identified in writing to Hockey NL for follow up action.

### **1.03 BANNED SUBSTANCES**

Hockey NL is unequivocally opposed to the use or application of any banned substance that contravenes the rules of Hockey Canada for the purpose of enhancing an athlete's performance in any form of competition.

### **1.04 CASH PRIZES**

The awarding of cash prizes at minor hockey tournaments shall be prohibited.

### **1.05 CODE OF CONDUCT**

Hockey NL is committed to providing a sport environment in which all individuals are treated with respect.

During the course of all Hockey NL activities, athletes, coaches, parents, directors, volunteers, staff, chaperones and others within each Division of Hockey NL shall:

- (a) conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist, or

sexist. In particular, Hockey NL will not tolerate behaviour that constitutes harassment, abuse or bullying;

- (b) avoid behaviour which brings Hockey NL and/or the sport of hockey in disrepute, including, but not limited to, the abusive use of alcohol and/or non-medical use of drugs;
- (c) not use unlawful performance enhancing drugs or methods, nor shall they engage in activity or behaviour that endangers the safety of others;
- (d) at all times, observe and adhere to Hockey Canada and Hockey NL operational policies, procedures and any rules governing any competition in which they participate on behalf of Hockey NL;
- (e) have a duty to report and participate co-operatively in disciplinary proceedings when required.

Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with Hockey NL including the opportunity to participate in Hockey NL activities. Such discipline may include the removal or ban from any arena, games, practices, and other team activities.

### **1.05.1 VOLUNTEER CODE OF CONDUCT**

Volunteers play a critical role in the operation of sport organizations and their activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback, a tie to family and community, and the personal satisfaction of helping others. In return, the volunteer must be expected to conduct their efforts in a manner that will allow the values and goals of the sport organization to be achieved. Thus, how a participant regards their sport is often dependent on the leadership of the volunteer. The following Code of Conduct has been developed to assist volunteers in achieving a level of behaviour which will allow sport participants to become well-rounded, self-confident and productive human beings.

#### Volunteers Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favourable image of their sport and volunteering.
  - (a) refrain from public criticism of fellow volunteers, athletes, coaches and officials;
  - (b) abstain from the use of tobacco products while in the presence of children and discourage their use by participants and fellow volunteers;
  - (c) abstain from drinking alcoholic beverages when performing your volunteer duties;
  - (d) discourage the use of alcohol in conjunction with athletic events or other activities at the playing site;
  - (e) refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of your duties.

4. Through proper risk management practices, ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
5. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
8. Attend to your volunteer duties, as directed, in a timely manner.
9. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

Volunteers Must:

1. Ensure the safety of the people with whom they work.
2. Abide by the sexual abuse policy of your sport.
3. Respect the dignity of others; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age participants with alcohol.

### **1.05.2 ATHLETE CODE OF CONDUCT**

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they should understand both the values and goals of Hockey NL. Thus, how an athlete regards his/her sport is often dependent upon their level of behaviour and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behaviour which will allow the athlete to become a well-rounded, self-confident and productive human being.

Athletes Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.



2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favourable image of their sport.
  - (a) refrain from public criticism of athletes, coaches or officials;
  - (b) abstain from the use of tobacco products and discourage their use by other athletes;
  - (c) abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs;
  - (d) refrain from the use of profane, insulting, harassing or otherwise offensive language.
4. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by the Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
5. Participate in all team testing and satisfy all team program testing objectives.
6. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in their performance.
7. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and well-being and when they are making decisions regarding the athletes' ability to continue to play or train.
8. Regularly seek ways of increasing your athletic development and self-awareness.
9. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
10. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
11. Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of yours lives.

Athletes Must:

1. At no time allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
2. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
3. Respect other athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.



4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never use or condone the use of alcohol.

### **1.05.3 PARENT CODE OF CONDUCT**

Sport provides many great moments that parents and children can share and enjoy. It should be part of the educational process for children and, therefore, should be operated as an educational experience so that all children have the right to learn and participate in an enjoyable, positive, and stress-free environment. Many children dream of playing like their favourite sports star. It's up to parents to nurture those dreams and to help their child's sport experience be fun, safe and valuable. You want your child to be able to look back on the youth sport experience with fondness. You, as parents, have a part to play in those moments.

#### Parents Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Encourage your child to play sports, but don't pressure. Let your child choose to play, and to quit, if he/she wants.
3. Understand what your child wants from sports and provide a supportive atmosphere for achieving these goals.
4. Teach cooperation, teamwork, and how to follow rules.
5. Attend games.
6. Emphasize fun and enjoyment.
7. Keep winning in perspective, and help your child do the same.
8. Help your child meet responsibilities to the team and the coach.
9. Teach your child to recognize sexual, physical, and verbal abuses.
10. Trust the care of the player to the coaches at practices and games – respect the coaches decision, direction and philosophy.
11. Speak out when you perceive something is wrong.
12. Supply the coach with information regarding any allergies or medical conditions your child has. Make sure your child takes any necessary medications to the games and practices.
13. Respect and show appreciation for the volunteers who give their time to provide a safe and enjoyable experience to your child.

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Parents Must:

1. Never verbally or physically abuse a child after a game for poor performance.
2. Never come to the ice rink intoxicated or under the influence of drugs.
3. Never use bad language, nor harass athletes, coaches, officials or other spectators.
4. Never yell or criticize any child's performance from the stands.
5. Never get caught up in the heat of the moment.

#### **1.05.4 COACHES CODE OF CONDUCT**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personnel as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour which will allow their athletes in becoming well-rounded, self-confident and productive human beings. Although this Code is directed towards coaching conduct, it equally applies to other members of the "Team Leadership Staff" i.e., managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

Coaches Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete, official or volunteer.
3. Consistently display high personal standards and project a favourable image of their sport and coaching.
  - (a) refrain from public criticism of fellow coaches, athletes, officials and volunteers, especially when speaking to the media or recruiting athletes;
  - (b) abstain from the use of tobacco products while in the presence of his/her athletes and discourage their use by athletes;
  - (c) abstain from drinking alcoholic beverages when working with athletes;
  - (d) discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site;
  - (e) refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.

5. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and self-awareness.
8. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
9. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

Coaches Must:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athletes' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs and other banned performance enhancing substances.
5. Never provide under age athletes with alcohol; never encourage its use.

### **1.05.5 OFFICIATING CODE OF CONDUCT**

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following Officiating Code of Conduct has been developed to aid the officiating program in achieving a level of behaviour which will allow all officials to become self-confident and productive human beings.

Officials Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.

2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favourable image of their sport and coaching.
  - (a) refrain from public criticism of participants and fellow officials;
  - (b) abstain from the use of tobacco products while in the presence of his/her officials and discourage their use by officials;
  - (c) abstain from drinking alcoholic beverages when officiating and working with officials;
  - (d) refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Educate and ensure high standards of risk management are maintained.
5. Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of self-discipline.

Officials Must:

1. When in a leadership role ensure the safety of the officials with whom they work.
2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect participants' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned substances.
5. Never provide under age participants with alcohol; never encourage its use.

**1.06 CO-ED DRESSING ROOM POLICY**

In all cases where officials and members of a team include both male and female players, the following dress code will apply in the team dressing room:

- (a) Male players will not undress to less than a minimum of shorts while females are present.
- (b) Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above. (NOTE: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).

When separate facilities do not exist for both male and female participants:

- (c) Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.

- (d) Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team management personnel, or in the case of officials, the local Referee-in-Chief or designate, to ensure that these guidelines are followed.

## **1.07 COMPLAINT POLICY**

The following are definitions that will be used to determine the grounds on which the complaint is made and the process to address it.

Hockey NL acknowledges and supports Hockey Canada's definitions of bullying, harassment and abuse.

(a) **Misconduct**

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (for example an internal fact finding), to be contrary to the Hockey Newfoundland and Labrador Code of Conduct and that is not bullying, harassment or abuse.

(b) **Bullying**

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade, or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example engaging in bullying as well as provoking bullies to attack by taunting them).

(c) **Harassment**

Harassment is offensive behaviour - emotional, physical, and or sexual - that involves discrimination against a person because of his/her race, nationality or ethnic origin, age, color, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

(d) **Abuse**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial, or Aboriginal ban-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

(e) **Emotional Abuse**

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority, or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or ignoring the child or youth's needs.

(f) **Physical Abuse**

Physical abuse is when a person, who is in a position of power or trust, purposefully, injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, and shoving, grabbing, hazing, burning, or excessive exercise as a form of punishment.

(g) **Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is chronic inattention in the hockey context, for example when a player is made to play with injuries.

(h) **Sexual Abuse**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

### 1.07.1 COMPLAINT INTAKE FORM

**Please note the following:**

- Complaints of harassment, abuse, or bullying will not qualify a player for an automatic release.
- Definitions are provided at the beginning of this policy.
- Substantiated allegations of harassment, abuse, or bullying will be considered for sanctions ranging in severity from: no further action to expulsion.
- Hockey NL cannot guarantee complete confidentiality. The contents of the Complaint Intake Form may be shared in an effort to resolve this complaint here within. By completing the Complaint Intake Form found on Hockey NL's website under the link <http://www.hockeynl.ca/wp-content/uploads/2012/10/HNL-Complaint-Policy-DEC.-2015.pdf>, you agree that Hockey NL may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources, and safety for participants.
- Mail, fax or e-mail completed form to: Craig Tulk, Executive Director, Hockey Newfoundland and Labrador, P.O. Box 176, 32 Queensway, Grand Falls-Windsor, NL A2A 2J4, (F) 489-2273, [ctulk@hockeynl.ca](mailto:ctulk@hockeynl.ca)
- Investigation Process:
  - The Complaint Intake Form is filed with the President, Vice President, and respective divisional Chair.

- After reviewing the written complaint, the President, Vice President and respective divisional Chair determines if the alleged complaint would be defined under any of the definitions as written in the policy.
- If the complaint does not fall within the definitions, then the file is closed.
- If the complaint does fall within the definitions, then an investigation file will be opened as directed by the President, Vice President and respective divisional Chair and a fact-finding task will be initiated. The process for the investigations varies based on the severity of the complaint and may range from reporting to the appropriate agency for investigation to interviews with all parties to determine if the allegations are substantiated.

Upon completion of the investigation by the individual(s) tasked to conduct such, the President, Vice President and respective divisional Chair will decide if the allegations are factual, and if so, render a decision within twenty (20) days from the date the complaint was filed.

To obtain a copy of the Complaint Intake Form for completion, please refer to the link: <http://www.hockeynl.ca/wp-content/uploads/2012/10/HNL-Complaint-Policy-DEC.-2015.pdf> under Hockey NL's website.

## **1.08 CONFLICT OF INTEREST POLICY**

Please Note: The Conflict of Interest By-Law is By-Law 9 and is written this Policy Manual for easy reference.

- (a) The Hockey NL Board of Directors shall avoid any conflict of interest in the performance of their duties as a member of Hockey NL.
- (b) A 'conflict of interest' is any situation whereby:
  - i. an individual's personal monetary interests;
  - ii. the monetary interests of a family member, business associate, corporate or partnership in which an individual holds an interest;
  - iii. a person to whom an individual owes a monetary obligation; or
  - iv. the suspension or discipline of an immediate family member is an issue;

could influence the individual's decision making and impair his or her ability to act in Hockey NL's best interests, or represent Hockey NL fairly, impartially and without bias.

For the purpose of iv above, immediate family members include parent, spouse, child or sibling.

- (c) A Hockey NL Board of Director recognizing a conflict of interest in any matter with Hockey NL or applicable Hockey Council, shall declare a Conflict of Interest and identify the same, and immediately withdraw from the meeting without participating in the consideration of the matter at hand.
- (d) Any challenge of a Hockey NL Board of Director as having a conflict of interest, shall immediately be given the opportunity to identify and make representations regarding the



challenge to the Hockey NL Board of Directors. The person being challenged shall leave the meeting after having made his/her submission.

- (e) A vote shall be taken by the Officers of the respective Council, Board, or Officers of Hockey NL meeting in which the challenge is made. A majority vote shall render a decision on whether a conflict of interest exists. In the event of a tie, the challenge shall be defeated.
- (f) No appeal will be entertained from a vote taken in determination of a conflict of interest challenge.
- (g) A member of the Hockey NL Board of Directors may be associated with a team or league in the division in which he is serving on a Provincial Council. As an Officer of Hockey NL this member may not act as the delegate to the Hockey NL annual or semi-annual meetings. At Council Meetings of Hockey NL this member would not be permitted to vote on issues that would directly affect his particular team or league unless given permission by the Executive Committee of that particular Council.

## **1.09 EXECUTIVE COMMITTEE**

### **(a) Travel**

- i. Executive Committee travel shall have the prior approval of the Hockey NL Finance Committee. Expenses will be as per Hockey NL By-Laws.
- ii. Executive Committee members shall be reimbursed for their travel costs and per diem to the Annual, Semi-Annual and Special meetings (as per Hockey NL By-Laws).

### **(b) Conference Calls/Meetings**

Conference Calls and Meetings shall have the prior approval of the President. A brief report on the meeting or calls to follow within 48 hours.

### **(c) Apparel**

Each Executive Committee member shall be entitled to Hockey NL apparel, the cost to be borne by Hockey NL.

### **(d) Nominations**

The nomination process is set out in the Hockey NL By-Laws covering the Nominating Committee.

### **(e) Enforcement of Policies**

The President shall be responsible for directing all Hockey NL Standing Committee Chairs with respect to the enforcement of policies.

## **1.10 PRIVACY POLICY**

Hockey NL recognizes the importance of privacy and the sensitivity of personal information. Hockey NL also understands that under Federal Legislation, we are under an obligation to collect, retain, and disclose personal information only in accordance with the Privacy Act and Amendments and/or with the consent of our members. Our Privacy Policy outlines how we protect the members of our association and comply with our requirements under the Federal Privacy Act and Amendments.

“Personal information” includes home addresses, home telephone numbers, e-mail, and any other personal identification information such as social insurance numbers, medicare plan numbers, and other confidential information relating to our member’s references and criminal record checks, relevant to the person’s application for membership under the HNL Risk Management Policy.

The Association will collect only such information as is necessary for the purposes of identifying the member or applicant, obtaining accurate and up to date contact information for the member or applicant, and making the necessary screening inquiries of the member or applicant to process their initial application.

The Association is required to disclose personal information to the Branch and to Hockey Canada. This involves necessary disclosure only to those individuals within the Branch or the Hockey Canada authorized to receive and deal with such personal information as may be relevant in the circumstances.

The Association undertakes to, through its designated Privacy Officer, collect and store information in a confidential and secure fashion, including necessary safeguards for paper and electronic files. All personal information shall remain confidential unless the member or applicant consents to its release, OR if the Association is required or authorized by law to disclose the information to an identified agency or body or when it is necessarily incidental to the confirmation and otherwise authorized use of existing personal information. The Association also understands that it is under a duty to update personal information on a periodic basis for accuracy purposes.

The Association recognizes that the member is entitled to review his or her personal information in the possession of the Association unless denial of access is required or authorized by law, granting access would have an unreasonable impact on other people’s privacy, the information may relate to existing or anticipated legal proceedings against the member, or where the request is frivolous. In all other circumstances, the member is entitled to review the personal information on his or her file.

If a member is not satisfied with the response of the Association, the attention of the member shall be directed to the Privacy Commissioner of Canada at: 112 Kent Street Ottawa, ON K1A 1H3 1-800-282-1376

### **HOCKEY NEWFOUNDLAND & LABRADOR PRIVACY COMPLIANCE POLICY QUESTIONS & ANSWERS**

Effective January 1st, 2004, all Private Associations in Canada are subject to the requirements of the Federal Privacy Act, and specifically the portion of the legislation referred to as PIPEDA (Personal Information Protection and Electronic Document Act). This piece of legislation is **mandatory** and any individual or organization which contravenes the Act can be prosecuted by

the Office of the Privacy Commissioner. This could lead to your Association being fined and an investigation being conducted into the affairs of the Association. The fines range from a minimum of \$10,000.00 to a maximum of \$100,000.00, depending on the seriousness of the breach.

### **What is the purpose of the Privacy Amendments?**

The purpose of these Amendments is to ensure that “personal information” pertaining to an individual is not distributed without that individual’s consent. The inspiration for the legislation was the emergence of Spam e-mail and unsolicited advertising. Previously, when certain organizations came into the possession of the personal information of an individual, these organizations would identify that individual as part of a “target group” and sell the contact information to other interested parties. The Federal Government is trying to protect individuals from being contacted by people they do not want to deal with, but the purpose of the Act is broader. The Act also prohibits the disclosure of personal information to anyone, however well intentioned, without explicit consents.

### **What is personal information?**

“Personal information” includes virtually all of an individual’s identifying information. The sole exception to this would be the person’s name and official title or position. You are also allowed to disclose a business address or business telephone number to third parties without obtaining their consent. You **cannot** disclose an individual’s home telephone number, home address or e-mail address without that person’s consent. Personal identification numbers such as social insurance numbers, MCP numbers, and other confidential information, and cannot be released to a third party. In case of any doubt, you must presume that the release of any personal information is prohibited. Without the consent of the member or the member’s parent, you cannot disclose anything other than the player’s name, and the fact that the player or coach is registered with Association, and their position.

### **What does the Act require me to do?**

The Act sets out a number of obligations. While these appear to be numerous, they are actually a matter of common sense when you understand the purpose of the Act. These principles have often been referred to as “the ten principles of Privacy” but they also come under three (3) relatively broad headings. Your Association must give thought to the (i) **collection** ;(ii) **retention**; and (iii) **disclosure** of personal information. Each of these will be discussed in turn, below.

#### **1. Collection of Personal Information**

When obtaining personal information from a person, you must disclose and identify the purpose for which you are collecting that information. In an amateur hockey context, this is relatively straight forward, as we normally collect only the minimal information necessary to register and identify the player or official within the system. You must also assure the applicant or member that the Association will not use or distribute the information for any other purpose once the Association has that information on file. A second consideration is to ensure that the information is updated regularly, such that it is accurate. From a functional point of view, this means you should have every individual within your system present a new Application for membership on an annual basis. It will no longer be acceptable to refer solely to the information on file. The Applicant will have to complete a new Application each year, thereby insuring the accuracy of the information. This practice will also be mandatory under Hockey Newfoundland & Labrador’s Risk Management Policy in any event.

#### **2. Retention of Personal Information**

Once the Association has collected an individual's personal information, the association must store the information in a secure fashion. One of the instrumental tools in doing so is to designate a Privacy Officer within your Association for this purpose. It is usually most convenient to nominate your Registrar. While this formal step may seem excessive, it is one of the very first things which the Federal Privacy Commissioner will look for if your Association becomes the target of an investigation. If you have not demonstrated that you have trained someone, and appointed someone to be the Privacy Officer, this will lead to an almost irrefutable presumption that the Act is being neglected. The Privacy Officer must have a good working concept of why the information is being stored and when to release it to other people.

The Privacy Officer must also ensure that the Association is keeping personal information confidential. If your Association stores paper information in a central location, the membership and application forms of your members should be kept in a locked filing cabinet. If the information is on computer, you would be well advised to use password protection for the files relating to registration, and install security software where appropriate. If the computer upon which personal information is stored is prone to attack from hackers, or otherwise connected to the internet, it pays to have some form of anti-spy ware program for security installed in your computer. These are simple procedural steps which will convince the Privacy Commissioner that you are taking your obligations under the Act seriously, and these would be minimum requirements for compliance. Please also note that under the Privacy Act, an individual has the right to inspect his or her file on demand. As soon as it is reasonably practical, the Association will have to show the member the contents of his or her file so the individual can confirm the nature and accuracy of the information the Association has in its possession.

### **3. Disclosure of Information**

This, arguably, is the most important aspect of the Act. The very purpose of the Act is to ensure that an individual's personal information does not fall in the wrong hands. This is partially to prevent identity theft, and also to prevent individuals from being harassed by unsolicited contacts. Your Privacy Officer must know when it is acceptable to release information. You must presume that the release of all information to third parties is not permitted unless explicitly authorized by the member. The easiest way to confirm authorization is to have the member and/or their guardian sign an explicit consent on the Application Form each year. A specific clause should be added to all your Registration or Application Forms for this purpose.

We have included the wording which Hockey NL will use on its forms for your review and reference. You may elect to use this wording or alternate wording if you have independent advice, or counsel, at your disposal. If you have any doubt as to whether or not the member's consent is broad enough to authorize the release of the information, you should not release the information. You must obtain a fresh consent from the member or guardian and obtain this in writing. Without having your authorizations in writing, you are risking a presumption that the Act is being systemically disregarded by your association.

#### **What is required for the upcoming hockey season?**

To implement Hockey NL's Risk Management and Privacy Compliance Policy, every Association in the Province without exception is required to have every Applicant, and every existing member, of the Association complete a new Application Form, even if it is not your existing policy to do so. The Application Form of the Association must contain the consent clause and it must contain a statement along the lines of the one contained in the Hockey NL

example.

You are also advised that Hockey NL will be implementing this policy at the Grand Falls-Windsor office, as Hockey NL itself is not exempt from the obligations of the Privacy Act. Hockey NL itself will now obtain virtually all the application information which the Associations currently possess. Hockey NL will itself be taking steps to safeguard hard copies and electronic versions of files containing personal information, as required by law. Hockey NL will also be appointing a Privacy Officer and will be using the consent protocol as indicated on the attached hand out. Each Minor Hockey Association is strongly urged to do the same. It is Hockey NL's policy that Hockey NL will adhere to the provision of the Act, and is hereby placing the various Associations on notice if Associations do not do the same, they may be placing themselves at serious risk of prosecution or investigation under the Act.

It is important to adopt a privacy statement. Hockey NL will be adopting its own privacy statement which will be visibly posted in the part of the office where personal information is stored. This is a practice which the Workers' Compensation Act has required in recent years. The Workers' Compensation Commission requires all workplaces to post a Workplace, Safety Statement in a conspicuous area to continually re-enforce the message of Workplace, Health and Safety. If the Privacy Policy Statement is placed in a conspicuous area near the Application and Registration files, it will result in the Registrar and/or Privacy Officer to think twice before releasing the information and, in all likelihood, cause him or her to consult the Guidelines and Recommendations contained in the Act before doing so. While this process seems overly formalistic, it has been shown to work. The absence of the formulation and display of such a policy in a conspicuous place will likely cause a Federal Privacy Investigator to conclude that Privacy Act obligations are being neglected. This relatively simple and straight forward step can therefore go a considerable way in demonstrating that your Association was diligent in recognizing its obligations.

While these requirements seem overly formalistic and excessive compared to the familiar practice of gathering information, the formalities are intended to get organizations in the habit of understanding their obligations under the Act. It is a very foreign way of thinking that seems relatively absurd at first glance. However, the clear implication of the Privacy Act Amendments is the subject every Association in Canada is now held to a standard of confidentiality which they have never been subjected to before. There was not previously a high confidentiality expectation of volunteer organizations, but volunteer organizations are now caught under this new Canada – wide legislation. The overall purpose of the legislation, however broad, is to protect the members of our Associations from risk factors such as identity theft, and unsolicited marketing.

There is no right or wrong answer in any situation. If in doubt, please refer to the attached Article, the Act and Publications by the Privacy Commissioner which would be available on line. Ask questions in cases of doubt. The Deputy Privacy Commissioner of Canada recently gave a presentation on the Amendments in St. John's, and admitted that he could not possibly tell everyone what to do in any given situation. His advice was to be reasonable and use common sense in each fact situation. If an Association is attempting to take its obligations under the Act seriously, and can demonstrate that it has been doing so by taking the steps noted above, an Association should be able to demonstrate that it was exercising "due diligence" in trying to comply in the circumstances. Neither HNL nor any related Association is expected to know in advance the correct course of action in every circumstance. All the Act requires is that Organizations be aware of their obligations and that reasonably, to the best of their judgment, in complying with it.



If there are any concerns arising out of this presentation, either before the start of the hockey season, or during the registration process, please feel free to contact Hockey NL. Since the Privacy Act policy and the new Hockey NL Risk Management Policies represent drastic departures from our usual procedures based on relatively recent developments. It is imperative that we attempt to implement procedures at the earliest possible opportunity, as it will avoid liabilities and confusion in the future.

## **1.11 SANCTIONING GUIDELINES**

### **On-Ice Activities:**

- (a) Any activity which is a part of a Hockey NL member association/league/team's program will be sanctioned. This may include fall/spring conditioning and evaluation camps. Any association/league/team having invitational or exhibition tournaments and jamborees must first receive the sanction of the HNL and will be required to complete a Tournament Sanction Request Form. The tournament sanctioning must be requested through the Hockey NL Office three weeks prior to the commencement of the tournament. HNL does not sanction Summer Hockey with the exception of the HNL Program of Excellence and "AAA" Midget Training Camps. Summer hockey is considered between the timeframe of May 1 to July 31.
- (b) TOURNAMENT POLICIES: "Within the jurisdiction of Hockey NL, tournament sanctioning, coordination and operation cannot be subcontracted, transferred or conveyed in any form or manner to a non-member or private enterprise entity."
- (c) Hockey NL member teams must be competing against other Hockey NL or Hockey Canada member teams in order to have coverage. Coverage will not be extended to Hockey NL member teams who participate against a non-Hockey NL/Hockey Canada member teams. Hockey NL member teams competing against IIHF or USA hockey member teams in events sanctioned by the appropriate body will be covered. (See Hockey Canada Regulation D, Exhibition Games and Tours).
- (d) One exception would be for "benefit games." "Benefit Games" in which a Hockey NL member team is playing a game against a non-Hockey NL/Hockey Canada member team in a fundraising situation, the Hockey NL member team would be covered, however, coverage would not be extended to the non-member team. An example of this would be the minor hockey dads playing against a local team in a fundraising or charity game. Hockey NL may have the ability to sanction this form of activity at their discretion.
- (e) In cases where Hockey NL has granted "overage" status to a minor hockey player, the player and those he or she competes against will be covered.
- (f) Hockey NL may sanction fall or spring hockey schools if they are conducted by a member association and if all proceeds go back to the local minor hockey association.
- (g) Hockey NL may sanction Skate-a-thons if involving registered members.

### **Off-Ice Activities:**

- (a) Hockey NL will sanction dry land training if all participants are registered members and the training has the sanctioning of the association/league/team.

- (b) Hockey NL will sanction year end banquets for registered associations/leagues/teams only.
- (c) Hockey NL may sanction the following fundraising activities providing the association/league/team has the appropriate certification from the provincial government and lotteries license board: Chocolate bar sales, bottle drives, bingo, car washes, ticket sales and chuck a puck.
- (d) Any association/league/team holding special events and fundraising activities will be required to complete a Special Event Request Form for possible sanctioning. The Special Event sanctioning must be requested through the Hockey NL Office three weeks prior to the commencement of the event. HNL will review each request separately and any events that are deemed to be high-risk events will not be sanctioned.
- (e) Fundraising activities and functions that will **not be approved for Insurance Certificates or sanctioned** by Hockey NL are community festivals, rock concerts, dunk tanks, musical festivals, selling of alcohol, slo-pitch tournaments and other sports related activities.

Any activity or event requested that is not covered in these guidelines will be handled independently by Hockey NL.

## **1.12 SOCIAL MEDIA POLICY**

Social Media is a great way to improve communication about Hockey related activities within your membership. However, the administrators of such sites should take the utmost security and care. High security features should be utilized and maintained by a board member. For instance, if you choose as an association to use a social media venue, the administrator should review “postings” before they are posted to a site such as Facebook. An elected board member should maintain all social media sites and not general membership.

### (a) Purpose:

There is no doubt that it is time to have guidelines in place to protect our associations and their members from the misuse of social media. Many associations across the province will unfortunately face the fallout of this rising trend. Hockey Newfoundland and Labrador has gathered a variety of resources together from across the country to provide support for your members and the association as a whole. It is important to note that every case you deal with is treated with your utmost attention.

### (b) Definitions:

For the purpose of this social media policy, social media can be considered any form of on-line activity that actively involves “posting” information on the Internet. The policy will encompass public communications through such Internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online. The policy will be applicable to all members of Hockey NL, including Directors, Teams, Hockey NL members and staff, on-ice and off-ice officials, players, players’ family members and supporters.

Hockey NL recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. We must be aware of the dangers social media and



networking can present and this policy will address the procedures that should be explored when a violation takes place. Board members in consultation with Hockey NL Directors need to address incidents when they are made aware of them. One rule of thumb will generally keep all of us within the mandate of this policy; if it isn't positive, don't post it! The purpose of this policy is two-fold:

1. It should be used to educate members about the proper use of social media; and
2. It should also provide guidelines to Boards when a violation occurs.

(c) Policy Guidelines:

- Hockey NL holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- Comments or remarks of an inappropriate nature, which are detrimental to any Team, Association or individual, will not be tolerated and will be subject to disciplinary action.
- It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- Refrain from divulging confidential information of a personal or team related nature. Names of children, coaches or personnel should be avoided in any post whether it's positive or negative.
- Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record. They can be used in court and are considered evidence.

(d) Violation Guidelines:

The following are examples of conduct through social media and networking mediums that are considered violations of the Hockey NL Social Media Policy and may be subject to disciplinary action by the Association or Hockey NL officers.

- Any statement deemed to be publicly critical or detrimental to the welfare of any member, the Association or an individual.
- Negative or derogatory comments about any member of Hockey NL, local boards, teams, staff, programs, stakeholders, or players.
- Any form of bullying, harassment or threats against members, players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior.
- Online activity that contradicts the current policies of the Hockey NL or any local

Association.

- Inappropriate, derogatory, racist, or sexist comments of any kind.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

(e) Enforcement Guidelines:

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. That is not to say that these types of violations are minor, but rather, some may be more serious than others. This policy is intended to assist Minor Hockey Associations as they assess social media violations. Factors that can be considered when dealing with social media violations include:

- the intent of the violator;
- whether harm, physical or otherwise, resulted from the violation;
- the circumstances of the violation;
- the effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community;
- any previous social media violation history.

(f) Disciplinary Guidelines:

Possible disciplinary measures therefore depend on a number of factors. Please consider the following suggested actions for various conducts:

- Implicit or implied threats of death or serious bodily harm: indefinite suspension, referral to Hockey NL for investigation and punishment (also refer to police).
- Encouraging someone to do themselves serious harm: indefinite suspension, referral to Hockey NL for investigation.
- Posting of pictures/video of a threatening nature: indefinite suspension, referral to Hockey NL for investigation and punishment (also refer to police).
- Slurs against someone's race, religion, sex, or sexual orientation: lengthy suspension.
- Slurs against another member or their family: warning or short suspension.
- Posting comments and/or pictures of self of an implied sexual nature: lengthy suspension. Referral to Hockey NL (also refer to police).
- Posting comments and/or pictures of someone else of an implied sexual nature: indefinite suspension, referral to Hockey NL for investigation and punishment (also may refer to police).
- Gossip - Posting or sending cruel gossip to damage a person's reputation and relationships with friends, family, and acquaintances: warning or short suspension.
- Breaking into someone's e-mail or other online account and sending messages that will cause embarrassment or damage to the person's reputation and affect his or her relationship with others: indefinite suspension, referral to Hockey NL for investigation

and punishment (also refer to police).

- Posting or sending unwanted or intimidating messages: suspension.
- Tricking someone into revealing secrets or embarrassing information, which is then shared online: short suspension.
- Negative or derogatory comments about members, etc.: warning and/or short suspension.

(g) Summary:

When using social media and networking mediums, Hockey NL members should assume at all times they are representing Hockey NL or its member Associations or Teams. All members of Hockey NL should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Hockey NL members agree to adhere to all conditions set forth with in the Social Media Policy. It is understood that violating the guidelines set fourth within the policy will lead to appropriate disciplinary action and/or fine to a maximum of \$1,000 to any individual or team.

### **1.13 TROPHY POLICY**

#### **Minor**

After annual presentation of a championship trophy to a winning team, all Minor trophies are retained in the Arenas of the Host Associations.

### **1.13 APPOINTMENT OF OFFICIALS**

Hockey NL shall use the four man system (2 referees and 2 linesmen) for games within the following divisions:

All senior categories, Major Midget and AAA Bantam Male.

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## **SECTION 2: FINANCES**

### **2.01 PURCHASE ORDER SYSTEM**

All purchases on behalf of Hockey NL shall have prior approval of the Executive Director and have a covering purchase order number. No company statement will be paid without an accompanying purchase order number.

### **2.02 EXECUTIVE COMMITTEE HONORARIA**

The members of the Executive Committee of Hockey NL shall be paid a yearly honorarium as follows: Payments will be made in advance quarterly.

President:	\$4,000.00
Vice-President:	\$500.00
Minor Council Chair:	\$500.00
Senior Council Chair:	\$500.00
Junior Council Chair:	\$500.00
Female Hockey Chair:	\$500.00
Hockey Development Chair:	\$500.00
Referee-in-Chief:	\$500.00
Past President:	\$500.00

Honoraria shall be reviewed annually by the Finance Committee.

### **2.03 EXPENSE ACCOUNTS**

The following expenses shall be reimbursed by Hockey NL.

#### **2.03.1 PRIVATE AUTOMOBILE**

The use of private automobiles will be reimbursed at a rate of 50 cents per kilometre with a minimum of a 40 kilometer route. The most direct route and return shall be allowed. The payment will not exceed the cost of economy air travel. No allowances shall be paid on behalf of passengers. If the Branch representative is unable to make arrangements to travel by personal automobile, they will require authorization for car rental allowances.

#### **2.03.2 AIRFARE**

- (a) The payment for airfare will not exceed the cost of economy air travel. Any changes to prior bookings that are an additional expense would require approval by the President or designate.
- (b) Tickets purchased with air miles, or any other such program, will be reimbursed for the actual out of pocket cost to the purchaser, i.e., any applicable taxes and additional charges only.
- (c) The cost for seat selection, baggage and travel agent fees shall be reimbursed by Hockey NL.

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- (d) Each Officer of Hockey NL is entitled to take a companion to one Hockey Canada event per annum. Economy airfare will be paid for the Officer's companion travelling to such event.

### **2.03.3 BUS FARES**

Bus Fares will be paid at actual cost and must be supported by receipts.

### **2.03.4 TAXI FARES**

Necessary taxi fares will be paid at actual cost and must be supported by receipts.

### **2.03.5 PARKING CHARGES**

Parking Charges will be paid at actual cost and must be supported by receipts.

### **2.03.6 AUTOMOBILE RENTALS**

When representatives travel by air, no automobile rentals will be permitted unless it is a budgetary item approved by the Finance Committee. In extenuating circumstances, the President may grant such approval for automobile rentals.

### **2.03.7 ACCOMMODATIONS**

- (a) Hotel rooms will be reimbursed at actual cost and must be supported by receipt.
- (b) If a private means of accommodation is used, a flat rate of \$50.00 will be paid daily.
- (c) Should a companion accompany the Hockey NL representative, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had traveled alone, except for the companion travel in accordance with 2.03.2(d).
- (d) All personal expenses for meals, telephone, etc., charged against the hotel account should be paid directly to the hotel before checking out, if the room is being paid directly by Hockey NL.
- (e) Hotel room expenses for the evening following a Hockey NL meeting are not claimable unless the representative is unable to make reasonable arrangements home that evening.

### **2.03.8 MEALS**

A meal allowance of \$60 per day, or part thereof depending on the meal period(s) outside the home while travelling, is allocated on the basis of \$15 for breakfast, \$15 for lunch, and \$30 for the evening meal. An additional allowance of \$25 per day will be allowed to Branch representatives when representing the Branch at meetings held outside of this province.

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### **2.03.9 TELECOMMUNICATION ALLOWANCE**

Hockey NL will pay an allowance to Executive Members for such services as follows:

- \$150.00 per month for the Female Chair, Senior Chair, Junior Chair and Past President.
- \$180 per month for the Vice President, Hockey Development Chair, Referee in Chief and Minor Chair.
- \$375 per month for the President, except as otherwise approved by the Executive Committee.

Payments will be made in advance quarterly.

### **2.03.10 OVERDUE/INTEREST CHARGES**

Hockey NL shall not reimburse for overdue or interest charges incurred.

### **2.03.11 EXPENSE ACCOUNT FORMS**

- (a) All requests for reimbursement shall be on a Hockey NL form.
- (b) Expense accounts are to be submitted monthly, accounts submitted more than one month late will be referred to the President.

### **2.04 EXPENSE ACCOUNTS**

Expense accounts are to be submitted to the Executive Director or the Minor Council Vice-Chair as soon as possible. If the statement is satisfactory, payment will be made promptly. The Executive Director, or the Minor Council Vice-Chair, is expected to seek the advice of the President on any claim(s) which appear to be out of the ordinary.

### **2.05 INVENTORY**

Hockey NL Executive Committee members, Life Members and Staff are permitted to purchase inventory at cost price.

### **2.06 NSF CHEQUES**

There shall be a charge of \$15.00 (Fifteen Dollars) on all NSF cheques.

### **2.07 ADMINISTRATION CHARGE – PROGRAM REGISTRATION REFUNDS**

- (a) There shall be a \$75.00 refund charge of registration fee to any participant who cancels their attendance more than fifteen (15) days prior to a Hockey NL sanctioned event or has been excused for injury or compassionate reasons.
- (b) There shall be no refund for a registration fee for any cancellation less than fifteen (15) days prior to the Hockey NL sanctioned event, unless injury or compassionate reason.
- (c) Any exception to (a) and (b) above would have to be approved by the Finance Committee.

## **2.08 INVESTMENTS**

Investments at the discretion of the Finance Committee may be made in any of the following investment categories:

- Annuities, deposit administration contracts or other similar investments issued by an issuer authorized to carry on insurance business in Canada.
- Bonds, debentures, notes or other debt investments excluding mortgage loans and mortgage backed securities of government or corporations.
- Cash or money-market securities issued or guaranteed by the respected governments.
- Guaranteed investment contracts or equivalent financial investment of insurance companies, trust companies, banks or other eligible issuers.
- Term deposits or similar investments issued by trust companies, banks, or other deposit-making institutions.

All transfer of funds to investments must be signed by two (2) Branch Signing Authorities



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## SECTION 3: RISK MANAGEMENT

### 3.01 RISK MANAGEMENT SCREENING COMMITTEE

The Hockey NL Risk Management Screening Committee is headed by the Vice-President and two (2) other members. The Vice-President will serve as the Chair of the Committee, with one appointed board member, and a professional member (i.e. solicitor/social worker). The President of Hockey NL is an ex-officio member.

### 3.02 RISK MANAGEMENT MESSAGE

Hockey is an integral part of the Canadian Structure. From the early age to the latter years, millions of Canadians participate in the game. Hockey builds physical and mental skills but also provides the framework for competition, fun, relationships, and learning in a positive manner. While most have a positive experience, too many have experienced some form of Harassment and Abuse.

Since the revelations that Sheldon Kennedy cited in January 1977, the Canadian Hockey Association and its provincial/territorial branches have been working together to formulate a system for everyone in the game to be educated on the issues, policies, and definitions of Harassment and Abuse.

The purpose of the Hockey NL Risk Management Manual, found in its entirety on Hockey NL's website at <http://www.hockeynl.ca/wp-content/uploads/2012/10/Hockey-NL-Risk-Management-Manual.pdf>, is for the protection of our most valuable resources – the players, the good volunteers and the game. The manual will be used to assist you in better understanding the policies, definitions, and action steps that are involved and required in the prevention of Harassment and Abuse, and will be updated and revised as time goes on.

As Associations and Leagues develop good Risk Management policies and procedures, the game, its participants and the hockey public, will be served effectively and at the same time, the risk of liability will be reduced. Risk Management cannot be dismissed as a current fad or term relevant only to the Executive of the Canadian Hockey Association. The adoption of a structured approach to Risk Management will ensure that the most practical and economically feasible ways of dealing with the liability exposures are fully examined. Risk Management is for everyone – every member of Hockey NL, from the youngest player to the oldest veteran, as well as all parties of potential interest, from the occasional fan or parent to the current executive members. Everyone **must** become involved.

The issues surrounding Harassment and Abuse within hockey is one of our greatest challenges that we must address now and in the future. Hockey is merely a reflection of our society and society has stated that we must do our part to educate all players and volunteers on the issues, policies, and definitions in the prevention of Harassment and Abuse in hockey.

### 3.03 RISK MANAGER DUTIES AND RESPONSIBILITIES

- (a) There shall be a Hockey NL Officer appointed as the Hockey NL Risk Manager.

i. Duties:

- In co-operation with the Executive Director, supervise the activities of the Risk Management Program.
- Assist in the development and preparation of material for the Hockey NL Risk Management Program.
- Assist in the development of policies pertaining to Risk Management.

(b) Each Minor Hockey Association and League above Minor shall appoint an executive member as their Risk Manager.

i. Duties:

- To become knowledgeable in the Hockey NL Risk Management Program.
- Create and maintain a Risk Management file for their Association/League of Hockey NL, Hockey Canada and other risk management information.
- Promote effective risk management within the Association/League.
- Work with their executive to help identify major risks and make recommendations to reduce or manage those risks.

Working together, we can provide the game and its players with a safe environment in which to demonstrate the qualities that make hockey a national pastime. Played properly and within the rules, hockey is a great game.

### **3.04 RISK MANAGEMENT: WHAT'S IT ALL ABOUT**

(a) Risk Management:

- Identifies the risk of bodily injury or financial loss arising from the activities of an organization.
- Measures the risks that have been identified and sorts those that are "significant" from those that are not.
- Seeks out all the ways and means of eliminating avoidable risks that could lead to significant bodily injury or financial loss and does everything it can to minimize the consequence of risks that are avoidable.
- Making sure that adequate financial resources are in place to compensate those who are injured or have otherwise suffered a financial loss as a result of their involvement in amateur hockey.

(b) Hockey NL Risk Management Program should include:

- Hockey Risk Manager
- Risk Management Bulletins
- Risk Management Seminars
- Delegates to National Risk Management Seminars
- Provide videos to Associations and Leagues
- Recommend Playing Rule changes

(c) Local Association/League/Team Risk Management Program:

Executive:

- Constitution, By-Laws and Regulations
- Incorporate under the Society Act
- Establish a philosophy, goals and objectives
- Written job descriptions for volunteers
- Provide insurance protection including directors and officers insurance
- Consistent application of rules and regulations
- Appoint a Risk Manager
- Ensure a safe building/playing environment
- Provide travel guidelines
- Widest possible circulation of Risk Management bulletins
- Follow the Volunteer's Code of Conduct
- Adopt a Prevention of Harassment and Abuse Policy

Team Officials:

- Selection process
- Training (IP, NCCP, CHSP)
- Ensure proper equipment in place
- Rule based ethics
- Adhere to Association philosophy and guidelines
- Set an example regarding rules, regulations, and respect for other participants in the game
- Instruct acceptable playing techniques
- Do not accept inappropriate player behavior
- Have an Emergency Action Plan
- Follow the Coaching/Trainers Code of Conduct

Players:

- Warm up properly before the game
- Wear proper equipment
- Play by the rules
- Respect other participants in the game
- Exhibit a sportsmanlike attitude on and off the ice
- Refrain from horseplay in locker rooms, hallways, lobbies, etc.
- Follow the Player's Code of Conduct

Officials:

- Training (CHOP)
- Ongoing supervision
- Consistent, objective and courteous in calling all infractions
- Respect other participants in the game
- Report serious injuries
- Wear proper equipment
- Only officiate authorized activities
- Follow the Official's Code of Ethics

Parents/Fans:

- Be aware of inherent risk in the sport
- Be aware of Association philosophy, goals and objectives
- Ensure player has proper equipment

- Advise coach of any medical conditions
- Respect the role of the team officials and the On-Ice Officials
- Pre-season meeting with the team officials; expectations of players, fundraising, travel
- Encourage your child to play by the rules
- Help your child work toward skill improvement and fair play
- Display positive encouragement
- Recognize the value and importance of hockey volunteers
- Follow the Parent Code of Conduct

### **3.05 HARASSMENT POLICY**

This policy sets out the principles and practices of Hockey NL regarding harassment. Each Minor Association, League and Team is responsible for adopting a similar policy, adapting it to their requirements as appropriate.

#### **(a) Relationship to Recognition and Prevention of Abuse Policy**

Some behaviors which might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the individual being harassed. Hockey NL's Recognition and Prevention of Abuse Policy covers such behaviors.

#### **(b) Statement of Purpose**

Hockey NL is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. Hockey NL supports the right of all its members, whether athletes, volunteers or employees to participate in all Hockey NL activities free from any form of harassment.

Further, Hockey NL emphasizes the importance of eliminating harassment in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages harassment and builds relationships based on trust and mutual respect, is an environment which encourages the overall development of the individual.

In order to further these aims, Hockey NL will make every reasonable effort to promote awareness of the problem of harassment among all its members and to respond swiftly and efficiently to complaints or disclosures of harassment.

#### **(c) Policy**

It is the policy of Hockey NL that harassment in all its forms will not be tolerated during the course of any Hockey NL activity or program. Accordingly, all Hockey NL personnel (staff, volunteers, team and on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassment and following local and national policy guidelines for reporting or responding to more serious

complaints of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

(d) **Definition of Harassment**

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sport activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g. player to player in the same age group, parent to official coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g. coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

1. Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
2. Condescending, patronizing, threatening or punishing actions which undermine self-esteem.
3. Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety.
4. Any form of hazing.
5. Unwanted or unwelcome physical contact including touching, patting, or pinching.
6. Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offense or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement.
7. Sexual assault or physical assault.

It is important to note that the behaviors described in items 5 to 7, when directed toward a child or youth, constitute abuse under child protection legislation. This may also be true of otherwise behaviors, for example, certain hazing practices. In such cases the duty to report provisions of the Recognition and Prevention of Abuse Policy come into effect.

(e) **Response and Remedies**

Harassment of all kinds has been tolerated for too long in hockey, being tactfully accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of Hockey NL that harassment can be tolerated no longer. Harassment is unacceptable and harmful. Hockey NL recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time Hockey NL recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in question and capable of providing a constructive remedy. There must be no summary

justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

Minor incidents of harassment (e.g.: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and the aim of bringing about a change in negative attitudes and behavior.

More serious incidents (e.g.: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the relevant policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of the parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint which is found to be clearly unfounded, false, malicious, or frivolous will be subject to discipline.

### **3.06 RECOGNITION AND PREVENTION OF ABUSE POLICY**

This policy sets out the principles and practices of Hockey Canada and Hockey NL with regard to abusive behavior towards participants. Each Member Association, League or Team is responsible for adopting a similar policy and adapting it to their requirements as appropriate.

#### **(a) Relationship to Harassment Policy**

Some behaviors which are defined as abuse when directed towards a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. Hockey NL's Harassment Policy covers such behaviors. Together, the two policies address the entire spectrum of abusive and harassing behaviors.

#### **(b) Hockey NL's Mission Statement**

We dedicate ourselves to the advancement of Amateur Hockey for all individuals, through progressive leadership, by ensuring meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment.

#### **(c) Statement of Purpose**

Hockey NL is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. Hockey NL considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Hockey NL will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. Hockey NL is committed to the highest possible

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standards of care for its participants.

(d) **Policy**

It is the policy of Hockey NL that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. Hockey NL expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.

(e) **Definitions**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power and authority and/or a breach of trust. Within Newfoundland and Labrador a person is considered a child up to the age of sixteen years of age.

(f) **Emotional Abuse**

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

(g) **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

(h) **Neglect**

Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, non-intervention when team members are persistently harassing another player, or road trips that are not properly supervised.

(i) **Sexual Abuse**

Sexual abuse is when a child or youth is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

i. **Contact**

- Touched or fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner



- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with an object or finger
- Sexually oriented hazing

ii. **Non-Contact**

- Obscene remarks on phone, computer or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions and comments
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate or forced to watch others masturbate

(j) **Duty to Report**

Abuse and neglect are community problems requiring urgent attention. Hockey NL is committed to help reduce and prevent the abuse and neglect of participants. Hockey NL realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore, these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required.

The Province of NL has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of Hockey NL that any Hockey NL personnel (part-time and full time staff, volunteer, participant, team official, on-ice official) or Hockey NL partner (parent, guardian) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In Newfoundland and Labrador, a person is considered to be a child until he/she has reached the age of sixteen. The local child protection agency and/or the local police detachment may request the local association to deal with the matter reported.

Those involved with Hockey NL in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

By educating all personnel, Hockey NL is weaving a tighter safety web around our most precious resources - our players.



(k) **Harassment and Abuse Differences and Similarities**

	<b>Abuse</b>	<b>Harassment</b>
Types	Emotional, physical, sexual, lack of care	Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
Victim	Any person under the age of majority as determined by the Provincial Child Protection Acts, may be male or female	Person of any age; may be male or female
Offender	Any person who has power or authority over victim and/or breaches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or Female
Investigation	External to the organization, referred to child welfare or police who may in some instances refer back to organization	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)
Follow-up Actions	Determined by Provincial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organizations harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behavior	The victim is not to blame; offenders are responsible for their behavior

**3.07 VOLUNTEER SCREENING POLICY**

Educating athletes and personnel about abuse and harassment is very important; however it is not enough. The Executive Officers of the local Minor Hockey Association have the responsibility to ensure that all volunteers, which includes: Players, Coaches and both on-ice and off-ice Officials are in a safe environment. Every effort must be made to protect them from abuse, harassment and injuries. We, as volunteer hockey administrators within our Associations, are responsible to ensure that players are protected both on and off the ice. It is important that volunteers at all levels within our Associations are certified and properly trained to deliver these programs to our players. We must provide both financial and human resources to deliver ongoing Professional Development Programs for our Coaches, Trainers, Managers and Directors of our Associations. Hockey Canada and Hockey NL are constantly developing new programs and policies that will enhance the game of hockey and protect the Membership. It is important that we make every effort to ensure this information is disseminated to the participants.

**Coaches, Assistant Coaches, Managers & Trainers:**

Hockey NL requires that all new Coaches, Assistant Coaches, Managers and Trainers who are making application for all teams during the upcoming season must make formal application to Hockey NL. It is recommended that these application forms remain on permanent file with the branch office of Hockey NL. In addition, it is recommended that all applicants be interviewed for the position. If the local Minor Hockey Association, League or team for the position selects the applicant, the appointment is contingent upon submitting the following completed forms: Part 1 – Personal Information, Part 2 – History of Conduct, Part 3 – Consent for Criminal Record Search for a Sexual Offence for which a Pardon has been granted, Part 4 – Consent to Disclosure of Record and the appropriate Letter or Certificate of Conduct and a vulnerable person’s check from the police. A new Letter or Certificate of Conduct from the police must be filed every five years. The local Association must record the names of individuals who have been provided with these forms, collect the forms in sealed envelopes marked Private and Confidential and forward to the Hockey NL branch office to the attention of the Risk Management Screening Committee. The Committee will review the results and determine if applicants have not been approved for



membership.

**Note:** All existing Coaches, Assistant Coaches, Managers, Trainers and Hockey NL Board of Directors who have not completed all application forms must do so. If the Criminal Record Check indicates that there may or may not be a criminal record in existence the applicant is required to go to the local police or the RCMP, provide fingerprints and have the documentation returned marked Private and Confidential to the Hockey NL branch office to the attention of the Risk Management Screening Committee. There may be a fee for this service. In addition applicants are asked to submit a written statement outlining the nature of the charges, the sentence and the date of the sentence. Failure to comply may result in suspension pending further investigation.

### **Procedures for completing the Criminal Record Check**

1. Applicants must complete side one of the Criminal Record Check Form that is provided by the local Association and signed by an official within the local Association. The applicant must bring this form to the local Police Service or the Royal Canadian Mounted Police whoever is responsible for policing in their place of residence. The applicant must bring two pieces of identification one of which must be a picture ID such as a Driver's License. In some instances, the form will be completed while the applicant waits or will be required to return to pick up the form within a 10-day period. The applicant must then forward the completed form in a sealed envelope marked Private and Confidential to the local Association President or designate. Normally, there is no charge for completing a Criminal Record Check form providing the applicant is identified as a volunteer by submitting the Criminal Record Check form.
2. The local Association must record the names of individuals who have been provided with these forms; collect the forms in sealed envelopes marked Private and Confidential and forward the Criminal Record Check Forms to the Hockey NL branch office to the attention of the Risk Management Screening Committee. The Committee will review the results and determine if applicants have not been approved for membership.
3. Applicants who have not been approved for membership, the Chair, Risk Management for Hockey NL will notify the applicant that he/she has not been approved as well as the local Association President, President of Hockey NL and the Chair of Hockey NL Minor Council. All specific information on the Criminal Record Check is strictly confidential.

### **Privacy Statement**

Hockey NL acknowledges that, in receipt of information gathered under Screening Program, it may not disclose such information to any other person or organization, or any person within an organization unrelated to the screening process, and disclosure to any other such person constitutes a breach of the Criminal Records Act. All information collected either electronic or hard copies will be secure in the branch office under password protection or lock and key.

### **Committee Structure**

The Hockey NL Risk Management Screening Committee will be made up of the Chair of Risk Management, one appointed board member and one other professional member (i.e. solicitor/social worker). The President of Hockey NL is an ex-officio. The Screening Committee will be reviewing all cases when the applicant is listed in the Child Abuse Register and/or has been convicted of any criminal offences. All cases will be reviewed on an individual basis.

Applicants who have committed certain offences will not be accepted for a direct service position with vulnerable clients. These offences may include but are not limited to: sexual assault, current prohibitions forbidding contact with children, indictable criminal offences for child abuse; any offence of a sexual nature involving children including pornography, violent offences involving a weapon; and criminal driving offences such as criminal negligence causing death. As indicated other cases will be reviewed on an individual basis.

### **Hockey NL Recommends the following Ten Step Program to Screen Volunteers:**

- 1. Determine the Risk** – Associations can control the risk of the programs by taking steps to minimize or eliminate the risk altogether.
- 2. Write a Position Description** – Careful position design and clear description determine the position's level of risk while sending the message that your Association is serious about screening its volunteers.
- 3. Establish a Recruitment Process** – Recruitment materials should indicate that your Association screens applicants.
- 4. Use an Application Form** – An application form should request permission to do Criminal Record Check or any other screening measure, and should only ask for information related to the requirements of the position being filled.
- 5. Conduct Interviews** – Interviews help ensure that you select people who meet requirements and fit in your Association.
- 6. Follow Up on References** – Do not assume that applicants will only give you names of people who will speak well of them.
- 7. Request a Criminal Record and Child Abuse Register Check** – Only one step in the ten step screening process.
- 8. Orientate and Train** – Orientation and training sessions offer an opportunity to observe volunteers in a social setting and to provide information on your policies and procedures.
- 9. Supervise and Evaluate** – The greater the risk in a position, the more frequent and intense the supervision and evaluation process should be.
- 10. Follow-Up with Program Participants** – Regular contact with clients and family members can be a deterrent to someone who might otherwise do harm.

### **QUESTIONS & ANSWERS**

#### **What is Hockey NL's Screening Policy?**

Hockey NL's new Screening Policy is the product of two (2) years of consultation with Hockey Canada, Hockey Nova Scotia and the implementation of National Protocol's under the Speak Out Policy introduced by Hockey Canada to protect our players. It has been developed in conjunction with the Risk Management Officers at the Federal Levels, our counterparts at the other Provincial (Branch) Levels and also with the offices of Child Protection Services and the Royal Newfoundland Constabulary. It is a mandatory procedure which will be implemented this season.



No volunteer shall be permitted to participate in any activity of Hockey NL, or a member association or group of Hockey NL unless the membership application in the included form is completed by the individual. The membership Application Form is to be considered as equally important as the registration card. Individuals will not be permitted to participate in registered activities without the card, and effective this season, they will not be permitted to participate in activities unless the Association has the individual complete this form and transmit a copy of the same to Hockey NL. There will be absolutely no exceptions to this Policy whatsoever. Until and unless this Application Form is completed to the satisfaction of the Association and/or Hockey NL, the individual shall not be considered registered, and is ineligible to participate in activities.

### **Why the implementation of a formal policy?**

In a lengthy review of the Screening Policies within the Association, it was discovered that the individual Hockey Associations were largely responsible for conducting the necessary background checks prior to accepting an application for membership. Because of the number of Minor Associations and the geography of the Province, very few Minor Associations were communicating with each other as to their practice and there was a wide discrepancy in the thoroughness of the Application process. While the individual Associations have been responsible for screening potential Applicants for decades, some Minor Associations actually requested further guidance and uniformity from the Hockey NL office.

### **What risks are addressed by the Policies?**

The risks to be avoided are obvious. The physical and/or sexual abuse of players with Hockey NL is absolutely unacceptable. The placement of individuals who pose a potential risk to the well-being of children is also unacceptable. Certain deficiencies were observed in the manner in which risk was being investigated and assessed. Since the determination of the various civil actions concerning the sexual abuse of children at the hands of the clergy of various churches, the highest Court in Newfoundland & Labrador has set out the law with respect to the liability for the protection of children. Non-profit companies, including Hockey Associations, ordinarily are exempt from automatic liability if one of their members commits an unlawful act. In most cases, the Court considers it bad public policy to potentially bankrupt charitable organizations for single acts of neglect by one of its members or volunteers. However, there are two (2) major exceptions to that rule. The first is a situation in which the Association is put on notice that there is probable ground to suspect that abuse may be ongoing. This would be the case for business corporations and charitable companies alike. The second instance (which particularly concerns Minor Hockey Associations), is a situation which would certainly apply to us. If the nature of the non-profit or charitable company is such that it necessarily places minors in a position of proximity with adults and places the adults in a position of trust with the children, it is presumed that the non-profit association **will** be liable. This includes our counterpart associations such as Girl Guides/Boy Scouts, Big Brothers/Sisters and any other type of activity dedicated to children. Hockey NL and its member associations would fall squarely within that category of associations, and a single act of abuse would render the Associations liable, whether the Association was in the position to prevent it or not.

### **Who does the Screening Policy apply to?**

Everyone! This applies to all volunteers within Hockey NL, from the President of the Branch down to the volunteer bench staff on teams within the various Associations. **Any person who ultimately has to be certified as a Hockey NL member through registration** is subject to this policy. While the Association remains primarily responsible for the implementation of the policy at the registration level, Hockey NL strongly encourages the Minor Associations to apply the policy to other members within the Association who are not necessarily Hockey NL registrants. This would



include the various Executive Members of the Association who serve on the Association's Board of Directors, but which do not function in a hockey capacity requiring Hockey NL registration.

### **Does the Policy apply to existing members?**

Yes! All members of Hockey NL, even those of long standing must complete the Application Form to maintain registration. There are two (2) reasons for this. The first is the pure risk management consideration. The second is that, under the Federal Privacy Act, Hockey NL and its member Associations are under an obligation to keep the personal information of its members current. This means that the forms will have to be completed every year, in order to make sure that the information is accurate at its source. There are no exceptions to this requirement. We are required as a matter of Federal Law as of January 1st, 2004, to solicit fresh applications from individuals on a regular, periodic basis.

### **What is required at the time of Application?**

Any volunteer applying for Hockey NL membership, such as a director or officer, would forward his or her application to Hockey NL itself. In that case, the potential member must complete the application form and provide any of the documents (including a Letter of Conduct) which are identified in that form. If the Applicant is applying to a team or other Association within the Branch, the Association will have the Applicant complete the usual Association forms in addition to the new Hockey NL Application Form. Hockey NL must be provided with a copy of the normal registration particulars, as well as the completed Hockey NL Application Form in order to process a registration. Hockey NL is under no obligation to register an individual unless these forms are received, even though a registration card has been provided. Please also note that there must also be a Privacy Act Consent located on the form. In the case of a direct Application to Hockey NL, Hockey NL will provide the Consent Form to the Applicant directly.

### **Who will see the information on my application?**

A very select number of people will see the information on the Application Form. The Application Form contains sensitive details about the person's individual history, criminal record and the like. These files will be held in the strictest of confidence, as is required by the Federal Privacy Act. The Federal Privacy Act provides much greater protection to the Applicant because it imposes very strict confidentiality requirements not previously present. Hockey NL will constitute a Screening Committee, headed by the Vice President of Hockey Operations, and two (2) other members. These three (3) individuals will form the screening committee, and are required, by law, to keep the information contained in Application Forms confidential unless it is of absolute necessity to disclose any of the contents to the President. Upon receipt, the other Officers and Directors of Hockey NL will not be privy to this information at the outset. It is prohibited for any of the other Officers and Directors of Hockey NL to be provided with this information.

Each Minor Association is strongly urged to form its own Screening Committee, including a Screening Officer, who will be subject to the same requirement of confidentiality. As indicated, primary responsibility for the screening of Applicants rests with the Associations when the Application is to an Association. The Association should follow a procedure similar to that of the Branch with respect to the screening aspect. The Screening Committee will decide whether or not to accept or reject an Application, depending on the contents, and whether or not any of the contents of the Application are actually relevant to the risk to be avoided. Applicants will not necessarily be refused membership if, for example, they have a criminal record for an unrelated type of offense.



**Why is the Application structured as it appears?**

Upon consultation with Child Protection Services and the Royal Newfoundland Constabulary, several blind spots were identified in the practice of simply asking for a Letter of Conduct. There are a number of weaknesses in accepting a simple questionnaire, accompanied by a Certificate of Conduct without asking additional questions. Under particular pieces of Federal Legislation, the Letter of Conduct will not turn up record of an offense if the individual received a discharge, or was pardoned for an offense. The current Application requires that the Applicant disclose these matters, notwithstanding that the Certificate of Conduct would not disclose them. The individual is under no obligation to complete the form; however, in refusing to complete the form, Hockey NL is automatically entitled to refuse the person's Application for membership. So is the member Association. No further justification for the refusal is, or will be, necessary.

**What if my Association has an existing policy?**

Certain Minor Associations have already formulated fairly detailed policies. If the Association's policy is equivalent or better to Hockey NL's in terms of the detail requested, the Minor Association is free to use its own form. However, Hockey NL must be provided with a copy of the completed form once the Minor Association has received the form back from the Applicant. If Hockey NL does not have a copy of that form, the individual Applicant will be treated as unregistered until such time as Hockey NL receives a copy of the Application Form.

**What are our other duties?**

The Risk Management and Screening Policies are intended to be threshold tests for potential risk to our members, especially minors. This Policy has been formulated in consultation with Hockey Canada, but Hockey Canada leaves each Branch (and each Association within the Branch), to formulate its own policies. However, there are certain ongoing duties required of the Branch and its member Associations when it is suspected that there may be abuse of minors notwithstanding that an Applicant has successfully completed his or her Application Form at the time of registration. The attention of the Associations is referred to the Provincial (Hockey NL) Recognition and Prevention of Abuse Policy, and the Hockey Canada Recognition and Prevention of Abuse Policies, Harassment Policies and any other policy which the individual Association may have formulated pursuant to its own authority. Vigilance is also required of the Association, and the procedures for dealing with suspected abuse are set out in the policies listed above. There are also certain all-encompassing policies which are required under Provincial Legislation, pursuant to the Child, Youth and Family Services Act. This Act requires that potential instances of abuse constituting harm to a child are to be reported. Please contact your local Counsel or Hockey NL Counsel for initial consultation in the case of urgency. Hockey NL has had opportunity to discuss the requirements of the Federal Protocols with the National Risk Management, and Insurance Officers, and they are also capable of answering any inquiry.

**3.07.1 VOLUNTEER SCREENING POLICY APPLICATION FORM**

Hockey NL's Application for Membership must be completed by any person who ultimately has to be certified as a hockey member, including all new volunteers, coaches, assistant coaches, managers and trainers. All existing volunteers, coaches, assistant coaches, managers, trainers and Hockey NL Board of Directors who have not completed all application forms contained in the Application for Membership, must do so to maintain registration.

No volunteer shall be permitted to participate in any activity of Hockey NL, member association or group of Hockey NL unless the Application for Membership is completed by the individual.



The Application for Membership, contained herein, can also be found in its entirety on Hockey NL's website at:

<http://www.hockeynl.ca/wp-content/uploads/2012/06/Hockey-NL-Screening-Application.pdf>

**APPLICATION FOR MEMBERSHIP  
HOCKEY NEWFOUNDLAND & LABRADOR**

To be distributed and returned by all Associations and Divisions

Application for membership of: \_\_\_\_\_  
Name

In the \_\_\_\_\_ **Division** of Hockey Newfoundland and Labrador.  
Association

**PRIVATE AND CONFIDENTIAL**

To be viewed only by  
HNL Risk Management Screening Committee  
13B High Street, P. O. Box 176  
Grand Falls-Windsor, NL A2A 2J4

This completed Application, Letter or Certificate of Conduct and Registration Card comprise the Application Package of the Member, and any acceptance for Membership is **conditional upon** the provision of accurate information in this Application, the receipt by HNL of all four (4) documents comprising the Application Package, and any other references and certificates as required or requested by HNL.

**PART I  
APPLICATION FOR MEMBERSHIP – PERSONAL INFORMATION**

Legal Name of Applicant: \_\_\_\_\_

Prior Surname (if applicable) \_\_\_\_\_

Prior Full Name: \_\_\_\_\_  
(to be completed in instances where Applicant has used different names or has legally changed his/her name)

Date of Birth (yyyy/mm/dd): \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Current Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior addresses in the last 10 years  
(if different from current permanent address)  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_





3. \_\_\_\_\_  
\_\_\_\_\_

Home Telephone  
Number: \_\_\_\_\_  
Business Telephone  
Number (if applicable): \_\_\_\_\_

Cellular Telephone  
Number (if applicable) \_\_\_\_\_  
Facsimile Number  
(optional): \_\_\_\_\_

Other volunteer positions currently held or held within the last ten (10) years:

Association: \_\_\_\_\_

Town/City: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Association: \_\_\_\_\_

Town/City: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Association: \_\_\_\_\_

Town/City: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**CONSENT**

I, \_\_\_\_\_, an Applicant for membership in Hockey Newfoundland and Labrador, hereby permit Hockey Newfoundland and Labrador to obtain references from your organization, and authorize your organization to disclose reference information to HNL, for the purposes of confirming my prior volunteer service and certify my conduct as a volunteer, and no other purpose.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**PART II  
APPLICATION FOR MEMBERSHIP – HISTORY OF CONDUCT**

The Applicant must complete this portion of the Application **and** obtain a Letter of Conduct or Certificate of Conduct before an Application is processed. Please note that 10-14 days' notice is necessary for the processing of a Letter of Conduct or Certificate of Conduct, so the early attention of the Applicant is encouraged.

1. Have you ever been charged and found guilty of an offence under the Criminal Code of Canada or a Criminal Offense elsewhere?

Yes  No  If yes, provide details.



Date: \_\_\_\_\_

Offence: \_\_\_\_\_

Province/State: \_\_\_\_\_

2. Are you, or have you ever been party to a civil action in which you were named as a Defendant?

Yes  No  If yes, provide details.

Date: \_\_\_\_\_

Nature of Action: \_\_\_\_\_

Province/State: \_\_\_\_\_

3. Are there any outstanding criminal proceedings against you as of the date of this Application?

Yes  No  If yes, provide details.

Charge: \_\_\_\_\_

Province/State: \_\_\_\_\_

City or Judicial  
District of Court: \_\_\_\_\_

4. Have you ever been refused a Certificate or Letter of Conduct, or otherwise been expelled from an occupation or volunteer organization in which a reference for character was required?

Yes  No  - If yes, the HNL Screening Committee will contact you with respect to follow-up inquiries.

**CONSENT**

I, \_\_\_\_\_, an Applicant for membership in Hockey Newfoundland and Labrador, hereby grant authority to the Screening Committee of Hockey Newfoundland & Labrador to make inquiry to any police, or other lawful authority, with regard to any of the matters set out herein, and I authorize all personnel contacted by HNL to provide all information requested to the extent permitted by law, for the purposes of certifying my conduct, and no other purpose.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**PART III  
CONSENT FOR A CRIMINAL RECORD SEARCH FOR  
A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED**

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.



This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

**Identification of the Applicant**

Full Name: \_\_\_\_\_ Date of Birth (yyyy/mm/dd): \_\_\_\_\_

Sex (male/female): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for the Consent**

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of paid or volunteer position: \_\_\_\_\_

Name of the person or organization: Hockey Newfoundland & Labrador

Provide details regarding the children or vulnerable persons: Minor Hockey Players

**Consent**

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, or have been granted or issued a pardon for, any of the sexual offences that are listed in the schedule to the **Criminal Records Act**.

I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the **Criminal Records Act** in respect of which a pardon was granted or issued, that record shall be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

\_\_\_\_\_  
Signature of Applicant



**PART IV  
CONSENT TO DISCLOSURE OF RECORD**

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

This form is to be used by a person who has consented to a search being made in criminal conviction records by completing the form entitled "Consent For A Criminal Record Search For A Sexual Offence For Which A Pardon Has Been Granted Or Issued" (**Part III of this Application**) and who wishes to consent to the disclosure of information in that search to the person or organization who requested the search.

**Identification of Person Consenting**

Full Name: \_\_\_\_\_ Date of Birth (yyyy/mm/dd): \_\_\_\_\_

Sex (male/female): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for the Consent**

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of paid or volunteer position: \_\_\_\_\_

Name of the person or organization: **Hockey Newfoundland & Labrador**

Provide details regarding the children or vulnerable persons: **Minor Hockey Players**

**Consent**

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

I consent to information contained in a criminal record, found as a result of a criminal record search for a sexual offense for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position.

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

\_\_\_\_\_  
Signature of Applicant

Hockey Newfoundland and Labrador acknowledges that, if in receipt of information gathered under this Part IV pursuant to the Consent of the Applicant under the Criminal Records Act, it may not disclose such information to any other person or organization, or any person within the organization unrelated to the screening process, and disclosure to any other such person constitutes a breach of the Criminal Records Act, RSC 1985, c. C-47.

### **3.08 CONCUSSION**

Hockey NL is committed to maintaining the health, well-being and safety of all its participants. Safety is a top priority for those participating in the sport of hockey.

Hockey NL recognizes the increased awareness of concussions and their potential long-term effects. This policy is intended to be a tool to assist in proper management of those who have a concussion or are suspected of having a concussion.

Hockey NL encourages the prevention of concussions using sound education programs and enforcement of the rules of the game.

This includes, but is not limited to:

- The reduction of violence in the game.
- The reduction of head contact.
- The reduction of hitting from behind.
- Education of all participants on prevention and recognition of head injuries and responsible return to play.
- Encouraging respect and fair play.

## **Scope**

This policy applies to all players, coaches, officials, trainers, safety personnel, registered participants, parents/guardians, administrators, and decision makers of Hockey Canada.

## **Adherence**

Hockey NL expects all governing bodies to be dedicated to reducing concussions and their impact through commitment to education and enforcement of the rules.

Hockey NL expects all governing bodies to direct to all team coaches, trainers, safety personnel, and staff to adhere to Hockey Canada's Return to Play strategy as a minimum standard in addressing concussion injuries. (Appendix 1)

Each governing body determines an appropriate discipline for any club, team or individual who knowingly disregards their responsibility of requiring a physician's written permission permitting a player to return to play following a concussion.

## **Process**

- If a player is suspected of having a concussion,
  - They are immediately removed from play, regardless if the concussion occurs on or off the ice and they are not permitted to return to play that day.
  - If there are doubts, assume that a concussion has occurred.

- The player is referred to a physician for diagnosis as soon as possible.
- Once a player, who is experiencing “concussion like symptoms” is diagnosed, they are not permitted to return to play or practice/training until all of the return to play requirements are met. (Appendix 1).
- Written clearance from a physician is required as outlined in the return to play strategy prior to returning to activity. Copy of this documentation is maintained as per Member/Minor Hockey Association policy and procedures. (Attachment – template – Appendix 2)
- NOTE: Second impact syndrome, although rare, can occur in players who return to activity with ongoing symptoms. Monitoring of return to play is essential. Always err on the side of caution.

The player is observed for symptoms and signs of a concussion using the Hockey Canada Concussion Card or the current SCAT 5 Pocket Recognition Tool (Appendix 3).

Remember, even though symptoms may not be present or they come and go, the player is removed from play the day of the injury, does not return that day and sees a physician as soon as possible.

If a concussion is suspected, players are observed on site. If a licensed healthcare professional is available they can assist with this observation and evaluation. If the person on site is not a physician, the player is directed to a physician for diagnosis and follow up as soon as possible.

If the player experiences loss of consciousness assume a neck injury – call Emergency Services. If there is a significant loss of awareness and/or orientation, direct the player to an emergency room at the nearest hospital. If unsure err on the side of caution and call Emergency Services. It is important to become familiar with the red flags section of appendix 3 attached.

All injuries, including concussions are documented and reported as per member/association reporting policies. If the player is a child or adolescent, also report to the parents/guardians.

**All concussions and suspected concussions must be referred to a physician as soon as possible. Coaches, Safety Personnel, and parents/guardians are not to pressure the player to return to play until the player has completed the six-step return to play strategy and is medically cleared by a physician.**

### **Important:**

A second sustained concussion on top of the first sustained concussion can lead to substantially more damage than one concussion alone. The effect of concussions are cumulative and the end result of several concussions could be ongoing symptoms. If not properly managed the result could be the end of a players' participation in sport and affect other aspects of their life. Sufficient time between the concussion and return to play is critical. If there are previous concussions, it is important to report this to the physician.

**Children are more sensitive to the effects of a concussion and will need to have a longer period before returning to sport. Use symptoms rather than a set time frame when assessing return to play. Always follow the advice of a physician.**



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*The Standards Committee and Risk Management Committee will review the Hockey Canada Concussion Policy annually.*



## Appendix 1

# 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 [www.parachutecanada.org](http://www.parachutecanada.org)

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

### **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.**

**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 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

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## **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

[www.hockeycanada.ca/concussion](http://www.hockeycanada.ca/concussion)

PARACHUTE CANADA

[www.parachutecanada.org](http://www.parachutecanada.org)

Revised May 2017. Item #55711

Appendix 2



**Concussion Follow-up and Communication Form**  
(Must be completed in every case when a possible case of concussion is identified)

Name \_\_\_\_\_ Date \_\_\_\_\_ Context/Symptoms \_\_\_\_\_

**NOTE: IT IS IMPORTANT THAT PLAYERS AND PARENTS/GUARDIANS CONSULT WITH THE TREATING PHYSICIAN ON RETURN TO LEARN PROTOCOLS**

A responsible adult such as a parent or guardian has been informed and has taken responsibility for the concussed athlete. Details of the protocol (Hockey Canada Concussion Card attached appendix 1) have also been explained.	Date : _____ Initials : _____
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The player has had an initial visit with a physician (preferably one with knowledge in concussion management)	Date : _____ Initials : _____
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A complete return to light activities of daily living without aggravating symptoms or making symptoms worse and gradual return to physical activity (see Hockey Canada Concussion Card Steps 1-4 attached) up to intense and sport specific exercises (without contact) has been achieved without recurrence of symptoms.	Date : _____ Initials : _____
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The <b>medical clearance note</b> has been completed and return to unrestricted training has been authorized. (prior to proceeding to step 5 of the Hockey Canada Concussion Card)	Date : _____ Initials : _____
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Participation in a complete unrestricted training session has been achieved without recurrence of symptoms (this step must be completed at least one day prior to return to competition). (Hockey Canada Concussion Card - Step 5)	Date : _____ Initials : _____
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Return to competition is authorized based on successful completion of all of the above mentioned steps of the protocol. (Hockey Canada Concussion Card - Step 6) Team staff are aware and have advised the Parent/Guardian to continue monitoring for recurring symptoms and have confirmed the information on this form about the recovery process and medical clearance.	Date : _____ Initials : _____
Parent/Guardian Signature _____ Print Name _____ Date _____	Date : _____ Initials : _____

Notes:	
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**IMPORTANT NOTICE:** This form contains confidential information that is meant to document achievement of all the required steps of the recovery process following a concussion and prior to return to play. De-nominalized information can be extracted from the form by the organization for the purpose of reporting information about concussions. However it cannot be communicated to any third party in a format that contains information about the identity of the injured athlete.

### **3.09 INJURED PLAYER RETURN TO PLAY POLICY**

The return to play process 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. A player is not permitted to return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

In order for an individual to be permitted to return to play following a concussion, the following seven (7) steps must be taken:

1. No activity, only complete mental and physical rest. Proceed to Step 2 only when all symptoms are gone. This includes avoiding both mental and physical stress.
2. Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.
3. Sport specific activities and training (e.g. skating).
4. Drills without body contact. May add light resistance training and progress to heavier weights.
5. Medical clearance is required before proceeding to Step 6. That medical clearance is a physician's re-assessment which should be accompanied by a physician's note.
6. Begin drills with body contact.
7. Game play. (The earliest a concussed athlete should return to play is one week.)

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. If the symptoms or signs return, the player should return to step 1 and be re-evaluated by a physician.

It is important to remember that a second concussion on top of the first one can lead to substantially more damage than one concussion alone. The effect of concussions is cumulative and the end result of several concussions could be long term or permanent impairment and the end of a player's participation in sport if not properly managed. Sufficient time must be allowed between the concussion and return to play because the risk of a second concussion and its effects are too great. Parents should always be instructed to advise the physician if there have been any previous concussions.

Children are more sensitive to the effects of a concussion and may need to have a longer period of rest before returning to activity and the sport without necessarily having a set timeframe.



**3.09.1 SAMPLE RETURN TO PLAY FORM**

**HOCKEY NL RETURN TO PLAY**

\_\_\_\_\_  
Name of Player

Is able to return to play following injuries sustained on

\_\_\_\_\_  
Date

Considerations/restrictions with respect to return to play:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Treating Physician

\_\_\_\_\_  
Signature

***This information is strictly confidential and will only be used to assist in the player's safe return to play. All records will be returned to the player.***

**Disclaimer:** Personal information used, disclosed, secured or retained by Hockey NL 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 NL's own Policy.

**3.10 RESPECT IN SPORT**

Hockey NL has mandated that all coaches, assistant coaches, managers, trainers and all on bench officials be certified in the Hockey Canada "Speak Out" It's more than just a game program. This program was created in partnership with the Canadian Red Cross and is an



education program on the prevention of abuse and harassment in hockey for coaches. It is presented in a clinic format delivered by trained branch facilitators. The program is approximately 3 hours in length and a registration fee of \$10 per participant.

Beginning in the 2009-2010 season, Hockey NL is providing the membership with the option to become certified in the program through a national initiative to implement the Respect in Sport Education tool. Certification through Respect in Sport will be the equivalent to certification received when taking a Speak Out! Course. The registration fee for this course is \$30 and has a pay pal feature.

Respect in Sport is an on-line training course for coaches and sport leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying in sport. The on-line course curriculum is broken into six (6), 30 minute modules hours to complete and includes audio/visual presentations, quizzes and printable handouts. Another beneficial feature of the program is that it does not need to be done all at once; it can be completed at your leisure. However, Hockey NL requests that you complete the program within 30 days of your registration.

To access the Respect in Sport program on line, please visit the following site: <https://hnl.respectgroupinc.com>

### **3.10.1 RESPECT IN SPORT PARENT PROGRAM**

The Respect in Sport Parent Program is an effective and informative online training program for parents of active children. This unique certification program complements Respect in Sport for Coaches/Activity Leaders by reinforcing a parent's role in a child or youth's activities, encouraging positive sport behaviors, and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity.

This program is mandatory.

#### **FAQ:**

1. Do I have to write any quiz or test?

No.

2. Will I receive confirmation of completion?

Yes, a printable version is supplied.

3. Do I need to re-certify?

No, it's a one-time program.

4. Is there any online support?

Yes.

5. Why me, I am a good parent.

Respect in Sport for Parents promotes key values in providing a positive, safe and respectful environment for all participants in sport.

It offers tools to ensure your child is not involved in any way with abuse, neglect, bullying and harassment.

It helps you develop a more pro-active involvement in your child's activities, and you become a deputy for your organization's values.

For more information, please visit: <http://hnlparent.respectgroupinc.com>

### **3.11 HOCKEY NL RISK MANAGEMENT MANUAL**

The Hockey NL Risk Management Manual can be found in its entirety under the following link on the Hockey NL website at:  
<http://www.hockeynl.ca/wp-content/uploads/2012/10/Hockey-NL-Risk-Management-Manual.pdf>.

In addition to Clauses 3.01, 3.02 and 3.03 contained herein, this Manual includes Hockey Canada's sections on:

- An Introduction to Risk Management and Insurance
- Risk Management and On/Off Ice Inspection
- Transportation and Accommodation
- Risk Management Guidelines for Sanctioned Events "Safety Requires Teamwork"

as well as Hockey NL's:

- Risk Management and the Organization
- Risk Management and the Executive Member
- Risk Management and the Referee
- Risk Management and the Coach
- Risk Management and the Initiation Instructor
- Risk Management and the Trainer
- Volunteer Code of Conduct
- Athlete Code of Conduct
- Parent Code of Conduct
- Coaching Code of Conduct
- Officiating Code of Conduct
- Recognition and Prevention of Abuse Policy
- Harassment and Abuse Differences and Similarities
- Harassment Policy
- Protective Intervention - Child, Youth and Family Services Act – NL

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### 3.12 HOCKEY NL TRANS INCLUSIVE ATHLETE ELIGIBILITY POLICY & DRESSING ROOM POLICY & IMPLEMENTATION GUIDE

#### Overview

##### **Commitment to Inclusion**

Hockey Newfoundland and Labrador Inc. (“Hockey NL”) supports diversity, equity, safe spaces, and inclusion in all aspects of hockey.

Hockey NL recognizes that discrimination and harassment on the basis of gender identity or gender expression is a violation of the Newfoundland and Labrador *Human Rights Act, 2010* (the “Act”). Hockey NL is committed to put in place policies and practices that provide transgender and gender non-conforming hockey athletes an avenue to participate in recreational and competitive ice hockey in an inclusive sporting environment where all athletes can contribute and play ice hockey in a fair, safe, supportive and respectful environment.

The Trans Inclusion Athlete Eligibility Policy and Dressing Room Policy & Implementation Guide (the “Policy”) is based on Hockey NL’s belief that ice hockey should incorporate an inclusive policy that focuses on allowing athletes to participate on a team that is consistent with their gender identity. Application of the policy to ice hockey includes requirements to help maintain a fair and safe environment.

##### **Guiding Principles**

Hockey NL was guided by the following principles in developing this Policy:

- a) This Policy exists to reassure transgender and gender non-conforming athletes of the protections and support they have, both within the law and within Hockey NL policies and practices;
- b) The implementation and administration of this Policy will be conducted in fair and equitable manner that is inclusive and respects an athlete’s human rights; and
- c) This Policy may be modified, updated, or otherwise changed from time to time pending updated medical and expert information and as Hockey NL gains experience in the application of this Policy.

##### **Purpose**

Hockey NL recognizes all forms of gender identity and expression. Therefore, it supports athletes choosing to express their gender beyond the binary of female and male. Hockey NL will use the eligibility guidelines set out in this Policy in order to ensure a fair and level playing field for all participants.

The Hockey NL Dressing Room Policy and Implementation Guide is a companion document to the Athlete Eligibility Policy and is intended to provide the standards and guidelines necessary to ensure the safe, inclusive, and equitable participation of all athletes. The Implementation Guide, directed towards team officials (coaches and training staff), functions as a practical accompaniment to the Dressing Room Policy. The guide is divided into two main sections:

proactive steps and reactive steps towards safety, equity, and inclusivity.

**Important Note:** new concepts and practices require an open mind, time, a willingness to ask questions, and patience. It is not about being perfect but being respectful.

## **Definitions**

**Sex/Assigned Sex:** is the classification of a person as male, female or intersex based on biological characteristics, including chromosomes, hormones, external genitalia and reproductive organs. Most often, sex is assigned by a medical professional at birth and is based on a visual assessment of external genitalia.

**Cisgender (adj):** A person whose gender identity corresponds with the sex assigned to them at birth (e.g., a cisgender man is someone who identifies as a man and who was assigned male sex at birth).

**Gender Diverse (adj):** An umbrella term for gender identities and/or gender expressions that differ from assigned sex.

**Gender Identity:** is a person's internal and individual experience of gender. This could include an internal sense of being a man, woman, both, neither, or another gender entirely. A person's gender identity may not correspond with the sex they were assigned at birth. Since gender identity is internal, it is not necessarily visible to others. It is important to remember that gender identity is not the same as sex/ assigned sex.

**Gender Expression:** The way a person presents and communicates gender within a certain social context (environment). Gender can be expressed through clothing, speech, body language, hairstyle, voice, and/or the emphasis or de-emphasis of bodily characteristics or behaviours which are often associated with masculinity or femininity. The ways in which gender is expressed are specific to a particular culture and may change over time. May also be referred to as gender presentation or gender performance.

**Transgender (adj):** A person who does not identify either fully or in part with the gender associated with the sex assigned to them at birth—often used as an umbrella term to represent a wide range of gender identities and expressions.

**Transition:** Refers to a variety of social, medical, and/or legal changes that some trans people may pursue to affirm their gender identity. There is no checklist or average time for a transition process and no universal goal or end point. Each person decides what meets their needs.

**Minor Hockey Association:** self-defined by each Minor Hockey Association ("MHA") to include all staff, volunteers, and parents/guardians.

**Athlete(s):** refers to any individual who is registered as a participant/player with a hockey team.

**Committee:** refers to the Trans Inclusion Subcommittee of Hockey NL's Risk, Safety and Medical Committee.

**Gender-Segregated Space:** any space that is grouped according to a gender binary (female/male) such that one gender has access to the space to the exclusion of the other. Examples of gender segregated spaces may include but are not limited to washrooms, showers,

and dressing rooms.

***Gender Segregated Team:*** a term that refers to a team grouped according to the gender binary. An example of a gender segregated team is a girls/womens team or a boys/mens team. Sports teams are often grouped according to the gender binary which means there are girls/womens teams and boys/mens teams. The criteria that should be used to group teams in this way is what gender a player self-identifies with, not the sex they were assigned at birth. “Gender-segregated teams” rather than “sex segregated teams” is therefore a more accurate way of referring to this type of team grouping system.

***Multi-Gender Team:*** a term used to refer to a team that is not gender segregated and that welcomes members from multiple gender identities, including but not limited to men/boys and women/girls (both cisgender and trans) as well as individuals who identify outside of the gender binary, such as individuals who are, agender, gender neutral, gender queer, etc. Multi-gender team replaces the term “co-ed”, as an intentional move away from non-inclusive language of the gender binary and more accurately reflects the reality of a gender spectrum.

## **Athlete Eligibility Policy**

### **1.0 Applicability of this Policy**

This policy is applicable in all Hockey NL sanctioned programs and events. All athletes are eligible for Hockey NL teams and camps or tryouts for selecting athletes to participate at the Provincial and National level which are governed by the applicable policies and criteria required by Hockey Canada and Hockey NL.

### **2.0 Eligibility**

#### **A. Hockey Programs Not Restricted by Gender**

- (i) The vast majority of Hockey NL’s programs, regardless of whether considered competitive or recreational, are Multi-Gender and therefore all athletes are eligible to participate regardless of sex/assigned sex at birth, gender identity, transgender status and other forms of gender expression. Multi-Gender programs available are as follows:
  - (a) Minor Hockey at all age levels and team classifications, as follows:
    - a. Initiation – All athletes under the age of 7
    - b. Novice – All athletes under the age of 9
    - c. Atom – All athletes under the age of 11
    - d. Pee Wee – All athletes under the age of 13
    - e. Bantam – All athletes under the age of 15
    - f. Midget – All athletes under the age of 18
  - (b) High School Hockey;

- (c) Junior Hockey; and
- (d) Adult Multi-Gender Hockey.

### **B. Hockey Programs Restricted by Gender (Gender-Segregated Teams)**

- (i) All athletes are eligible to participate in the hockey program that aligns with their gender identity. Such determination shall be made by the athlete and/or their parent/guardian, where applicable, at registration as per the following steps:
  - (a) Select the athlete's gender identity upon registration. The categories are:
    - a. Female
    - b. Male
    - c. Non-binary
    - d. Not captured in these options
    - e. Prefer not to state
  - (b) Select the hockey program/level that the athlete is seeking to try out/play for during the season.
  - (c) Complete the remainder of the registration process.
- (ii) Female Hockey

Hockey NL considers Female Hockey to include the following Hockey NL programs:

- (i) Female Hockey in the U12 age classification and below
- (ii) Female Hockey in the U15 age classification
- (iii) Female Hockey in the U18 age classification
- (iv) Female High School Hockey
- (v) Female Junior Hockey

As an example: a transgender female (Male to Female [MTF] athlete) is eligible to participate in all classifications of Female Hockey.

### **C. Non-Binary Athletes**

Because of the gender binary of male and female programs currently represented in some hockey programming, athletes with a gender identity other than male or female who wish to participate in hockey may do so in one of the following ways:

- (i) Participate in one of the hockey programs of play not restricted by gender, as outlined herein;
- (ii) Participate in the hockey program of play which accords with the athlete's sex assigned at birth; or
- (iii) Register by following these steps:

- a. Select the hockey program that the athlete is seeking to try out/play for during the season; and
- b. Complete the remainder of the registration process.

#### **D. Timing**

An athlete, who has changed their gender identity with respect to participating in hockey programs, shall not be eligible to change their gender identity again with respect to registering for hockey programs for the remainder of that hockey season from the immediately preceding change.

#### **E. Eligibility Questions Not Addressed Above**

In the event of any eligibility question with respect to a transgender athlete not addressed herein, such question shall be referred to the Sub Committee.

#### **F. Member Services Records**

A change in an athlete's gender identity that has been approved by Hockey NL shall be reflected in Hockey NL's registration records by changing the athlete's gender in the registration records maintained by Hockey NL and Hockey Canada.

#### **G. Confidentiality**

All members of Hockey NL and the Committee will not at any time, disclose any information or documents (other than in the ordinary and usual course of implementing this Policy) without the prior written consent or request of the disclosing party, unless required by law. Hockey NL is committed to safeguarding the above noted information and ensuring the privacy of its athletes.

### **3.0 Application and Review Process**

- (i) All registration submissions will be made to the Hockey NL office. Submissions will be reviewed, and should there be any question regarding eligibility determinations in a particular Hockey NL program, such questions shall be referred to the Committee for determination. The Committee will be comprised of:
  - (a) a representative from the related Hockey division (Minor, Female, Junior, or Senior);
  - (b) the President of Hockey NL;
  - (c) the Vice President of Hockey NL;
  - (d) Hockey NL's General Counsel (ex-officio non-voting);
  - (e) Hockey NL's Medical Director (ex-officio non-voting);
  - (f) Hockey NL's Executive Director (ex-officio non-voting).



In all cases, privacy and confidentiality will be respected.

- (ii) If a determination is required to be made by the Committee with respect to an athlete's eligibility to participate in a Hockey NL program, where an athlete is approved by the Committee to participate in a Hockey NL program, the athlete will only be permitted to participate based on their gender identity as indicated in their registration submission. Should the athlete choose to change their gender identity, they shall follow the processes outlined herein to do so.
- (iii) In the event the Committee does not approve an athlete's request to participate in a Hockey NL program, the Committee shall notify the athlete of the specific reason(s) and shall inform the athlete of the ability to appeal that decision under the provisions of Hockey NL's Constitution and Bylaws. If, after an appeal the athlete's request to participate in a particular Hockey NL program is denied, the athlete may appeal that decision pursuant to Hockey Canada's Constitution and Bylaws.
- (iv) Athletes must comply with all aspects of the eligibility determination process, or the athlete will not be permitted to participate in Hockey NL sanctioned activities.
- (v) In some cases an adult athlete, or a minor athlete's parents/guardians, may request that an athlete's name be changed in the Hockey NL/Hockey Canada registration records without changing the athlete's gender identity in the registration records. The Committee may, in its sole discretion, make the requested change, which shall not affect the athlete's eligibility to participate in any classification restricted by gender.

### **Dressing Room Policy & Implementation Guide**

#### **Dressing Room Policy**

All athletes have a right to access safe, inclusive and equitable dressing room spaces. In this regard, all athletes have the right to utilize a dressing room or appropriate and equivalent dressing areas based on their gender identity and/or gender expression and that meets their individual needs.

Athletes are responsible for asking for assistance and support to the best of their ability from their MHA if they believe they are experiencing or have experienced discrimination based on their gender identity and/or gender expression or when requiring related accommodation. In the event that an athlete requests such an accommodation, they agree to work cooperatively with their MHA to locate appropriate and equivalent dressing areas when faced with facility limitations.

If due to facility limitations, and despite proactive efforts of the applicable MHA, a dressing room that meets an athlete's individual needs is unavailable, the applicable MHA, with the support of Hockey NL, will work in cooperation with the athlete to find an appropriate and equivalent dressing room.

To best promote inclusion on a hockey team and to respect the privacy of all athletes on a team, Hockey NL requires that all teams require all athletes to wear certain "minimum attire" at all times in the dressing room. This means that athletes should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). An athlete not arriving at the rink wearing their base layer can use an appropriate space (e.g., restroom or

empty/unused dressing room) to change into the base layer and then enter the team dressing room with the other athletes. Use of showers (especially when showers are not separate from the dressing room or individualized) shall be permitted in a manner respecting all athletes' privacy. In some cases, Federal and Provincial law could apply to restroom or locker room usage, and programs should consult and apply applicable law(s).

Additionally, to ensure that all athletes are treated as valued members of a team, team officials should only engage in pre and post-game talks when all athletes are present in the dressing room.

## **Implementation Guide**

This guide is intended to provide assistance to coaches and training staff to ensure an inclusive, respectful and safe environment in dressing rooms and is a companion piece to the Dressing Room Policy.

### **1.0 Rights to Inclusion and Equal Treatment**

All athletes, staff, volunteers, and parents/guardians of athletes of Hockey NL have the right to be respected and to be equal participants of Hockey NL. This means that they have a right to define and express their gender identity or expression without fear of discrimination, harassment or penalization within Hockey NL. This includes their right to request the use of and the right to be referred to by their self-identified name(s) and pronouns, as well as the right to have access to safe, inclusive and equitable dressing rooms and/or other gender-segregated spaces, such as washrooms, that are in accord with their gender identity and/or gender expression.

Respecting the rights of athletes, staff, volunteers and the parents/guardians of athletes to inclusion and equal treatment (including the removal of any discriminatory requirement, factor or other barrier), may need no accommodation at all. However, if an athlete has a human rights-related need (such as requesting separate change facilities due to religious reasons or relating to their transition or gender identity), then there is a duty to accommodate, limited only by undue hardship.

### **2.0 Taking Proactive vs Reactive Steps to Accommodation**

Scenario: An athlete on your team has requested accommodation assistance with respect to the dressing room. There are many possible reasons why someone might request dressing room accommodation:

- Gender identity
- Need for privacy
- Body image concerns
- Religious reasons
- A combination of any of these reasons

Keep in mind that unfounded concerns about safety are sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. For example, trans

women and girls are routinely discriminated against by being excluded from female-designated dressing rooms, washrooms and other gender-segregated spaces based on the false and biased assumption that they represent a safety threat. In such a case, the bias must be addressed and the person’s right to access must not be impeded based on this bias.

Knowing the reason behind an accommodation request is not necessary for providing accommodations and respect. It is up to the athlete’s discretion as to whether or not they choose to disclose why they require the accommodation.

<b>Proactive</b>	<b>Reactive</b>
<p><b>Anticipate barriers to inclusion and equity and take actions to address them to the best of your ability such as:</b></p> <ul style="list-style-type: none"> <li>* Creating a code of conduct for your team that includes information on the Dressing Room Policy and the process required to seek request accommodation.</li> <li>* Amending your team’s current code of conduct to include information on the dressing room policy and the process required to seek accommodation.</li> </ul> <p><b>Raise awareness about the policy by:</b></p> <ul style="list-style-type: none"> <li>* Taking 10 minutes of a pre-season talk with parents/guardians to discuss the Dressing Room Policy.</li> <li>* Taking 10 minutes of a pre-season talk with athletes to talk about the Dressing Room Policy when discussing respect and anti-bullying.</li> </ul> <p><b>Note:</b> Dressing Room Policy can be located at <a href="http://hockeynl.ca/wp-content/uploads/2018/10/Policy-Manual-as-amended-September-2018-13.pdf">http://hockeynl.ca/wp-content/uploads/2018/10/Policy-Manual-as-amended-September-2018-13.pdf</a> includes training and additional documents to help guide these conversations and to provide further information for parents/guardians.</p>	<p><b>Responding to a request for accommodation such as:</b></p> <ul style="list-style-type: none"> <li>* Inquiring about empty dressing rooms available during that timeslot.</li> <li>* Inquiring about appropriate and equivalent changing areas such as meeting rooms, all-purpose rooms, etc.</li> <li>* Designing an equitable dressing schedule, if necessary.</li> </ul>

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### **3.0 Taking Proactive Steps**

#### **(i) Increasing Awareness and Understanding**

In order to ensure all athletes and parents/guardians are aware of and understand the Dressing Room Policy, it is crucial that coaches and training staff take opportunities to provide education and affirm your team's commitment to dressing room safety, inclusion, and equity as follows:

- I have developed or adapted a pre-existing Code of Conduct that speaks to the new Dressing Room Policy and the process for seeking accommodation.
- I have taken 10 minutes of a pre-season talk with parents/guardians to discuss the Dressing Room Policy and the process for seeking accommodation.
- I have taken 10 minutes of a pre-season talk with athletes to talk about the Dressing Room Policy and the process for seeking accommodation when discussing respect and anti-bullying.

#### **(ii) Providing Information to Athletes and Parents/Guardians about the Process for Seeking Accommodation**

- I have communicated to all athletes and parents/guardians that the process for requesting accommodation requires the athlete and only if relevant, a parent/guardian acting on their behalf to:
  - Submit an accommodation request in writing to the MHA.
- I have let the athletes and parent/guardians know that they are entitled to:
  - A confidential meeting, with date, time, and space relayed in advance to discuss the accommodation request.
  - Bring a supportive person (parent/guardian or supportive non-relative) to the meeting.

### **4.0 Taking Reactive Steps**

Scenario: An athlete on a Gender-Segregated Team has submitted a request for accommodation with respect to a separate space for dressing/changing.

- You have called ahead to the facility to inquire about whether there are additional dressing rooms available in the applicable timeslot.
- In the event that additional dressing rooms are unavailable during the timeslot, you have inquired about whether appropriate and equivalent changing areas are available with consideration of proximity to the ice. These might include:
  - Referee dressing rooms;
  - Meeting rooms; or
  - Other teams' currently unused dressing rooms.

- In the event that both an additional dressing room and an appropriate and equivalent changing area is not available, you have designed an equitable dressing room schedule (see example provided below).

(i) Implementing an Equitable Dressing Room Schedule

- You have ensured that all athletes have equitable access to dressing rooms by arranging/designing a schedule such that the order reflects that all athletes have access to using the dressing space first and in a timely fashion.
- You have ensured that all athletes are included in pre and post-game team activities.

**Scenario: Gender-Segregated Team**

	Pre-Game	Post-Game	Next Game
1 <sup>st</sup> Shift	Shared/Group	Individual/Private	Shared/Group
2 <sup>nd</sup> Shift	Individual/Private	Shared/Group	Individual/Private

**Scenario: Multi-Gender Team**

	Pre-Game	Post-Game	Next Game
1 <sup>st</sup> Shift	Girls/Female Shared	Boys/Male Shared	Individual/Private
2 <sup>nd</sup> Shift	Individual/Private	Girls/Female Shared	Boys/Male Shared
3 <sup>rd</sup> Shift	Boys/Male Shared	Individual/Private	Girls/Female Shared

(ii) Providing Accommodation

- I have used active listening techniques by allowing the athlete to share their concerns and need for accommodation.
- I have taken steps to ensure I have understood the athlete correctly such as summarizing what they have said and asking them to confirm that I've understood.
- I have confirmed with the athlete that accommodation will allow them to feel safe and able to participate fully.
- I have brainstormed with the athlete to identify possible solutions.
- I have ensured that the athlete is comfortable with the possible solutions.
- If the athlete is not comfortable with the possible solutions, I have worked with the athlete to brainstorm more appropriate options.
- I have set up a mutually agreeable time with the athlete to present and brainstorm options.
- I have allowed the athlete to choose which option is more comfortable for them.

- I have worked with the athlete to decide what other team official(s) may need to be notified of the decision, who will help to secure the changing space, etc.

## **5.0 Advocacy**

An athlete may require a member of Hockey NL or a team official(s) to advocate for them to ensure an appropriate and equivalent accommodation request is implemented in a timely and confidential manner. Advocacy can take many forms, including but not limited to the following:

- I have spoken with facility management on the athlete's behalf, respecting the confidentiality of the athlete;
- I have spoken with a tournament organizer to discuss the availability of additional dressing room options and/or appropriate and equivalent changing spaces;
- Upon the athlete's request, I have disclosed private information about the athlete to authorized individuals approved by the athlete and/or their parent/guardian, only when necessary.

This Policy has been approved by Hockey NL on 21st of September, 2019

**SECTION 4: HOCKEY DIVISIONS**

**4.01 MINOR**

**4.01.1 AUTOMATIC MINIMUM SUSPENSIONS (MALE & FEMALE)**

For infractions which occur in Minor and Female Hockey.

***Major Penalty Situations***

<b>MAJOR PENALTY SITUATIONS</b>	<b>Rule #</b>	<b>Penalty</b>	<b>Minimum Suspension</b>
	6.2	Boarding	1 Game
	6.2	Body Checking	1 Game
	6.3	Charging	1 Game
	6.4	Checking from Behind	1 Game
	6.5	Head Contact	1 Game
	6.6	Elbowing	1 Game
	6.6	Kneeing	1 Game
	8.2	Cross-Checking	1 Game
	8.4	Slashing	1 Game
<b>ACCUMULATION SANCTIONS</b>			
Player	Any player receiving 2 majors in same season for any of the above infractions		2 games
	Any player receiving 3 majors in same season for any of the above infractions		4 games
	Any player receiving 4 majors in same season for any of the above infractions		Indefinite Suspension



## Match Penalty Situations

		Rule #	Penalty	Minimum Suspension
		<b>MATCH PENALTY SITUATIONS</b>	6.1	Attempt to Injure
	<ul style="list-style-type: none"> <li>• Butt-Ending</li> <li>• Grabbing Face Mask</li> <li>• Hair Pulling</li> <li>• Kicking</li> <li>• Kneeing</li> <li>• Spearing</li> <li>• Spitting</li> </ul>			
6.1	Deliberate Injury		Indefinite Suspension	
6.2	Boarding		3 Games	
6.2	Body Checking		3 Games	
6.3	Charging		3 Games	
6.4	Checking from Behind		4 Games	
6.5	Head Contact		4 Games	
7.4	Slew Footing/Tripping		3 Games	
9.6	Physical Abuse of Official		Indefinite Suspension	
<b>Accumulation Sanctions</b>				
Player		In addition to the minimum suspension, a player accumulating 2 Match penalties under 6.1, 6.2, 6.3 in same season for any of the above infractions	4 Games	
		In addition to the minimum suspension, a player accumulating 2 Match penalties under 6.4, 6.5 in same season for any of the above infractions	5 Games	
		Any player receiving 3 Match penalties for any of the above infractions	Indefinite Suspension	

## Fighting Situations

		Rule #	Penalty	Minimum Suspension		
FIGHTING SITUATIONS		6.7	Fighting			
			Fighting Major Penalty First Offence in the season	1 Game		
			Fighting Major Penalty First Offence in the season last ten minutes	2 Games		
			Third player in a fight	2 Games		
			Any Player receiving a Fighting Major penalty, which is a result of a second or subsequent fight during the same stoppage of play.	2 Games		
			Player identified as first to leave the players' bench during a fight or for the purpose of fighting.	3 Games		
			Leaving the Penalty Box as above	4 Games		
			Coach of a team whose player is penalized under the above two points.	3 Games		
			Coach whose player is not identified as the first to leave the players' or penalty bench during an on-ice altercation.	1 Game		
			Instigator or Aggressor of a Fight <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense</li> <li>• 2<sup>nd</sup> Offense</li> <li>• 3<sup>rd</sup> Offense</li> </ul>	Game Misconduct (GM) GM plus 2 Games GM plus 3 Games		
			Pre/Post Game Altercations <ul style="list-style-type: none"> <li>• Any player involved where Majors and Game Misconducts are assessed.</li> <li>• Coach of team whose players as so penalized</li> <li>• Any team involved in a pre or post game brawl</li> </ul>	2 Games  Indefinite Suspension  Indefinite Suspension		
		<b>Accumulation Sanctions</b>				<b>Last 10 Mins</b>
		Player		Fighting Major Penalty Second Offence in the season	2 Games	3 Games
				Fighting Major Penalty Third Offence in the season	4 Games	5 Games
			Fighting Major Penalty Fourth Offence in the season	Indefinite Suspension	Indefinite Suspension	

## **Coaches Accumulation**

MAJOR PENALTY SITUATIONS	Rule #      Penalty		Minimum	
	ACCUMULATION SANCTIONS		Suspension	
	Coach		Any team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infraction	1 Game
			For a 2 <sup>nd</sup> violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infraction.	3 games
		For a 3 <sup>rd</sup> violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infraction	Indefinite Suspension	

## **Gross Misconduct Penalty Situations**

GROSS MISCONDUCT	Rule #	Penalty	Minimum
			Suspension
		Gross Misconduct first offence player/coach	2 Games
		Any player/coach who receives two Gross Misconducts in a season	4 Games
	Any player/coach who receives three Gross Misconducts in a season	Indefinite	

## Other Situations

OTHER SITUATIONS	Rule #	Penalty	Minimum Suspension
	9.2A	Harassment of Officials/Unsportsmanlike Conduct/Misconduct Where a Game Misconduct is assessed first offence player/coach	Warning
	9.2B	Harassment of Officials/Unsportsmanlike Conduct/Misconduct Where a Game Misconduct is assessed first offence player/coach	2 Games
	9.2A	Any player/coach who receives two game misconducts under rule 9.2 A in a season	1 Game
	9.2B	Any player/coach who receives two game misconducts under rule 9.2 B in a season	4 Games
	9.2A	Any player/coach who receives three game misconducts under rule 9.2 A in a season	3 Games
	9.2B	Any player/coach who receives three game misconducts under rule 9.2 B in a season	Indefinite Suspension
	9.2A	Any player/coach who receives four game misconducts under rule 9.2 A in a season	Indefinite Suspension

**NOTE #1:** Applicable in League games and tournament games.

**NOTE #2:** Suspensions for all infractions will begin to be served immediately after the assessment of the penalty in accordance with the suspension guidelines above.

**NOTE #3:** When the suspension carries a time frame (i.e. 7 days), the player will serve the full 7 days. For example, if an infraction occurs during a game on Saturday, the player cannot return until the following Sunday. In no case can the day on which the infraction occurred be counted as a day of suspension.

**NOTE #4:** Players who are under suspension can practice only with their league teams.

**NOTE #5:** In all cases where the infractions result in bodily injury, the suspensions will be of a longer duration.

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- NOTE #6:** Players receiving Gross Misconducts or Match Penalties are not eligible to play until the suspension has been ruled on.
- NOTE #7:** Any Coach or Team Official who provides wine, beer or any other alcoholic beverage, or knowingly allows these beverages to be consumed by legally under aged members of their team, while they are responsible for these players shall receive a suspension of not less than two (2) years.
- NOTE #8:** Team/League/Association Presidents have the authority to give out a more severe suspension. All suspensions must be reported to the Provincial Office by the President.
- NOTE #9:** The above procedures would also allow for a player to first make an appeal to his/her League and further appeal to the HNL Appeals Committee, if necessary. All appeals to the HNL Appeals Committee must be made by the player in writing within 14 days of the suspension and this appeal must be accompanied with a \$200.00 appeal fee made payable to Hockey Newfoundland and Labrador. \$100.00 will be refundable if you are successful with your appeal.
- NOTE #10:** Any member of a coaching staff not wearing a CSA certified hockey helmet with chin strap during on ice functions except games will receive a one (1) game suspension.
- NOTE #11** Any player or team official who is assessed (any infraction above that is assigned a suspension) in the last ten minutes of regular time, at any time in overtime, or after the conclusion of the game and prior to the player or team official entering his dressing room, shall be suspended for another game in addition to any suspension listed in the automatic suspensions.

#### **4.01.2 SUPPLEMENTARY TO HOCKEY CANADA PLAYING RULE 3.6**

1. The wearing of a **STOP Patch** properly attached above the numbers is compulsory for players registered in Minor and Female hockey. When a player fails to wear or properly wear a STOP Patch, his/her team will receive one warning. The player will have to leave the ice and return with the STOP Patch is properly attached. Any player on that team who commits a subsequent infraction will receive a Misconduct Penalty. Referees are encouraged to deliver this warning directly to the coach.
2. In divisions of Novice, Atom, Pee Wee, Bantam B and below, Midget B and below and Female hockey, a Minor Penalty, or, at the discretion of the Referee, a Major Penalty and a Game Misconduct Penalty, shall be assessed any player who, in the opinion of the Referee, intentionally body checks, bumps, shoves or pushes any opposing players. If a player is injured, a Major Penalty and a Game Misconduct Penalty must be assessed.

#### **4.01.3 DUTIES OF HOCKEY NL CO-ORDINATORS FOR EASTER PROVINCIAL TOURNAMENTS**

1. To hold a meeting with team officials before the opening game and go over the tournament rules and regulations.
2. To handle any disputes.

3. To report any suspensions to Hockey NL.
4. To make sure the Hockey NL coordinator or the local coordinator uploads the scores in a timely fashion to the Hockey NL Provincial Tournament score reporting website. Scores should be uploaded after each game if at all possible.
5. To present championship trophy and medals and to acknowledge the title sponsor in closing ceremonies.
6. To check team roster sheets against score sheets prior to the first game and to spot check their lineups. If a name does not appear on the team roster sheet, contact the Hockey NL Office in Grand Falls-Windsor (709-489-5512) or call after 5:00 p.m. (709-486-0442) to confirm the registration or non-registration of the player. The player is not permitted to participate in tournament play until his/her eligibility has been confirmed.
7. To complete, in every detail, the tournament co-ordinator's report and return with all score sheets to the Hockey NL Office.
8. A coin toss at the coaches' meeting will decide home and visiting teams in round robin play. In the semi-finals and final playoff games, the team that finishes the highest shall be the home team. (Amended June 1994).
9. During tournaments for Provincial Championships, any team found guilty by Hockey NL of deliberately losing or tying a game by their actions on the ice shall be eliminated from the tournament. Points awarded for any game involving such teams would be declared null and void and not included in the final team standings for playoff positions. Suspensions of the team officials would be at the discretion of the Minor Council Executive after receiving the Hockey NL tournament co-ordinator's report.
10. To ensure the Ice Time Allocation Policy (In-Branch Play Only) is followed, monitored and enforced.
11. All Hockey NL Co-ordinators should send copies of all HC injury reports completed by team trainers to the Hockey NL provincial office with game sheets and report times.
12. Reminders:
  - Have copy of tournament rules and rule book
  - Trophies and Medals are available
  - Score sheet copies available for coaches
  - In your absence, appoint local co-ordinators to be in charge
  - Hockey NL co-ordinators not to assume responsibilities such as refereeing, coaching, etc.

**4.01.4 ICE TIME ALLOCATION POLICY (IN-BRANCH PLAY ONLY)**

DIVISION													
	NOVICE		ATOM		PEE WEE \ UNDER 12 FEMALE		BANTAM \ UNDER 15 FEMALE		MIDGET \ UNDER 20 FEMALE				
CATEGORY													
GAME TYPE	SELECT	NON SELECT	SELECT	NON SELECT	SELECT	NON SELECT	REGIONAL	SELECT	NON SELECT	REGIONAL	SELECT	NON SELECT	REGIONAL
Regular Season / League / Playoffs	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Exhibition &/or Invitational Tournaments	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Provincial Championships	N/A	N/A	Equal	N/A	Discretion 1	N/A	Discretion 1	Discretion 1	N/A	Discretion 2	Discretion 1	N/A	Discretion 2
Goaltender all Game Types	N/A	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal

**DEFINITIONS**

**Equal:** Is defined as equal ice time every game. There has to be a variable allowed due to the uncertainty in the frequency of stoppages in play. Goaltenders have the option of changing during the mid-way point of each game or playing full games as long as they have equal time throughout a season and/or provincial championship. The championship game in a provincial tournament is excluded from this definition for goaltenders only. Coaches may play either goaltender.

**Discretion 1:** Is defined as equal ice time in every game, however, there is the ability for a coach to use select players in the following situations:

- (a) in all special team situations in the third period;
- (b) in the last three (3) minutes of the third period; and
- (c) in any overtime period(s) that ensue.

**Discretion 2:** Is defined as the ability for a coach to use players anytime during the game as they decide; however, each player must receive a minimum of 3 shifts per period.

**Special Team Situations:** Any situation that does not require 5 skaters vs. 5 skaters.

**Select:** Any team that is formed based on a selection process or any team participating in a provincial championship.

**Non Select:** Any team formed that is not based on a selection process. Teams are formed based on other factors (age, random assignment, House League)

**Regional:** Any team formed based on a selection process involving a number of Associations (Major Midget, AAA programs).

**GRIEVANCE PROCEDURE**

**GAME TYPE:**

**Regular Season/League, Exhibition &/or Invitational Tournaments**



The complainant must register their complaint with their local Minor Hockey Association and/or League who is responsible for such complaints and they will determine if the guideline is being followed.

### **Provincial Championships**

For Hockey NL Provincial Tournaments the complainant must register the complaint with the Hockey NL Coordinator who will determine if the guideline is being followed.

## **SANCTIONS**

All coaches registered with Hockey NL coaching any minor teams who are not adhering to the Hockey NL Ice Time Allocation Policy will be assessed the following disciplinary action:

- First Offence:** Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a first time written warning by the President of the Minor Hockey Association (or Hockey NL Coordinator for Provincial Championships).
- Second Offence:** Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a one month suspension, from the date of the offence, with not less than five (5) games.
- Third Offence:** Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately suspended for one (1) year from the date of the offence.
- Fourth Offence:** Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be suspended indefinitely upon review by the Branch.

No warning is required to apply the sanction during a team's last game of the provincial championship. In this case, guidelines under the second offence regulation will be applied.

**NOTE:** There is some flexibility in this guideline. There are situations where players/goaltenders are not playing due to physical restrictions. Goaltenders can be changed in a game when their team is trailing by five or more goals.

### **4.01.5 PROVINCIAL CHAMPIONSHIP/TOURNAMENT SCHEDULES**

#### **PEE WEE, BANTAM & MINOR MIDGET PROVINCIAL CHAMPIONSHIP SCHEDULE**

#### **Four Team AAA Provincial Tournament**

##### **Day1**

Game 1	Team 1	vs	Team 2
Game 2	Team 3	vs	Team 4
Game 3	Team 3	vs	Team 1
Game 4	Team 2	vs	Team 4



**Day 2**

Game 5	Team 4	vs	Team 1
Game 6	Team 3	vs	Team 2
Game 7	2 <sup>nd</sup> Place	vs	3 <sup>rd</sup> Place

**Day 3**

Game 8	Loser Game 7	vs	4 <sup>th</sup> Place
Game 9	1 <sup>st</sup> Place	vs	Winner Game 7

**Five Team AAA Provincial Tournament**

**Day1**

Game 1	Team 1	vs	Team 2
Game 2	Team 3	vs	Team 4
Game 3	Team 2	vs	Team 5
Game 4	Team 4	vs	Team 1
Game 5	Team 5	vs	Team 3

**Day 2**

Game 6	Team 4	vs	Team 2
Game 7	Team 1	vs	Team 5
Game 8	Team 2	vs	Team 3
Game 9	Team 5	vs	Team 4
Game 10	Team 3	vs	Team 1

**Day 3**

Game 11	3 <sup>rd</sup> Place	vs	4 <sup>th</sup> Place
Game 12	1 <sup>st</sup> Place	vs	2 <sup>nd</sup> Place

**Six Team AAA Provincial Tournament**

<u>Game #</u>	<u>Day 1</u>	<u>Game #</u>	<u>Day 2</u>	<u>Game #</u>	<u>Day 3</u>
1	1 vs. 2	7	3 vs. 4	13	5 vs. 6
2	4 vs. 6	8	5 vs. 1	14	4 vs. 2
3	3 vs. 5	9	6 vs. 2	15	1 vs. 3
4	6 vs. 1	10	1 vs. 4	16	<b>CHAMPIONSHIP GAME</b>
5	2 vs. 3	11	3 vs. 6		
6	5 vs. 4	12	2 vs. 5		

- EACH TEAM IS ENTITLED TO A MINIMUM OF 3 HOURS REST PERIOD BEFORE EACH GAME.
- HOST TEAMS HAVE THE CHOICE OF NUMBER, WITH OTHER TEAMS BEING ASSIGNED A NUMBER. THE TEAM ON THE RIGHT SHALL BE HOME TEAM, IN A FIVE TEAM SCHEDULE. ALL OTHER SCHEDULES COIN TOSS.
- TOURNAMENT SCHEDULES FOR AAA MINOR MIDGET MUST BE SUBMITTED TO AND APPROVED BY YOUR RESPECTIVE AREA DIRECTOR AT LEAST 3 WEEKS PRIOR TO THE TOURNAMENT START DATE.

**STEELE HOTEL  
PROVINCIAL TOURNAMENT SCHEDULES**

**3 TEAM SCHEDULE:**

<u>Game #</u>	<u>Day 1</u>	<u>Game #</u>	<u>Day 2</u>
1	1 vs. 2	4	1 vs. 2
2	2 vs. 3	5	3 vs. 2
3	3 vs. 1	6	2 vs. 1
<u>Game #</u>	<u>Day 3</u>		
7	2 <sup>nd</sup> vs. 3 <sup>rd</sup>		
8	Winner of Game 7 vs. 1 <sup>st</sup> Place <b>CHAMPIONSHIP GAME</b>		

**4 TEAM SCHEDULE:**

<u>Game #</u>	<u>Day 1</u>	<u>Game #</u>	<u>Day 2</u>
1	1 vs. 2	4	3 vs. 4
2	2 vs. 3	5	1 vs. 3
3	4 vs. 1	6	2 vs. 4
<u>Game #</u>	<u>Day 3</u>		
7	2 <sup>nd</sup> vs. 3 <sup>rd</sup> <b>SEMI FINAL GAME</b>		
8	Loser of Game 7 vs. 4 <sup>th</sup> Place <b>BRONZE MEDAL GAME</b>		
9	Winner of Game 7 vs. 1 <sup>st</sup> Place <b>CHAMPIONSHIP GAME</b>		

**5 TEAM SCHEDULE:**

<u>Game #</u>	<u>Day 1</u>	<u>Game #</u>	<u>Day 2</u>	<u>Game #</u>	<u>Day 3</u>
1	4 vs. 3	4	3 vs. 2	9	2 vs. 5
2	5 vs. 1	5	5 vs. 4	10	1 vs. 3
3	4 vs. 2	6	2 vs. 1	11	<b>CHAMPIONSHIP GAME</b>
		7	3 vs. 5		
		8	1 vs. 4		

**6 TEAM SCHEDULE:**

<u>Game #</u>	<u>Day 1</u>	<u>Game #</u>	<u>Day 2</u>	<u>Game #</u>	<u>Day 3</u>
1	1 vs. 2	7	3 vs. 4	13	5 vs. 6
2	4 vs. 6	8	5 vs. 1	14	4 vs. 2
3	3 vs. 5	9	6 vs. 2	15	1 vs. 3
4	6 vs. 1	10	1 vs. 4	16	<b>CHAMPIONSHIP GAME</b>
5	2 vs. 3	11	3 vs. 6		
6	5 vs. 4	12	2 vs. 5		

**7 TEAM SCHEDULE:**

**Day1**

Game 1	Team 1	vs	Team 2
Game 2	Team 3	vs	Team 4




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Game 3      Team 5      vs      Team 6  
 Game 4      Team 7      vs      Team 1

**Day 2**

Game 5      Team 2      vs      Team 4  
 Game 6      Team 6      vs      Team 1  
 Game 7      Team 5      vs      Team 3  
 Game 8      Team 4      vs      Team 7  
 Game 9      Team 1      vs      Team 5  
 Game 10     Team 3      vs      Team 2  
 Game 11     Team 6      vs      Team 7

**Day 3**

Game 12     Team 2      vs      Team 5  
 Game 13     Team 7      vs      Team 3  
 Game 14     Team 4      vs      Team 6  
 Game 15     7<sup>th</sup> seed    vs      2<sup>nd</sup> seed  
 Game 16     6<sup>th</sup> seed    vs      3<sup>rd</sup> seed  
 Game 17     5<sup>th</sup> seed    vs      4<sup>th</sup> seed

**Day 4**

Game 18     4<sup>th</sup> best remaining seed      vs      Round 1- First Place  
 Game 19     3<sup>rd</sup> best remaining seed      vs      2<sup>nd</sup> best remaining seed  
 Game 20     Loser of game 18              vs      Loser of game 19  
 Game 21     Winner of game 18            vs      Winner of game 19

**8 TEAM SCHEDULE:**

**Day1**

Game 1              Team 1      vs      Team 8  
 Game 2              Team 3      vs      Team 6  
 Game 3              Team 4      vs      Team 5  
 Game 4              Team 2      vs      Team 7  
 Game 5              Team 3      vs      Team 8  
 Game 6              Team 1      vs      Team 5  
 Game 7              Team 7      vs      Team 4

Opening Ceremonies

Game 8              Team 2      vs      team 6

Division A

A Team 1 Ranked 1  
 A Team 2 Ranked 2  
 A Team 3 Ranked 3  
 A Team 4 Ranked 4

Division B

B Team 1 Ranked 5  
 B Team 2 Ranked 6  
 B team 3 Ranked 7  
 B Team 4 Ranked 8

**Day 2**

Game 9              A3            vs      A4  
 Game 10             A1            vs      A2  
 Game 11             B3            vs      B4

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Game 12	B1	vs	B2
Game 13	A2	vs	A4
Game 14	A1	vs	A3
Game 15	B2	vs	B4
Game 16	B1	vs	B3

**Day 3**

Game 17	B2	vs	B3
Game 18	B1	vs	B4
Game 19	A2	vs	A3
Game 20	A1	vs	A4
Game 21		B Championship	
Game 22		A Championship	

- EACH TEAM IS ENTITLED TO A MINIMUM OF 2 HOURS REST PERIOD BEFORE EACH GAME.
- TOURNAMENT SCHEDULES MUST BE SUBMITTED TO AND APPROVED BY YOUR RESPECTIVE ARA DIRECTOR AT LEAST 3 WEEKS PRIOR TO THE TOURNAMENT START DATE.
- ANY DEVIATION FROM THE APPROVED SCHEDULE MUST BE APPROVED BY ALL TEAMS INVOLVED AND THE HOCKEY NL CO-ORDINATOR.

**4.01.6 PROVINCIAL TOURNAMENT PROCEDURES**

1. Entries in Provincial Championships in all divisions will be limited to six centres with the schedule being a single round robin. In a five or six team tournament the teams finishing in first and second place at the conclusion of the round robin shall play each other for the championship.

For a four team tournament a single round robin shall be played to determine the standings. The first place team will have a bye. The second and third place teams play each other in a semi-final game. The winner of the semi-final game plays the first place team for the gold and silver medals. The loser of the semi-final game plays the fourth place team for the bronze.

In a three team tournament a double round robin will be played with the first place team getting a bye into the championship game. The second and third place teams will play a semi-final game with the winner advancing to the championship game. The loser will be awarded the bronze medal.

The awarding of medals at Provincial Tournaments is compulsory. These medals will be supplied by Steele Hotels and will be awarded in the following manner:

- (a) The Gold medal will be awarded to the winner of the championship game of the tournament.
- (b) The Silver medal will be awarded to the runner up which is the loser of the championship game.

- (c) The Bronze medal must be awarded to the third place finisher or the winner of the bronze medal game of a four team tournament.
2. For all Provincial Tournament games, in all divisions, periods will be three stop time fifteen minute periods.
3. No overtime will be played in round robin tournament games. In the event of a tie each team will be awarded one point. In the championship game, overtime shall be played, if necessary, according to paragraph 12(g).
4. **Mega Tournaments Supplementary Procedures**
- (a) Provincial Mega Tournaments will be limited to ten, twelve, sixteen or twenty teams. The schedule will be done by random draw with each team receiving two games in the placement round on Day one. Day two will consist of four or five (four-team) single round robins with the medal round taking place on Day three.
- (b) For Provincial Mega Tournaments, games will consist of three 15 minute periods for tournaments with ten, twelve teams, three 12 minute periods for tournaments with sixteen teams and three 10 minute periods for tournaments with twenty teams. The ice will not be resurfaced between periods.
- (c) In the event of a tie after regulation time in Mega Tournament Medal Games, the teams will take a two-minute break and play a five-minute sudden victory overtime period. In the event the game is still tied after the overtime period, a shootout will take place with three players being chosen from each team. If the game remains tied after this three shootout, a sudden victory shootout will occur. Players from each team will be selected until a winner is decided. The three players selected in the initial shootout are not eligible to shoot in this sudden victory shootout until all remaining players on the roster have done so. The home team will have the choice of whether to shoot first or second in the shootout.
- (d) If two or more teams are tied at the conclusion of day one, the Hockey Canada Tie-Breaking System will be used, with the exception of step (2) as the points established in the games among the tied teams can only be used in a single round robin competition. Notwithstanding the tie-breaking procedure, the host committee has the discretion to place teams in a division other than where their results would dictate should they feel a team will not be competitive based on the results of their play and the teams they played on Day one.

## 5. Hockey Canada Tie-Breaking System

### **Tie-Breaking Sequence:**

#### **Two Teams Tied**

If two or more teams are tied at the conclusion of a round robin series, then the following procedure will be used to determine the final ranking before the semi-final and final games are played.

In the event that teams are tied for a playoff position, the following procedure will apply:

- (a) The winner of the round robin game between the two tied teams gains the higher position.
- (b) The teams with the most wins in the round robin gains the higher position.
- (c) If the two teams are still tied after (a), and (b) has been applied, then the team with the best goal average gains the higher position. The goal average of a team is to be determined in the following manner: total number of goals for divided by total number of goals for and against.

**Note: All round robin games are included.**

Example: 10 Goals for            4 Goals Against

$$\frac{\text{Percentage 10}}{10 + 4} = .714$$

**Note: The higher percentage gains the higher position.**

- (d) If the two teams are still tied after (a), (b) and (c) have been applied, then team with the least number of minutes in penalties throughout all of the round robin games gains the higher position.
- (e) If the two teams are still tied after (a), (b), (c) and (d) have been applied, then the team which scored the first goal in the game between the tied teams gains the higher position.
- (f) If the two teams are still tied after (a), (b), (c), (d) and (e) have been applied, a single coin toss will determine which team gains the higher position.

### **Three or More Teams Tied**

**Note:** The three-team tie-breaker is used to determine the seedling of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> seed. If any step in the tie-breaker only seeds one team, that team assumes that position. The three-team tie-breaker will continue to determine the seeding of the two remaining teams. At no time will teams using this formula go back to the two-team tie-breaker.

If three or more teams are tied, the point record established in the game among the tied teams only will be used as the first tie breaking formula in deciding which team(s) shall advance.

- (a) The team with the most wins would gain the highest position.
- (b) If the teams are still tied after (a) has been applied, then the team with the best goal average gains the highest position. The goal average of a team is to be determined in the following manner: total number of goals for divided by total number of goals for and against.

**Note: All round robin games are included.**



Example: 10 Goals for      4 Goals Against

$$\frac{\text{Percentage 10}}{10 + 4} = .714$$

**Note: The highest percentage gains the higher position(s).**

The exercise of (b) establishes the team or teams with highest position(s) by percentage. These teams will advance. If there are still teams tied, they go to the next step. They do not go back to the "Two Team Tie-Breaker".

**Example:**

A. Team A - .714 = 1 seed – Advance  
Team B - .500 = 3 seed – Does not advance  
Team C - .650 = 2 seed – Advances

B. Team A - .714 = 1 seed – Advances  
Team B - .500 = Still tied with team C – go to next step (c)  
Team C - .500 = Still tied with team B – go to next step (c)

C. Team A - .650 = Still tied with team B – go to next step (c)  
Team B - .650 = Still tied with team A – go to next step (c)  
Team C - .500 = Does not advance

- (c) If teams are still tied after (a) and (b), the team(s) with the fewest goals against (all round robin games played) will gain the highest position.
  - (d) If all teams are still tied after (a), (b) and (c) the team(s) with the most goals for (all round robin games played) will gain the highest position(s).
  - (e) If teams are still tied after (a), (b), (c) and (d) have been applied, the team to qualify would be the team(s) that received the least number of minutes in penalties throughout all the round robin games.
  - (f) If teams are still tied after (a), (b), (c), (d) and (e) have been applied, a coin toss shall determine the winner. In a 3 team coin toss, the odd team gains the highest position.
6. BNQ approved throat protectors, CSA approved face masks and helmets must be worn by all participants, in all games, in all divisions. In addition, Intra Oral Mount Guards with strap unless form fitted.
  7. Hockey NL referees and linesmen for provincial tournaments will be provided by the host committee and approved by the Hockey NL Referee-in-Chief. Payment to officials will not exceed the scale recommended by Hockey NL.
  8. Score keepers, time keepers, penalty keepers, goal judges and other necessary minor officials must be provided by the tournament host committee and meet with the approval of the Hockey NL representative. Score sheets are to be returned to the Hockey NL office: P. O. Box 176, Grand Falls-Windsor, NL A2A 2J4 immediately after the tournament.

9. In associations where sufficient players are registered in a division, teams must carry 17 players, at least two of whom must be goaltenders. Teams with only one goaltender are permitted to register and carry 16 players. Exceptions may be permitted to carry less than the required number in extenuating circumstances as determined and approved by the Minor Council Director and/ or Chairperson. The minimum number of players for a team is 12, at least one of whom must be a goaltender and a maximum number of players for a team is 19, at least two of whom must be a goaltender. Teams shall have all players in uniform for all games. Exceptions will be granted for injury, illness or suspension. Any player who is not uniform for a game, for any reason other than injury, illness or suspension, unless an approval from the respective area director is received, will be deemed ineligible for the remainder of the tournament. Minor Associations who do not meet the minimum numbers of players and approved coaches with proper qualifications required for a team one week prior to the commencement of the Final Grading, will not be eligible to participate in the Provincial Tournaments and will not be placed on the Final Grading Report. In the event of an injury or illness or suspension by the association or Hockey NL to a goal keeper during a tournament, coaches have the option of: dressing another player, accepting a goaltender from the host association (if available), or forfeiting the game. (**passed September 1992/amended June 2019**).
10. In the event of an injury or illness or suspension by the Association of Hockey NL to a goaltender during the tournament, coaches have the option of dressing another player, accepting a goaltender from the host Association (if available), or forfeiting the game (**passed September 1992**).
11. Players registered with a AAA team competing in a provincial minor league may register or play under a second registration with a representative team.
12.
  - (a) Minor Hockey Associations are only permitted to use a maximum of 4 Novice players to make up a total of 17 players, one of whom must be a goaltender. Novice players that are picked up must come from your own Association. No Atom players will be displaced in this process.
  - (b) The Novice players must be in their final year of Novice eligibility and graduating to Atom in the next hockey season.
13.
  - (a) In all divisions of hockey, the goal posts must be anchored in such a way that they break loose on sudden impact.
  - (b) It is the responsibility of the host centre to provide an extra set of jerseys for a possible change.
  - (c) Any combination of three major penalties during the tournament will result in the said player being eliminated from the remainder of the tournament.
  - (d) A player can only play one minor provincial tournament in any playing year. *There may be an exception for goaltenders as approved by the Minor Council Chair.*
  - (e) The referee or linesman will stop the play immediately if a player of either team receives an injury, no matter what team has possession of the puck.

- (f) Coaches must have their certified roster available at all tournaments.
- (g) Playoff games: Overtime for Easter Provincial tournaments are limited to a maximum of two (2) overtime periods. In the event of a tie between two teams, the teams will take a two minute break and play for a sudden victory. The first overtime will be fifteen minutes and the sudden victory (the 1st goal scored) will decide the winner. In the event teams are still tied at the end of the first overtime, a ten minute break with a flood will be allowed and both teams will resume a fifteen minute period with the sudden victory rule in effect. If multiple periods are required there will be a flood after every two periods. This will continue until a winner is declared.
- (h) Playoff games: For Bantam AAA and Minor Midget AAA, in the event of a tie between two teams, the teams will take a ten minute break with a flood and play for a sudden victory. The overtime will be twenty minutes and the sudden victory (the 1st goal scored) will decide the winner. If still tied at the end of the first overtime the same sequence will repeat which is a 10 minute break with a flood and a twenty minute period. This sequence will continue until a winner is declared.

#### 14. **Body Checking**

- (a) Is permitted in Bantam and Midget category A and above.
- (b) Is prohibited in all other divisions and categories and all Female hockey. A minor penalty or, at the discretion of the referee, a major penalty and a game misconduct shall be assessed any player who, in the opinion of the referee, intentionally body checks/bumps, shoves or pushes any opposing player. If a player is injured, a major penalty and a game misconduct penalty must be assessed.

15. **Banquets** held during Provincial Tournaments shall be at the discretion of the host association and shall not be scheduled for the last day of the tournament. Teams failing to attend the banquet shall be fined \$250.00 payable to the host association.

#### 16. **Mercy Rule**

Where a ten (10) goal differential occurs anytime during the game in all divisions, the game is officially declared as per the score at that time. At the discretion of the Referee and the Hockey NL Coordinator, and in consultation with the coaches, a decision may be made to let the game continue after the ten (10) goal differential, however, no further goals will be recorded, only penalty infractions. In the consultation process, both coaches must agree to continue with the game. If both coaches do not agree with continuing the game, then the game is finished at that point.

#### 17. **Pick Up Players**

Any association that doesn't have the maximum number of players for a team, as per paragraph 9, have until 7 days prior to the commencement of the provincial tournament week to submit pick up forms to their respective Director(s). No pick up player shall be permitted to be added to a team roster after this date.

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**18. Game Rest Period**

During Provincial Tournaments, each team must have a minimum of two (2) hour rest period before each game **(passed September 1992)**.

**19. Code of Ethics**

It is considered unethical for a manager, coach, trainer, director of teams, league executive members, or any members that are affiliated with Hockey NL to make direct derogatory or disparaging remarks to the media or public domain about any other person, member or affiliate of Hockey NL **(passed September 1992)**.

**20. Time Outs:**

One (1) "Time Out" of thirty (30) second will be permitted per game (including overtime). The "No Time Out Rule" still applies in house league competition **(passed June 1993)**.

**21. Skills Competition**

Host centers that don't have a full complement of teams and wish to have skills competition may do so with the approval of their Minor Director. The skills competition will be optional for teams/players wishing to participate **(passed September 2004)**.

**22. Required Certifications (Approved September 2014)**

For more information visit: <http://www.hockeynl.ca/development/clinics>

23. Provincial Tournaments have priority over High School, League Playoffs, Exhibition and Out –of-Province Tournaments.

24. Any Minor Hockey Association that does not wish to have their teams compete in provincial tournaments must advise the Grading Committee prior to final grading. Minor Hockey Associations who have not stated their intention to be excluded for provincial play by this time will be expected to fulfill their commitment. Failure to do so will result in disciplinary action.

**25. Protests**

1. Protests of games may be made only in regard to interpretation of the rules of competition and not in regard to the judgement of a referee or other official.
2. (a) Verbal protest must be registered by the Captain of the aggrieved team to the referee at the first reasonable opportunity after the action or decision complained of, but in all cases must be made within five (5) minutes after the cease of the period or overtime period in which such action or decision is made. The referee shall note such protest on the game report. Such verbal protests shall be ignored if not followed up as hereinafter described.  
  
(b) Any protest of a game regarding matters outside the game officials' jurisdiction such as scheduling, player eligibility, etc., may be made without the verbal notice or time limit required in (a) above.

3. All protests and all evidence in support thereof must be made in writing in duplicate and must be signed by two (2) authorized representatives of the protesting team, league or association and must be accompanied by the applicable protest fee.
  4. (a) At Provincial Minor tournaments any protest must be presented in writing to the Provincial representative at the tournament at the conclusion of the game for which the protest is being made, and it must be accompanied with a \$50 non-refundable protest fee, payable to the Hockey NL Minor Council. No protest will be entertained on the outcome of any final championship game.
  5. When necessary, a decision on any protest must be given at least six (6) hours prior to the next game in which the protesting team is to complete.
  6. The decision on a protest will be made by the official named above to receive the protest who will solicit advice or information from any source which he feels will be of assistance in rendering a decision.
  7. The Chairperson of the division concerned and the President of Hockey NL shall be informed as soon as possible of any protests.
  8. Where the protest has been ruled on by a League President or minor tournament representative, an appeal may be made to the Chairperson of the division concerned and where the protest has been ruled on by a Minor Director or a Hockey NL Chairperson an appeal may be made to the Appeals Committee of Hockey NL. Appeals to the Hockey NL Appeals Committee must be accompanied with a \$200.00 fee made payable to Hockey NL. \$100.00 will be refunded if the appellant is successful.
  9. In all divisions of hockey, any such appeal must be made in writing within forty-eight (48) hours of the original decision being given and must be accompanied by a payment of \$200.00. A decision on the appeal must be given within a further forty-eight (48) hours. The decision of the Appeals Committee shall be final.
26. When a game is declared forfeited due to a team having insufficient players to continue to play, either through injury and/or penalties, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared.
27. Teams failing to participate in opening ceremonies of the Provincial Tournament will result in the Head Coach of said team being suspended for the next two (2) games his/her team participates in following the Opening Ceremonies. Teams failing to send a representative to the Coaches meeting held prior to the Provincial Tournaments shall result in the Head Coach being suspended for the first two (2) games that his/her team participates.
- (a) Teams failing to participate in opening ceremonies of the Provincial Tournament will result in the Head Coach of said team being suspended for the next two (2) games his/her team participates in following the Opening Ceremonies.

- (b) Teams failing to send a representative to the Coaches meeting held prior to the Provincial Tournaments shall result in the Head Coach being suspended for the first two (2) games that his/her team participates in.
  - (c) Any team who does not dress a player for any reason other than injury, illness, suspension or team discipline will result in the Head Coach of said team being suspended for the next two (2) games his/her team participates in.
28. There will be a \$750.00 registration fee for every team an association sends to a Provincial Tournament. This fee will be paid to Hockey NL and will be distributed to the host associations with \$50.00 being retained by Hockey NL.
29. Teams participating in Provincial Tournaments are required to play all games as per their Provincial Tournament schedule. Teams are NOT permitted to leave the Provincial Tournament until all of their games are finished. If a team does not complete their scheduled games, the coaching staff will be suspended for (5) games and a \$500 fine will be imposed to the association. Any portion of the suspension not served in the current playing season, will be carried over to the following season.

If the team, through suspension or injuries, cannot continue due to lack of players, the chair of Minor Council and the team's Area Director will be notified and a decision will be made on the remaining games.

#### 4.01.7 ADDITIONAL RULES

1. Any Association not represented at the Annual or Fall meetings of Hockey NL without just cause will be charged a penalty of \$5.00 for each registered player for the first time absent and double this amount for the second time absent. If an Association does not pay their fine, then they will not be permitted to play in the Provincial Tournament.
2. Any team dropping out after the Final Grading is complete shall pay a fine of \$1,000.00 to the Host Association and \$1,000.00 to Hockey NL Minor Council.
3. Practice to Game Ratio (1:2): One practice to every two games with the exception of the Midget division (**adopted September 2001**).
4. No Bantam age player is eligible to register or participate with a Midget team unless numbers warrant and permission is granted from the Minor Council Executive (**approved June 2002**).
5. All Minor Hockey Associations with teams travelling outside of their Association within the Province of NL must complete and file a Minor Hockey Travel Notice Form with their respective Minor Director. Failure to comply with this requirement shall result in a \$250.00 sanction to the Minor Hockey Association.

***This excludes travel within a sanctioned league. All leagues shall file their schedule with their respective Minor Director and with the Hockey NL Branch Office.***



Minor Hockey Associations who host games and/or tournaments with teams from outside of their Association will be required to request a Travel Notice Form for each team. Failure to comply with this shall result in a \$250.00 fine to the Host Association.

6. A Minor Hockey Association refusing to host a Provincial Tournament will be fined \$1,000.00 and further, refusing to host said tournament may result in your Association not being permitted to participate in the Provincial tournaments (**adopted September 2003**).
7. It is mandatory for all coaches and on-ice staff to wear a CSA certified hockey helmet with chin strap while attending practices. The following sanctions have been adopted for those members that do not adhere to the mandatory helmet policy:

<b>First Offence:</b>	<b>Warning</b>
<b>Second Offence:</b>	<b>Thirty-day suspension to the coach and a \$500 fine to the home Association</b>
<b>Third Offence:</b>	<b>Indefinite suspension to the coach and Association to be reviewed by the Executive Committee of Hockey NL</b>

8. Minor Council Executive Committee members are not to be involved in decision-making roles with any Minor Hockey Association or Executives including AAA and Major Midget teams.

#### **4.01.8 CODE OF ETHICS**

Managers and coaches are expected to share with game officials the responsibility for orderly conduct of the contest by the following:

- i) By acknowledging the authority of officials in a contest and by relating to them in a respectful manner.
- ii) By exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games.
- iii) By exercising control of their own conduct so as to avoid inciting players, officials and spectators.
- iv) By conducting themselves at all times in a manner which is appropriate to the responsibilities of their position.

#### **4.01.9 AAA PROCEDURES AND GUIDELINES (AS AMENDED 2019)**

Hockey NL offers a AAA program for teams competing at the AAA Provincial Championships. This program is meant to supplement the programs offered at the local minor hockey associations. Players and coaches first priority shall be to the guidelines set out by their local minor hockey association. This program is not an entity on to its own rather it was developed for the enhancement of players who require a higher level of competition.

##### **1. Division, Zones, Tournament Host Sites**

- a) Division: Pee Wee, Bantam, Minor Midget
- b) Zones: The following zones are eligible to send representation to the provincial tournament: Tri-Com, St. John's, Tri Pen, Central, Western and Northern.
- c) Tournament Host Sites: Sites will rotate through the defined zones on an annual basis.

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## **2. Coach and Team Selection**

- a) The Head Coach shall be selected by a committee including the respective Hockey NL Minor Director, a representative of Hockey Development, the Hockey NL Technical Director and approved by the Minor Council Chair.
- b) The respective Head Coach will be given the option to suggest his additional staff from those who applied or other candidates he brings forward in consultation with the respective Minor Area Director and Minor Council Chair. Final approval of the assistant coaches, trainer and DOP will rest with the Minor Council Chair in consultation with the respective Area Director.
- c) Any male or female players registered in the Pee Wee, Bantam or Minor Midget division with their respective minor hockey association may be eligible to participate subject to the guidelines set out by their local association. All players and coaching staff shall be in good standing with their association to be eligible to participate in the AAA program. Associations are responsible to inform their Minor Director if a player or coach is not in good standing.
- d) All teams will be selected by an evaluation process involving two independent evaluators and the respective Head Coach. Assistant Coaches who don't have children participating in the try-out process can also be involved in the evaluation. The Minor Council Chair in consultation with the respective Minor Directors shall approve the independent evaluators for each zone and the evaluators shall not have a child(ren) participating in the AAA program. The cost associated for the independent evaluators shall be included in the selection process registration fees.
- e) The Director of Operations, or designate, shall conduct an orientation session during the first selection camp.
- f) The selection process shall include a minimum of six hours to a maximum of twelve hours of ice time.
- g) The fee charged for the selection process should be sufficient to cover the cost of ice time, officials and evaluators. Budget for tryouts shall be approved by the respective Minor Area Director.
- h) Evaluations should include a minimum of one skill session for every three hours of the selection process.
- i) All selection camps shall start no later than November 1<sup>st</sup>. Teams shall be selected and team rosters submitted to the Hockey NL office along with the following information by no later than November 22<sup>nd</sup>:
  - Name of Team
  - Division
  - Name of the person responsible for the team
  - Team roster of 19 (15 skaters, two goaltenders and alternates up to a maximum of 19 as per Hockey Canada Regulations)
  - Team Colors

## **3. Team Operations**

- a) There shall be a maximum of one hour practice time per week.
- b) All exhibition games (maximum of two per month), tournaments and travel shall require prior approval by the respective Minor Director or Minor Council Chair.
- c) Each team shall be allowed a maximum of one out of province tournament per season and shall require a travel permit approved by the Minor Council Vice-Chair.



- d) All teams shall present to their respective Minor Area Director and AAA Administrator an annual operating budget no later than December 7 and a year-end financial statement by no later than April 30.

#### **4. Provincials**

- a) Representation: Each zone shall declare its participation in the provincial championship by no later than December 31<sup>st</sup> of each season
- b) Team Withdrawal: Teams withdrawing shall be assessed a fine in the amount of two thousand dollars (\$2000.00)
- c) Rules and Regulations:
- To be eligible to participate in a provincial championship, a team must have respected all Hockey Canada and Hockey NL Rules and Regulations
  - Teams failing to send a representative to the meeting held prior to the Provincial AAA Championship shall result in the Head Coach being suspended for the first two (2) games that his/her team participates in.
  - Teams failing to participate in the opening ceremonies of the Provincial AAA Championship, if applicable, shall result in the Head Coach of said team being suspended for the next two (2) games following opening ceremonies.

### **4.02 FEMALE**

#### **4.02.1 ENTRY AGE RULES**

##### **DIVISIONS**

- a. Midget
- b. U15
- c. U12
- d. Novice Female
- e. Initiation Female

##### **AGE ELIGIBILITY**

Open to female players fifteen (15) to seventeen (17) age in the current playing Season.

Open to female players fourteen (14) years of age and younger in the current playing Season.

Open to female players eleven (11) years of age and younger in the current playing Season.

Open to female players eight (8) years of age and younger in the current playing Season.

Open to female players six (6) years of age and younger in the current playing Season.

If an association does not have sufficient numbers for a female team – the female player must go to the nearest association and register in that female program to be considered for a provincial team. Female players registered in female program only will be given priority over dual registered female players to be added to female provincial team rosters.

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#### 4.02.2 PLAYER MOVEMENT

1. Players play in the division their age dictates unless they have been evaluated by either (1) a member of Hockey Development or (2) the Association's Technical Director. If neither 1 nor 2 are available, the highest coach level in their association. Players must be found to be too strong for the division they are moving from.
2. Where associations do not have sufficient numbers to register a team, A" Request to Pick Up A Player" form must be forwarded to the respective Female Area Director. This form must be signed by the President of the two associations involved. The Area Director's response will be forwarded to both the Female Chair and the Hockey NL Office. Verbal requests will not be entertained. Requests to pick up female players must be submitted on the Female pick up forms and follow the guidelines outlined of player pick up eligibility. Pickup forms are required for **ALL** exchange of players between divisions and/or associations.

#### 4.02.3 FEMALE HOCKEY TEAM REGISTRATION

1. Players have to be registered in a Female Hockey program to register or compete on any female team.
2. All teams must have a female on the bench, either as a coach, assistant coach, trainer or manager. This person must have all necessary Hockey Canada and Hockey NL certifications.
3. All Tournaments and exhibition games are to be submitted using the Tournament Sanction Form at least **3 weeks prior to the event**. Once approved by the MHA President and Area Director - the form is to be submitted to the Hockey NL office to be sanctioned. **All teams attending** the tournament are to be listed on the form.
4. Female Teams must use the Travel forms found under Forms in the Female section on the Hockey NL web site. Travel form is required for **ALL** team movement outside their own association. Fines will be assessed for non-compliance.
5. All interdivisional play (female teams vs minor teams or female teams playing another female team in a higher division) must be approved by the Area Director using the **Tournament Sanction Form and signed by the MHA President**. If playing a minor team the minor director must approve as well. Each request will be reviewed on a case-by case basis and number of games approved may be limited in a season.

#### 4.02.4 GUIDELINES FOR PLAYER PICK-UPS

1. Pickups must come from the home association first. In all cases, the oldest players will be picked up first. i.e.: Midget will pick up a third year U15 and U15 will pick up a third year U12.
2. If there are not sufficient numbers in the home association, the association will have the opportunity to pick up players from their closest neighboring association. Only to roster of 12 players for all games/tournaments excluding provincials.
3. Player can only be picked up from one division lower. (Midget will not be permitted to

pick up a player from U12).

4. Exemptions for these guidelines may be made for goalies.
5. Teams may only pick up 4 under age players. (Passed September 2013)
6. Eight year olds are not eligible to play in Provincials. Exception: Four eight year olds can be picked up for a Provincial U12 team provided they do not displace another age appropriate player in that division in the Province. (Passed June 2015)
7. Youngest player eligible to be considered as an underage player is an eight year old as of Dec. 31 of the current hockey season.

#### **4.02.5 FEMALE HOCKEY LEAGUE PLAY**

1. Where associations agree to open boundaries to form a league, players from these associations must be registered and playing in the league to be eligible to participate in the female Regional or Provincial Tournaments.
2. Where boundaries have been opened to allow pooled teams, players will register with the host association of the respective division.
3. Players in pooled leagues will either return to their home association for Provincials or attend as the registered team from the league.
4. Pooled Leagues and/or Zone league play will have to submit to the Area Director a league rules and regulations for the including league finals formats. These leagues would be organized by the MHA's Female reps with the input from the Area Director. These leagues will have to be approved by the Female Council Executive Committee prior to the start of the league.

#### **4.02.6 PROVINCIAL TOURNAMENT RULES**

1. Girls who do not register and play on female teams will only be permitted to play in the Female Provincials after all female divisional players are accommodated on teams. Then only to a roster of 12.
2. Female teams are to be registered by December 1<sup>st</sup> to ensure proper grading. After January 10 – no female teams will be accepted. All teams are to play games prior to January grading report or will be removed from the grading report and provincial play.
3. Players must have attended 50% of their games and practices to be eligible for provincials.
4. Any player who is registered with or plays with a team outside the province of Newfoundland and Labrador will not be permitted to participate in the Female Provincial Tournament.

5. Players who refuse to try out and/or attend the Provincial Tournament with their home association will not be permitted to be picked up by another team.
6. Goalies may be permitted to play in a higher division in Provincials if they continue to honor their commitment to their own division and only when an age appropriate goalie cannot be found. This would require the approval of the Female Area Director. This applies to age appropriate goalies only.
7. A goalie or player cannot play for two teams in the same Provincial Tournament.
8. Teams who refuse to travel to a designated site for provincials will be removed from the grading and the Minor Hockey Association will be fined \$2000 of which \$1000 goes to Host Association and \$1000 goes to Female Council. Players are not eligible to be picked up by any other teams.
9. To be placed on the grading, teams must have 12 players, one of whom is a goalie.
10. The first grading report will be presented at the September meeting. Second grading will be posted mid-December. All teams are to submit Team Games Report by Jan 20, 2020. Final Grading Jan 27, 2020, only teams registered by Jan 10, 2020 will be on the final grading. No teams or players will be added to Female Provincials or female programs after the Feb 10 deadline. Teams have until Feb 10, 2020 to request to move with final grading Feb 17, 2020.
11. Request for changes (this includes additions or deletions) on the grading must be made by the Female Rep of the Association and signed by their President. Female Forms are on the Hockey NL web site under Female.
12. Teams may roster players to a maximum of 19, at the discretion of the Female Council, two of whom must be goalies.
13. All teams must have a female on the bench, either as a coach, assistant coach, trainer or manager. This person must have all necessary Hockey Canada and Hockey NL certifications.

**THESE GUIDELINES ARE IN ADDITION TO THE MINOR HOCKEY PROVINCIAL  
TOURNAMENT PROCEDURES AS OUTLINED IN THE MINOR DIRECTORY**

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**SECTION 5: HOCKEY DEVELOPMENT PROGRAM****5.01 HOCKEY DEVELOPMENT COMMITTEE****(a) Hockey Development Committee – Standing Committee****i. Mandate**

The Hockey Development Committee is a standing committee of the Board. The Hockey Development Committee is responsible for the general oversight of Hockey NL's development programs and to develop a vision for hockey development within the Branch.

**ii. Key Duties**

The Hockey Development Committee will perform the following key duties:

- Provide advice and recommendations to the Executive Committee for the Bylaws and Regulations.
- Provide advice and recommendations to the Executive Committee for the annual budgets.
- Provide advice and recommendations to the Executive Committee for the strategic plan.
- Provide advice and recommendations to the Executive Committee for operational programs.
- Ensure the establishment of program practice standards and monitor compliance with such standards.
- Monitor performance of programs against approved objectives.
- Monitor hockey development initiatives from Hockey Canada and from other Branches.
- Recommend strategies for the incorporation of Long Term Player Development (LTPD) within Branch programs.
- Recommend strategies for the recruitment and retention of personnel to lead and deliver athlete development at the team, league and association levels.
- Relay Board strategic direction and design implementation strategies for Program Committees and Program Delivery Groups.

**iii. Authority**

The Hockey Development Committee will exercise its authority in accordance with Hockey NL Bylaws, Regulations and Policies.

**iv. Meetings**

The Hockey Development Committee will meet in person once per year and via conference call, as determined by the Chair.

**v. Resources**

The Hockey Development Committee will receive the necessary resources from Hockey NL, to the extent approved in the annual budget, to fulfill its mandate. It

will also receive the necessary administrative support from the Hockey NL office.

vi. **Reporting**

The Hockey Development Committee reports to the Executive Committee. The Hockey Development Committee will maintain minutes of its meeting and will share minutes with the committee members and the Board.

**5.02 HOCKEY UNIVERSITY ONLINE CHECKING EDUCATION COURSE**

Beginning in the 2017/18 season, assistant and head coaches at the following levels will be required to complete the Hockey University Online Checking Course. Coaches will receive credit on their respective HCR profile. The course must be completed prior to the Provincial/Easter Tournament(s).

Applicable levels:

- Minor/ Pee Wee A and above
- Minor/ Bantam A and above
- Minor/Midget A and above
- Female Pee Wee AAA, Bantam AAA & Midget AAA

The course will cost \$15.00 and any other volunteer coach not at the above levels is allowed to complete the course but not mandated.

**5.03 GOALTENDING 1 COACH CLINIC**

Beginning in the 2017/18 season, any volunteer coach registered as 'Goalie Coach' with their respective team will be required to complete the Goaltending 1 in-class coaching clinic. The cost of the in-class clinic is \$40.00.

Please note by obtaining this status, this does not qualify the goalie coach to become a bench coach during games. This certification applies to practices only. Goalie coaches are still required to obtain in addition to the Goaltending 1 Training: Respect in Sport, Criminal/Vulnerable Persons Checks, and the HNL screening document.

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## **SECTION 6: HIGH PERFORMANCE PROGRAM**

### **6.01 GOAL OF THE PROGRAM**

The Goal of the High Performance Program is to identify the best players in each respective age category and expose them to a high level of competition and coaching. With each the male and female programs, the goal is they will continue through the HPP process and have the opportunity to compete with Team Canada in National and World competitions.

(a) **Teams Involved in the High Performance Program:**

- Female and Male Under 13 (Spring Camp Only)
- Male Under 14, Male Under 15, Male Under 16
- Female Under 16, Female Under 18

(b) **Identification Process and Team Competition Locations**

The process begins with the spring identification camps in April (approx. week or two after Easter). An average of 44\* players (60 U14) will be selected from each respective age group to attend the Provincial Summer Camp in August.

\* Invites to summer camp may be lower in Canada Winter Games year – Male U16 & Female U18.

From the summer camp, a team of 20 players from each age group are selected they will attend the Atlantic Challenge Cup (ACC) which is a tournament featuring Provincial teams from New Brunswick, PEI and Nova Scotia.

As of 2012, The Male Under 16 team will not attend the ACC. They now participate in the QMJHL Gold Cup. The participating are New Brunswick, PEI, Nova Scotia and two Quebec teams. The tournament is played in Quebec.

(c) **Information and FAQs**

For more detailed information surrounding the High Performance Program and a list of frequently asked questions, please refer to the following link on the Hockey NL website at: <http://www.hockeynl.ca/development/high-performance-program>.

### **6.02 HIGH PERFORMANCE POLICY MANUAL**

The High Performance Policy Manual can be found in its entirety under the following link on the Hockey NL website: <http://www.hockeynl.ca/wp-content/uploads/2012/10/Proposed-HPP-Policy-Manual-DECEMBER-12-2015.pdf>