



2024-25 HANDBOOK

Directory - Constitution - By-Laws - Regulations - Policies

MEMBER OF HOCKEY CANADA

www.hockeyhno.com

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HNO OFFICE

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Office Hours: Labour Day to April 30th Monday to Friday 8:30am to 4:30pm
May 1st to Labour Day Monday to Friday 8:30am to 4:00pm

<p>Executive Director Jim Fetter (807) 935-8047 jfetter@hockeyhno.com</p>	<ul style="list-style-type: none"> • HNO and Hockey Canada Constitution, By-Laws, Regulations and Policies • Office Operations • Branch Registrar • Appeals • Branch Championships
<p>Technical Director Joe Newhouse (807) 345-3542 jnewhouse@hockeyhno.com</p>	<ul style="list-style-type: none"> • Development Programs • Program of Excellence (U14/U15/U16) • Coaches Program • Trainer's Program • Skills Camps
<p>Membership Services & Office Administrator Kathy MacKenzie (807) 935-8048 info@hockeyhno.com</p>	<ul style="list-style-type: none"> • Membership Services • Office Administration • Finance & Accounts • Insurance Certification Program • Injury Reports • Bursary Program • Travel Permits
<p>Director of Officiating Colin Dzijacky (807) 622-4792 cdzijacky@hockeyhno.com</p>	<ul style="list-style-type: none"> • Officiating Development • Staff resource to member RIC's • Hockey Canada Officiating Program • Manager of Overall Officiating Program
<p>Marketing Coordinator Crystal Noga (807) 622-4792 cnoga@hockeyhno.com</p>	<ul style="list-style-type: none"> • Media Contact • Events • Website and Social Media • Communications • Sales • Sponsorships and Partnerships

Board of Directors 2024-25

<p>President Dean Filane Figliomeni Thunder Bay, ON president@hockeyhno.com</p>	<ul style="list-style-type: none"> • Central Zone Rep • Finance Committee • Governance Committee • Chair, Registration Appeals Committee
<p>Vice President Brian Patterson Dryden, ON Bpatterson.hno@shaw.ca</p>	<ul style="list-style-type: none"> • West Zone 3 Rep • Chair, Minor Committee • Finance Committee • POE Committee
<p>Past President Jason Perrier Thunder Bay, ON jayperrier1973@gmail.com</p>	<ul style="list-style-type: none"> • Finance Committee • Governance Committee • Development Committee
<p>Development Convenor Brent Rau Thunder Bay, ON brentrau01@hotmail.com</p>	<ul style="list-style-type: none"> • Central Zone Rep • Risk & Safety Committee
<p>Junior Convenor Lincoln Galbraith Thunder Bay, ON lincolngalbraith@hotmail.com</p>	<ul style="list-style-type: none"> • Central Zone Rep • Chair, Finance Committee • Minor Committee • POE Committee
<p>Director John Duhaime Geraldton, ON duhaimejohn05@gmail.com</p>	<ul style="list-style-type: none"> • East Zone 2 Rep • Minor Committee • Governance Committee
<p>Director Brad Gascoigne Fort Frances, ON bradley.gascoigne@rrdsb.com</p>	<ul style="list-style-type: none"> • West Zone 1 Rep • Chair, Development Committee • Governance Committee • POE Committee
<p>Director Nancy Houston Schreiber, ON nancyhouston323@icloud.com</p>	<ul style="list-style-type: none"> • East Zone 1 Rep • Risk and Safety Committee

<p>Director Tara Hedican Kenora, ON thedican@gmail.com</p>	<ul style="list-style-type: none"> • West Zone 2 Rep • Risk & Safety Committee
<p>Director Kevin Marks Thunder Bay, ON moops@tbaytel.net</p>	<ul style="list-style-type: none"> • Central Zone Rep • Development Committee
<p>Director Irwin Nicol Nipigon, ON irwinnicol@yahoo.ca</p>	<ul style="list-style-type: none"> • East Zone 3 Rep • Development Committee
<p>Director Aaron Piccinin Thunder Bay, ON pitchy@tbaytel.net</p>	<ul style="list-style-type: none"> • Central Zone Rep • Minor Committee
<p>Director Glenn Timko Thunder Bay, ON glentimko@hotmail.com</p>	<ul style="list-style-type: none"> • Central Zone Director • Chair Risk and Safety Committee • Chair Governance Committee
<p>Life Patrons</p> <ul style="list-style-type: none"> • Sharon McMahon • William Salonen 	

Minor Hockey Associations

ASSOCIATION	PRESIDENT CONTACT INFORMATION	ASSOCIATION CONTACT INFORMATION
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Lake of the Woods Minor Hockey Association	Jeff Duggan Jeffrey.duggan@opp.ca	Kenora, ON P0X 1C0 http://kenoraminorhockey.ca/
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Vermilion Bay Minor Hockey Association	Andrew Fisher forka123@gmail.com	

Junior A (SIJHL)

TEAM/LEAGUE	PRESIDENT CONTACT INFORMATION	TEAM/LEAGUE CONTACT INFORMATION
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Fort Frances Lakers	Gary Silander garysilander@gmail.com	Box 76 Fort Frances, ON P9A 3M5 www.fortfranceslakers.com
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Thunder Bay North Stars	Scott Kellaway skfmi@tbaytel.net	www.thunderbaynorthstarsjrahockey.com
Red Lake Miners	Jason Vinet rightside27@hotmail.com	Box 118 Balmertown, ON P0V 1C0 www.redlakeminers.com
Sioux Lookout Bombers	Austen Hoey operations@bombershockey.ca	Box 397 Sioux Lookout, ON P8T 1A7 www.bombershockey.ca
Ironwood Lumberjacks	Sophia slein@wisconsinlumberjacks.com	
SIJHL	Dean Thibodeau commissioner@sijhlhockey.com	www.sijhlhockey.com

Junior B (LJHL)

TEAM/LEAGUE	PRESIDENT CONTACT INFORMATION	TEAM/LEAGUE CONTACT INFORMATION
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Schreiber Filanes Falcons	Cosimo Filane cosfilane@sympatico.ca	Mario Filane Figliomeni marbar19@hotmail.com
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Lakehead Junior Hockey League	Josh Gribben joshgribben@hotmail.com	https://www.theljhl.com/

University Hockey

Lakehead University Thunderwolves	Andrew Wilkins awilkin1@lakeheadu.ca	www.thunderwolveshockey.com
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Important Dates 2024-2025 Season

Date	Importance
July 1	Membership Information must be entered into the Portal and Acknowledgement Box checked off
Aug. 1	Deadline for USA Player Renewal at no cost (Junior Hockey)
Oct.1	Overage Player Application & Over 20 Players on a Team Request
Oct. 15	“AA” Teams need to be declared & entered in the HCR
Oct. 15	First Installment of Registration Fees Due
Nov. 1	“AAA” Teams must declare intent to compete in Branch Championship
Nov. 1	Under 9 (U9) teams can start playing half ice games
Nov.1	Under 9 (U9), Under 11 (U11), Under 13 (U13), Under 15 (U15) Families – One Parent/ Guardian needs to have completed Respect in Sport Parent Program
Nov.1	Overage Player Application & Over 20 Players on a Team Request
Nov.1	Applications for Joint Teams can be accepted
Nov.15	“A” level and lower teams must be declared and entered in the HCR
Dec. 1	Final deadline to submit Overage Player Applications & Over 20 Players on a Team
Dec.1	Under-7 (U7) Jamborees are permitted
Dec.1	Junior 2 nd Installment of Fees Due
Dec. 1	Deadline for Officials to certify for the 2025-26 season
Dec. 1	Deadline for MHA Team Approval
Jan. 1	New AAA Team Applications must be received for 2025-2026 season
Jan. 10	Junior Cut down to 25 Cards
Jan. 10	Last Day to release a player
Jan. 15	Affiliated Player and Special Affiliated Team Deadline
Feb.10	Final day to register players and coaches
Mar. 1	Full Ice permitted for U9
Mar. 1	Nomination forms for HNO Meritt of Order Award
Mar. 1	Nominations forms for Volunteer and Coach of Year Awards
Mar. 15	Final Installment of Minor Registration Fees Due
TBD	Notice of Motions Due for 2025 AGM
TBD	2025 Annual General Meeting in Thunder Bay
TBD	2025/26 Requests for Tournament Sanctions Due in the Portal
Jun. 1	Returning Bona Fide AAA Teams must be declared for 2025-26 season

PART I: BY-LAWS

BYLAW ONE: NAME

NAME

100 This Organization shall be known as Hockey Northwestern Ontario. Hockey Northwestern Ontario shall hereinafter be referred to as the Branch.

BYLAW TWO: AUTHORITY

AUTHORITY

200 This Branch has full and complete jurisdiction over all amateur hockey in that part of Northwestern Ontario from the 85th meridian to the Manitoba border.

201 This Branch is a member of Hockey Canada, which it hereby recognizes as the governing body for amateur hockey in Canada.

202 This Branch, as a member of Hockey Canada, is allied with the International Ice Hockey Federation.

BYLAW THREE: COMPOSITION

COMPOSITION

300 This Branch is composed of Directors, amateur hockey teams, Leagues and Associations.

301 Membership in amateur hockey teams, Leagues and Associations shall be restricted to individuals of recognized amateur standing.

302 A team, League or Association must be composed of at least three (3) individuals who have signing authority and assume responsibility as members, exclusive of paying members

303 Membership by amateur teams, Leagues or Associations and their constituent members or players is purely voluntary. Application for and acceptance of membership entails that each member, as a condition precedent to membership in Hockey Northwestern Ontario (HNO), shall adopt By-Laws, Regulations, Playing Rules and Policies of Hockey Northwestern Ontario, and Hockey Canada.

BYLAW FOUR: VACANT

BY-LAW FIVE: ADMISSION OR REGISTRATION

ADMISSION OR RESIGNATION

500 An amateur hockey team, League or Association may at any time be admitted to membership in this Branch or withdraw there from upon compliance with the By-Laws of this Branch.

BY-LAW SIX: DEFINITION OF AN AMATEUR

DEFINITION OF AN AMATEUR

600 Subject to the provisions hereinafter contained for the re-instatement of professional hockey players:

- a) An amateur hockey player is one who either has not engaged or is not engaged in organized professional hockey or if he was so engaged has been re-instated.
- b) Amateur hockey players may, however, take part in professional games as provided for in the Hockey Canada By-Laws.

601 Professionals may regain amateur status upon compliance with the Hockey Canada By-Laws.

BY-LAW SEVEN: DEFINITIONS

DEFINITIONS

700 For the purpose of all Hockey Northwestern Ontario By-Laws, Regulations, Policies and Procedures, the following words, terms and expressions are defined as follows in alphabetical order:

- a. "Act" means the Ontario Not-for-Profit Corporations Act, 2010 and any Act that may be substituted therefore, as from time to time amended.
- b. "Board" means the Board of Directors of the Branch.
- c. "By-Laws" means this By-Law and all other By-Laws of the Branch from time to time in force and effect.
- d. "Branch" means the Branch incorporated as a Corporation without share capital under the Act by Letters Patent dated the 16th day of July 1987, and named Hockey Northwestern Ontario.
- e. "Day or days" mean business days (Monday to Friday, both inclusive), with the exception of any Statutory holidays.
- f. "Letters Patent" mean the Letters Patent incorporating the Branch as from time to time amended and supplemented by supplementary Letters Patent.
- g. "Meeting of Members" includes an Annual Meeting and a Special meeting.

- h. “Ordinary Resolution” means a resolution passed by a majority of the votes cast on that resolution or consented to by all voting Members entitled to vote on that resolution.
- i. “Team, League or Association” means a Team, League or Association that has obtained membership as per By-Law 6. This definition does not include individual teams and/or Associations within a Member Association.
- j. “Registered” means when a fee has been paid and the participant has been registered on the HCR the participant will be deemed a constituent or amateur player of that Team, League or Association. Players attending a tryout and having not been selected, are not considered to be registered.
- k. Registered Participants” means the constituent members or amateur players of HNO Members, including but not limited to the parents or legal guardians of any minor aged participant. Registered participants are subject to the HNO by-laws, policies, rules, and regulations, but are not considered members and are not eligible to vote at Member meetings. HNO reserves the right not to accept any registered participant.
- l. “Special Resolution” means a resolution submitted to a special meeting of the Members passed by not less than two-thirds of the votes cast on that resolution. Special Resolutions considered by the members must be submitted to a Special meeting of the Members unless each Member present at the meeting consents to the resolution.

BY-LAW EIGHT: BUSINESS AND THE BRANCH

BUSINESS AND THE BRANCH

REGISTERED OFFICE

800 Until changed in accordance with the Act, the Registered Office of the Branch shall be in the Province of Ontario.

CONFLICT OF INTEREST

801 A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Branch will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

EFFECT OF DISCLOSURE OF INTEREST

802 A contract or transaction for which disclosure of interest is required is not void or avoidable, and the Director or Officer is not accountable to the Branch or its members for any profit or gain realized from the contract or transaction, or because the Director or Officer was present or was counted to determine whether a quorum existed at the meeting of Directors or Committee that considered the contract or transaction if:

- a. Disclosure of the interest was made in accordance with the Act;
- b. The Directors or Committee approved the contract or transaction; and
- c. The contract or transaction was reasonable and fair to the Branch when it was approved.

NO GAIN FOR MEMBERS

803 The Branch will be carried on without the purpose of gain for its Members and any profits or other accretions to the Branch will be used in promoting its objects.

RULING ON BY-LAWS

804 Except as provided by the Act, the Board will have authority to interpret any provision of these By-laws that is contradictory, ambiguous or unclear, provided such interpretation is consistent with the objects of the Branch.

INTERPRETATION

805 Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa and words importing persons will include bodies corporate. Words importing an organization name, title or program will include any successor organizational name, title of program.

BY-LAW NINE: DIRECTORS

DIRECTORS

NUMBER OF DIRECTORS AND QUORUM

900 The Board shall consist of 12 to 13 Directors. A majority of Directors shall constitute a quorum of the board, but never less than the minimum described in the Branch's Articles.

901 Prior to a meeting of the Members at which Directors will be elected, the Board will determine the number of Director-at-Large positions on the Board provided that:

- a) The Board has been empowered by the Members by Ordinary Resolution, at any point in the history of the Corporation to determine the number of Director positions on the Board so long as that number is within the range specified in the Articles;
- b) The number of Directors-at-Large plus the number of other Directors present on the Board, or elected at the meeting, does not exceed the maximum number of Directors specified in the Articles;
- c) The number of Directors-at-Large plus the number of other Directors present on the Board, or elected at the meeting, does not fall below the minimum number of Directors specified in the Articles;
- d) The number of Director-at-Large positions is at least twelve (12) and no more than thirteen (13); and
- e) The determination of the number of Director-at-Large positions on the Board does not have the effect of shortening the term of a sitting Director

QUALIFICATIONS

- 902 a) No person shall be qualified as a Director unless they are 18 or more years of age, not have been found under the *Substitute Decisions Act*, 1992 or under the Mental Health Act to be incapable of managing property, have not been declared incapable by a court in Canada or in another country, not have the status of bankrupt and shall at the time of the election reside within the zone they wish to represent. Only such persons conforming with the definition of an Amateur as prescribed by Hockey Canada shall be eligible to be a member of the Board of Directors or any other Committees, and such persons may be nominated by any Member of the Board of Directors. Full time or part time employees of the Branch shall not be eligible for election as Directors of this Branch.
- b) Director's primary residence must remain within their elected zone during their term of Office.

NOMINATION OF DIRECTORS

903 Nominations for the position of Director shall be by duly registered voting delegates from the particular Zone, as described in By-Law 304, in which the election is required.

ELECTION AND TERM

904 Directors shall be elected by Ordinary Resolution at each Annual General Meeting in accordance with By-Law 305 for a term of two (2) years, but if new Directors are not elected there at the Directors then in office shall continue in office until their successors are duly elected.

- a. Retiring Directors shall be eligible for re-election.
- b. The election shall be by secret ballot and by all registered voting delegates.
- c. In the event of a tie vote between two candidates, the following will take place: The candidates will be given a second opportunity to address the assembly followed by a second vote or additional run-off votes until a winner is declared.
- d. Each year of the term begins on June 1st and ends on May 31st.
- e. An individual who is elected or appointed to be a Director must register with the Corporation as a Director, must sign all required documents presented by the Corporation, and must consent in writing to hold office as a Director before or within ten (10) days of their election or appointment. Any individual who does not provide consent within the time limit is not a Director and is deemed not to have been elected or appointed to hold office as a Director. The requirement to consent does not apply to a Director who is re-elected or reappointed when there has been no break in their term of office

MANNER OF ELECTION

905

- a) For the purpose of electing members to the Board, the jurisdictional area of the Branch shall be divided into three (3) Zones, to be known as the Western Zone, the Central Zone and the Eastern Zone. The boundaries of the Zones shall be as follows:
 - i) Western Zone: from the Province of Manitoba boundary east to easterly limit of the Township of Atikokan.
 - ii) Central Zone: from the easterly limits of the Township of Atikokan to the most easterly limits of the Municipality of Shuniah.
 - iii) Eastern Zone: from the most easterly boundary of the Municipality of Shuniah to the 85th meridian.
- b) Each of the Zones are more particularly described as follows:
 - i) Eastern Zones:
East 1 - Schreiber, Terrace Bay, Marathon, Manitouwadge, White River and Fallen Rock
East 2 - Beardmore, Nakina, Longlac, Geraldton
East 3 - Armstrong, Nipigon, Red Rock, Dorion, Hurkett
 - ii) Central Zone:
Central - All of the area contained within the boundaries of the Central Zone.
 - iii) Western Zone:
West 1- Atikokan, Fort Frances, Devlin, Emo, Rainy River
West 2 - Kenora, Keewatin, Minaki, Sioux Narrows and Redditt
West 3 - Ignace, Dryden, Sioux Lookout, Lac Seul, Ear Falls, Red Lake and Vermilion Bay
- c) Directors shall be elected in accordance with the following schedule:
 - i) At each Annual General Meeting held on an odd numbered year, one (1) Director from East 1, three (3) Directors from Central, one (1) Director from West 1 and one (1) Director from West 3.
 - ii) At each Annual General Meeting held on an even numbered year, one (1) Director from East 2, one (1) Director from East 3, three (3) Directors from Central and one (1) Director from West 2.

- iii) Zones may, if necessary, elect a Director or Director At Large from within their Zone for a one (1) year term leading up to the next Annual General meeting.
- d) The President shall appoint a Life Patron to be Chair of the Nominating Committee for the election of Directors. The appointed Life Patron shall be notified 60 days prior to the Annual General Meeting. It will be his task to attempt to present a full slate of Nominees. Nominations will be accepted from the floor following the report of the Nominating Committee.

REMOVAL OF DIRECTORS

906 The Members may, by a Ordinary Resolution of those voting members present, remove any Director, elected or Ex Officio, before the expiration of their term of office and, by Ordinary Resolution at a special meeting elect any person for the remainder of the term.

VACATION OF OFFICE

- 907 The office of a Director shall be vacated upon the occurrence of any of the following events:
- a) If a receiving order is made against the Director or if the Director makes an assignment under the Bankruptcy Act.
 - b) If an order is made declaring the Director to be a mentally incompetent person or incapable of managing his affairs.
 - c) If the Director ceases to be qualified as provided in By-Law 301.
 - d) If the Director is removed from office by resolution as provided in By-Law 305.
 - e) If by notice in writing to the Branch the Director resigns his office and such resignation, if not effective immediately, becomes effective in accordance with its terms.

VACANCIES

Vacancies on the Board may be filled for the remainder of term of office either by the Members of the Zone, by Members at an Annual General Meeting or by the Board if the remaining Directors constitute a quorum. If the number of Directors is increased, a vacancy or vacancies on the Board to the number of the authorized increase shall thereby be deemed to have occurred which may be filled in the manner provided above, except by appointment by the Board.

DUTIES AND POWERS OF THE BOARD

- 908 In addition to any powers conferred on the Board under the Act, Letters Patent or By- Laws the Board is specifically empowered:
- a) To adopt, amend, revise or repeal the By-Laws of the Branch
 - b) To impose and enforce suspensions and/or penalties for any violation of the Letters Patent or By-Laws of the Branch or rulings of the President or majority of the Board.
 - c) To remove or remit any suspension and/or penalty that has been imposed by this Branch, the President, and a Committee or by any Member of this Branch.
 - d) To extend help financially or otherwise to any Member.
 - e) To grant or refuse applications for membership in this Branch.
 - f) The Board shall have sole discretion in the classifying of the Teams, Leagues and Associations under its jurisdiction.
 - g) To hear and adjudicate upon all disputes which may arise between Members, with the right to appeal in accordance with the Hockey Canada By-Laws.
 - h) To hear and determine all protests from Members with the right of appeal in accordance with the Hockey Canada By-Laws.
 - i) The Board shall notify the Minor Hockey Association concerned in regard to a Minor hockey player requesting his release to a higher category and this Board will take no action until such reasonable time that the affected Minor Hockey Association has had an opportunity to express their views on the matter
 - j) To appoint Sub-Committees from its membership or otherwise employ individuals for the handling of special or specified business.

- k) To supervise and control the collection of dues, fees and funds and the expenditures of money of this Branch. No grant of money, not otherwise provided for, shall be made to any Member or any of their representatives unless such expenditure has first been approved by a majority vote of the Board reached at one of the Board of Directors' meetings.
- l) To call any Special meetings of the Branch or of any team, League or Association and to fix the time and place of such meetings.
- m) To have immediate access through a qualified Auditor on demand of this Board or on demand of the President, to all books, vouchers, receipts and records generally pertaining to the finances and operations of any Member team, League or Association of this Branch. If the Auditor's report is unsatisfactory to the Board it is their prerogative to take such disciplinary action as may be required.
- n) To require any team, League or Association, either on its own insistence or at the insistence of another team, League or Association in the Branch, to satisfy it by statutory declaration and/or by such other evidence as it may require that the team, League or Association is being conducted on a strictly amateur basis.
- o) To determine all questions from an emergency not provided in these By-Laws. A 24-hour notice of the hour and place appointed for the consideration of such questions shall be given by the ED to teams, leagues or MHA's interested.
- p) To hear and adjudicate upon written requisition of any three (3) Members, which requisition must state the hour, date and object of the meeting to be called.
- q) To appoint persons from within the Branch to represent the Branch, as necessary, on the Councils and/or Committee of Hockey Canada.
- r) To hire or terminate employees of the Branch and to set down required job duties and working conditions

DUTIES AND POWERS OF DIRECTORS

In addition to any power conferred upon the Directors under the Act, Letters Patent or By-Laws, the Directors are specifically empowered:

- a) To sit at all Board of Director's meetings and vote thereat.
- b) To prepare for, with the assistance of local Associations, Zone Playdowns.
- c) To assist Convenors on matters pertaining to their area, keeping the Convenor informed.
- d) To assist in Branch Playdowns (i.e. represent Branch at a specified playdown as appointed by the Board).
- e) To have full power to render decisions on Zone matters throughout the season, issue suspensions and decisions for Playdowns in his respective Zone.
- f) To approve or deny all over-age player applications within the Zone in conjunction with the Executive Director.
- g) To approve or deny applications for Specially Affiliated Team Program within the Zone in conjunction with the Executive Director.
- h) Any Director may, upon presentation of official credentials, attend any and all meetings of Member teams, Leagues or Associations as a representative of this Branch in an advisory capacity only and without taking an active part therein.

LIFE PATRONS

- 909 a) Life Patron is the highest honour that can be bestowed by this Branch. Once annually, and upon two (2) weeks prior written notice to a Board of Director's meeting, any person or persons may submit a name to be considered for election to this position. The nomination shall first be placed before the Board for approval prior to being submitted to the general membership. Life Patrons shall be chosen by a two-thirds majority vote of the Members at any Annual General or Special Meeting and candidates for this honour shall have performed some distinguished service to the Branch.
- a. Life Patrons are eligible to serve on all Committees in an advisory capacity.
 - b. The number of Life Patrons of this Branch shall at all times be limited to five (5).
 - c. Life Patrons shall be acknowledged for life unless these By-Laws provide otherwise.
 - d. Life Patrons will be invited to attend the Annual Meeting, where they will be extended speaking privileges.

BY-LAW TEN: OFFICERS

OFFICERS

COMPOSITION

1000 The Officers will be comprised of the President, Vice-President, Secretary, Treasurer and Past President.

DUTIES

1001 The duties of Officers are as follows:

PRESIDENT

To be eligible for nomination to the office of President, a candidate must have been at any previous time a Director for at least two (2) years. The President, in addition to any powers conferred upon by the Act, Letters Patent or these By-Laws is specifically empowered as follows:

- a) Preside at all meetings of this Branch and the Board of Directors. In case of equality of votes, the motion is defeated. The President shall generally perform the duties usual to the office of President and may at his discretion order the calling of meetings of this Branch or its Committees.
- b) Shall exercise in addition to the Presidents own powers conferred upon by the By-Laws, all duties and powers of the Board in case of emergency, but the President's decision ceases to be effective from the date of the following meeting of the Board, if the latter does not ratify it.
- c) Any infraction of the Rules and Regulations involving suspensions, other than those covered in the Hockey Canada By-Laws & Regulations Rules will be handled in the following manner:

The President shall have the power to indefinitely suspend the card of any player, Team Official or person connected with a team, League or Association for ungentlemanly conduct on or off the ice, or for abusive language, or for alleged infractions of the amateur definition, provided that a Board of Director's meeting be called to consider the case within seven (7) days of the awarding of the suspension. Should circumstances prevent such a meeting from being held, the suspension shall be temporarily lifted until a meeting is held.

- d) Appoint a Resolutions Committee, Nominating Committee and a Committee on Credentials prior to each Annual General Meeting.
- e) Be an Ex Officio Member of all Committees or Sub-Committees of this Branch, but his membership shall not be included in determining a quorum under By-Law 714.

- f) The President during their term as President shall be the official representative of the Branch at all meetings of Hockey Canada. Where other delegates are necessary, they shall be appointed by the Board and/or President.

VICE PRESIDENT

The Vice President, in the absence of the President, shall have all the powers and perform all the duties of the President. In addition, the Vice President shall be the Chair of the Resolutions Committee. This Committee shall be called to meet each year on a date at least 30 days prior to the date of the Annual General Meeting. The Vice President shall be an official delegate to Hockey Canada's Winter and Spring Congress.

SECRETARY

The Secretary will be responsible for the documentation of all amendments to the Corporation's by-laws, will ensure the all official documents are records of the Corporation are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each meeting of the Members or other meetings, will give due notice to all Members of the meeting of the Members of the Corporation, and will perform such other duties as may from time to time be established by the Board.

TREASURER

The Treasurer will, subject to the powers and duties of the Board, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Corporation in the Corporation's bank account, will supervise the management and the disbursement of the funds of the Corporation, when required will provide the Board with an account of financial transactions and the financial position of the Corporation, will prepare annual budgets, will oversee and supervise office staff, and will perform such other duties as may from time to time be established by the Board.

PAST PRESIDENT

The Past President shall be:

- a) An Ex Officio Director with full voting privileges at all meetings.
- b) The Immediate Past President shall retain this position until the current, sitting President does not seek re-election to the President's position or the sitting President does not seek election as a Director or the sitting President is not re-elected as a Director.
- c) In the event of the passing or resignation of the immediate Past President, the position shall be filled by the previous Past President.
- d) Will be a Member of the Resolution Committee.
- e) The immediate Past President shall be an official delegate to Hockey Canada's Spring Congress following the election of a new President.

DELEGATION OF DUTIES

- 1002 At the discretion of the Officers and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Corporation.

ELECTION NOTICE

- 1003 In the election year for the position of President or Vice President and 45 days prior to the Annual General Meeting. The sitting President or Vice President must advise the Executive Director or their intention to seek re-election. The Executive Director will notify the Board of that decision, within 40 days of the Annual General Meeting.

The Executive Director will accept other nominations from the current Directors, accompanied by an acceptance letter from the nominee, up until 30 days prior to the Annual General Meeting. At this time the Board will no longer accept nominations.

If no other Nominations are put forward by this time, the sitting President or Vice President will be declared elected by acclamation.

In the event there is more than one nominee an election will be held at the first meeting of the newly elected Board.

ELECTION OF OFFICERS

- 1004 a) The Board shall elect from amongst itself a President, Vice-President and such Officers as the Board may determine
- b) The President and Vice-President shall be elected from among the Directors at the first meeting of the newly elected Board.
- c) The President shall be elected for a term of two (2) years on odd numbered years
- d) The Vice-President shall be elected for a term of two (2) years on even numbered years

APPOINTMENT OF OTHER OFFICERS

- 1005 From time to time, the Board shall appoint other Officers as the Board may determine. The Officers so appointed may, but need not be, Directors and one (1) person may hold more than one (1) office, save that the President may not hold the office of the Executive Director

TERMS OF OFFICE AND REMUNERATION

- 1006 The terms of employment and remuneration of Officers appointed by the Board shall be settled by it from time to time. The Board may remove at its pleasure any Officer of the Branch, without prejudice to such Officers' rights under any employment contract or by Ordinary Resolution. Otherwise, each Officer elected or appointed by the Board shall hold office until his successor is elected or appointed, except that the terms of office of the President shall expire if and when he shall cease to be a Director.

The President may be elected for a maximum of two (2) - two (2) year consecutive terms. In the event no other candidate is nominated, the current President may let their name stand for another consecutive term.

OTHER OFFICERS

- 1007 The duties of all other Officers of the Branch shall be such as the terms of their engagement call for or as the Board or the President may prescribe. Any of the powers and duties of an Officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Board or the President otherwise directs

VARIATION OF DUTIES

- 1008 From time to time, the President may add to the duties of any other Officer and may vary or limit such additional duties. From time to time, the Board may vary, add to or limit the powers and duties of any Officer.

AGENTS AND ATTORNEYS

- 1009 The Board shall have the power from time to time, to appoint Agents or Attorneys for the Branch in or outside of Canada with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

FIDELITY BONDS

1010 The Board may require an Officer, Employees and Agents of the Branch as the Board deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the Board may from time to time prescribe

BY-LAW ELEVEN: CONVENORS

CONVENORS

1100 The election and duties of Convenors are as follows:

- a) Convenors will be elected by the Board of Directors at the first meeting on the newly elected Board in odd numbered years.
- b) Convenors will serve a two (2) year term.
- c) To encourage and promote the development of hockey within their divisions throughout the Branch.
- d) To arrange schedules and dates for Branch playdowns.
- e) To complete arrangements with rinks when necessary.
- f) To represent the Branch in Inter-branch playoffs involving their division of hockey

STANDING COMMITTEES

1101 Standing Committee Selection and Election:

- a. Committee Chairs will be elected by the Board of Directors at the first meeting of the newly elected Board.
- b. Committee Chairs will select from the directors their committee members.
- c. Committee Chairs and Members will serve a one-year term.
- d. Committee make up must include representation from East, Central and West Zones.
- e. Committee Chairs will conduct their meetings as required and as per policy.

BY-LAW TWELVE: PROTECTION OF DIRECTORS AND OFFICERS

PROTECTION OF DIRECTORS AND OFFICERS

LIMITATION OF LIABILITY

1200 No Director or Officer of the Branch shall be liable for the acts, receipts, neglects or defaults of any other Director, Officer or Employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Branch through the insufficiency or deficiency of title to any property acquired by order of the Board, for or on behalf of the Branch, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Branch shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the Branch shall be deposited, or for any loss occasioned by any error of judgement or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same are occasioned by his own wilful neglect or default.

INDEMNITY

- 1201 Every Director and Officer of the Branch and his heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Branch from and against:
- a) All costs, charges and expenses that such Director or Officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, for or in respect of, any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of this office.
 - b) All other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs of this Branch except such costs, charges and expenses as are occasioned by his own willful neglect or default.

VALIDITY OF ACTIONS

- 1202 No act or proceeding of any Director or Directors shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualification of such Director or Directors

DIRECTOR'S RELIANCE

- 1203 Directors may rely upon the accuracy of any statement or report prepared by the Branch Auditor and/or Accountant and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

BY-LAW THIRTEEN: MEMBERS

MEMBERS

- 1300 The Branch has one (1) category of Member:
- a) Ordinary Member: shall consist of the Directors, an of such Amateur Hockey Teams, Leagues and Associations as admitted by resolution of the Board.
 - b) Ordinary Memberships is open to all level of amateur hockey including: Senior, Junior, Minor (Recreation, Under-21, Under-18, Under-15, Under-13, Under-11, Under-9, Under-7) Adult Recreation, Scholastic (High School, College, University, Trade School) and Female.

TERM OF MEMBERSHIP

- 1301 The interest of a Member in the Branch is not transferable and ceases by resignation or otherwise in accordance with the By-Laws of the Branch.

RESIGNATION

- 1302 Members may resign by instrument, in writing, which shall be effective upon any date or time on or after the execution of the instrument of resignation. In the case of resignation, a Member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the Branch prior to acceptance of his resignation.

ADMISSION TO MEMBERSHIP

1303 Membership in the Branch may be obtained through adherence to the application process described herein:

- a. Provisional membership may be acquired by application in writing made to the Board through the Executive Director, expressing compliance with and adherence to the Letters Patent, By-Laws, Resolutions and Regulations of this Branch, accompanied by the requisite entrance fee annually. Such application shall be signed by the President and Secretary, and one (1) other Member of the team, League or Association applying for membership and must state under which classification the team, League or Association wishes to compete.
- b. Each Member, as a condition precedent to membership in this Branch shall adopt the Letters Patent, By-Laws, Resolutions and Regulations of this Branch. A certificate of each Member's acceptance of the Letters Patent, By-Laws, Resolutions and Regulations, as existing and as from time to time amended, shall accompany each application for membership.
- c. Such membership shall take effect upon the election of the applicant by the Board on a two-thirds majority vote of those present at the meeting.

CONDITIONS OF MEMBERSHIP

- 1304
- a) Membership shall be subject to suspension or forfeiture in the event of failure to comply with any of the requirements of the Letters Patent, By-Laws, Resolutions and Regulations of the Branch, and it is expressly stipulated that any decree of suspension or forfeiture, when affirmed by a majority vote of the Board, be binding until the next Annual General Meeting or Special Meeting of this Branch, and of expulsion by majority vote of all voting at such a meeting.
 - b) The Branch reserves the right not to accept any registered participant if it has reason to believe that such acceptance would be prejudicial to the fulfilment of its objectives.

The Branch reserves the right to revoke the registration of any participant who conducts himself or herself in a manner that is prejudicial to the maintenance of a wholesome environment in which the game of hockey can grow and be an asset to those who enjoy playing the game of hockey. Such action may result in a registered participant being refused the right to continue.

- c) All teams, Associations and Leagues under the jurisdiction of Hockey Northwestern Ontario will be required to adapt and adopt By-Law 1304(b) for incorporation into their By-Laws to reflect their membership structure.
- d) All games played by a Member and the qualifications of all persons competing in such games as Members of a team, League or Association shall be in conformity with the Articles, By-Laws, Resolutions and Regulations.
- d) To adopt, within its Minor Hockey Association, a standardized progression or step by step approach to teaching the fundamentals of hockey, otherwise known as the Hockey Canada **Under-7 (U7)** Program Curriculum.

RENEWAL OF MEMBERSHIP

1305

- a) Membership must be renewed annually payment of the required fee
- b) Teams, Leagues and Associations must annually complete a Membership Form.
- c) Membership Form and Member Constitutions must be filed prior to July 1 to remain in good standing.

REMOVAL

1306 Upon 30 days written notice to a Member of this Branch, the Board may pass a resolution authorizing the removal of such Member from the register of Members. Any such Member may re-apply for membership in the Branch. The notices shall set out the reasons for the termination of membership. The Member receiving the notice shall be entitled to give a written submission opposing the termination not less than five (5) days before the end of the 15- day period. The Board shall consider the written submission of the Member before making a final decision regarding the termination of membership.

MEMBERS IN GOOD STANDING

1307 All Members who have paid their annual membership fee as required:

- a. Shall be issued one (1) copy of the By-Laws.
- b. Shall have access to release or register players or team officials on the Hockey Canada Registry.
- c. Members and teams that play in a league must be in good standing with their League to be in good standing with the Branch.

FAILURE TO PAY ANNUAL FEE

1308 Failure of a Team, League or Association to pay such fees as required by these By- Laws shall automatically entail loss of membership. No member teams shall be entitled to compete for a championship until its fees and registration has been received.

LOSS OF MEMBERSHIP STATUS

1309 Any Member who has suffered loss of membership and desiring to re-apply must do so in accordance with these By-Laws.

MEMBERSHIP STATUS

1310 The Branch shall not grant membership to any team, League or Association within a municipality where a Member team, League or Association, in good standing, offers a Minor hockey program for the same age level as that of the applicant.

BOARD DECISIONS AFFECTING MEMBERS

1311 Where a Board decision may affect a team, League or Association, the Board will allow the affected Member(s) the opportunity to attend a Board of Director's meeting to present their position(s) and the opportunity to answer questions of the Board in regard to how it may negatively or positively affect them. The Board will then consider the Member(s) position(s) and debate and vote on the issue at the next Board of Director's meeting.

BY-LAW FOURTEEN: MEETINGS

MEETINGS

BOARD OF DIRECTOR'S MEETING

1400 Meetings of the Board shall be held from time to time at the call of the President or upon the request of three(3) Directors and the President shall call a meeting of the Board at least three (3) times a season. Notice of the time and place of every meeting so called shall be given to each Director not less than seven (7) days before the time when the meeting is to be held. Special or Emergency meetings of the Board may be called by the President upon 48 hours notice, excluding Saturday, Sunday and Statutory Holidays.

- a) Provided a quorum of Directors is present, each newly elected Board may, without notice, hold its first meeting immediately following the Annual General Meeting.
- b) Meetings of the Board shall be held at the Head Office of the Branch or elsewhere in Ontario or, if the Board so determines with any absent Directors consent, at some place outside Ontario.
- c) A Director may, if all the Directors of the Board consent, participate in a meeting of the Directors or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating in the meeting is deemed to have been present.
- d) The President or, in his absence the Vice President shall be Chair of any meeting of the Board. If no such Officer be present, the Directors present shall choose one (1) of their numbers to be Chair.
- e)
 - 1) Whenever the Board consists of more than six (6) Directors, the Board may elect from its number an Executive Committee consisting of not less than three (3). This Committee shall have the power to fix its quorum at not less than a majority of its members and may exercise all the powers of the Board, subject to any regulations imposed from time to time by the Board.
 - 2) When a vote is necessary for the selection of an Executive Committee. The voting is to be by secret ballot.
- f) All Member Team, League and Associations to be provided with copies of the approved minutes and financial reports of all Board meetings.

ANNUAL GENERAL MEETING

- 1401 a) The Annual General Meeting shall be held for the purpose of receiving reports and statements required by the Act, elect Directors, appoint an Accountant and/or Auditor as required and for the transacting of such other business as may properly be brought before the meeting.
- b) The date, place and time of such meeting shall be at the discretion of the Board of Directors. The Annual General Meeting will be held no later than 15 months after the last Annual General Meeting, and within 6 months of the Corporations fiscal year end. Notice will be conveyed a minimum of 45 days in advance of such meeting.

ANNUAL GENERAL MEETING ORDER OF BUSINESS

- 1402 a) At all Annual General Meetings, the following shall be the order of business:
- i) President's Address
 - ii) Presentation of Delegates' Credentials
 - iii) Acceptance of Minutes
 - iv) Business Arising out of the Minutes
 - v) Executive Director's Report
 - vi) Treasurer's Report
 - vii) Registrar's Report
 - viii) Reports of Committees
 - ix) General Business
 - x) Election of Directors and Officers
- b) Chair of the meeting reserves the right to adjust order if required.

SPECIAL MEETINGS

- 1403 Special meetings of this Branch may be called on the order of the President or on a majority vote of the Board or on the request, of at least 10% of the Branch's Members.

ZONE MEETINGS

- 1404 Each Zone shall conduct at least two (2) meetings during the year among their Member teams, Leagues and/or Associations. Notice of such meetings shall be provided to the President and Executive Director. The purpose of such meetings shall be to disseminate information and to provide a forum to handle localized issues

PLACE OF MEETINGS

- 1405 Meetings of Members shall be held at the Head Office of the Branch or, if the Board so determines, at some other place in Ontario.

NOTICE OF MEETINGS

- 1406 a) Notice of the time and place of each meeting of Members shall be given in the manner hereinafter provided:
- 1) All meetings of this Branch shall be called by the President; all Committee meetings shall be called by the Committee Chair and shall be held at a time and place designated by the President or Committee Chair.
 - 2) Notice of all meetings shall be sent by the Executive Director to each Member. Such notice must contain the date, time and place of the meeting and object thereof, and shall be sent by mail, fax or e-mail not less than five (5) days before the holding of any such meetings.
- b) No error or omission in giving notice of any Annual General Meeting or Special Meeting, or any adjourned meeting, whether Special or Annual, shall invalidate such meetings or make void any proceedings taken thereat, and any Member may at any time waive notice of any meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of service of notice to any Member, Director or Officer for any meetings or otherwise, the address of any Member, Director or Officer shall be his last address recorded in the books of the Branch.

QUORUM

- 1407 At all meetings of the Branch and its Committees, unless otherwise provided in the By- Laws, a quorum shall consist of majority of its members.

PERSONS ENTITLED TO BE PRESENT

1408 The only persons entitled to attend a meeting of Members shall be those entitled to vote thereat, the Auditors of the Branch, Life Patron and others who, although not entitled to vote, are entitled or required under any provision of the Act or the Letters Patent or By-Laws to be present at the meeting. Any other person may be admitted only on the invitation of the Chair of the meeting or with the consent of the meeting.

RULES OF ORDER FOR ALL MEETINGS

- 1409 The following are the rules for the governance of all meetings of the Branch and business shall be disposed of in the following order:
- a. No motion shall be open for discussion unless so stated by the presiding Officer.
 - b. Each delegate and/or alternate delegate, as certified under By-Law 911 shall be permitted to speak on any matter or motion open for discussion.
 - c. No delegate shall speak twice on the same subject without permission of the Chair unless in explanation or as the Mover in reply.
 - d. A delegate desiring to speak or submit a motion shall rise and remain standing respectfully, address the Chair and shall confine his remarks to the question and shall not be interrupted unless on a point of order.
 - e. Upon a point of order being raised while a delegate is speaking, or when called to order by the presiding Officer, he shall at once take his seat when the point of order shall then be stated by the delegate objecting. The presiding Officer shall decide thereupon without debate and the delegate may then proceed.
 - f. No amendment to a motion shall be in order after an amendment to an amendment.
 - g. When a motion is under debate, no motion shall be entertained except to lay on the table or amend, and these motions shall take precedence in the order named.
 - h. An amendment which entirely changes the subject of the original motion shall not be entertained as an amendment or substitution for the motion under debate.
 - i. No delegate, except one who has voted for the majority, shall be allowed to move for reconsideration, and in this connection the word majority shall apply to the vote by which the question was first decided.
 - j. After the motion has been stated by the presiding Officer it becomes the property of the Branch but may be withdrawn at any time previous to amendment, unless objected to by a delegate.
 - k. There shall be no debate upon any question after it has been put by the presiding Officer.
 - l. When a vote is called, it shall be taken by each delegate holding up his right hand, unless the presiding Officer is requested to take a closed or standing ballot.
 - m. Any motion, when once decided by the Board at a Board of Director's or Special Meeting, shall not be reconsidered for 12 months.
 - n. Any reconsideration would require a two-thirds majority vote and be moved by an individual who was in favour of the original motion.
 - o. Robert's Rules of Order shall govern proceedings of this Branch and its Committees so far as they may be applicable without coming into conflict with the Act of Incorporation, By-Laws and Regulations or rules adopted by this Branch.

RIGHT TO VOTE

- 1410
- a) At any meeting of Members, every Branch Director and Member delegate shall be entitled to one (1) vote.
 - b) For further clarification, in no event shall any Member, Officer or Director have more than one (1) vote.

DELEGATE

1411 Each Member team, League or Association may vote through delegate duly designated by the Constituents of the Member. In particular:

- a. Each Member team, League or Association shall be entitled to one (1) vote and the voting delegate only shall be entitled to cast the vote of the team, League or Association he represents.
- b. Each delegate and alternate delegate attending the Annual General Meeting or Special Meeting, must be an Officer or Executive Member of the team, League or Association he represents.
- c. No delegate or alternate delegate will be permitted to attend any meeting of this Branch, or vote on any questions whatsoever, unless the team, League or Association he represents is in good standing with the Branch.

VOTING PROCEDURES

1412 a) Show of Hands:

Any question at a meeting of Members shall be decided by a show of hands unless, after a show of hands, a poll thereon is required or demanded as hereinafter provided. Upon a show of hands every delegate who is present and entitled to vote shall have one (1) vote. Whenever a vote by a show of hands shall have been taken upon a question, unless a poll thereon is so required or demanded, a declaration by the Chair of the meeting that the vote on the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number of the proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the Members of the said question.

b) Electronic: A Member may vote by electronic means if:

- i) The Association has made available a procedure that permits voting by electronic means;
- ii) The votes may be verified as having been made by the Member entitled to vote; and
- iii) The Association is not able to identify how each Member vote

VOTES TO GOVERN

1413 At any meeting every question shall, unless otherwise required by the Letters Patent or By-Laws or by Law, be determined by the majority of the votes duly cast on the question.

CHAIR, SECRETARY AND SCRUTINEERS

1414 a) The President or, in his absence, the Vice President shall be Chair of any meeting of Members. If no such Officer is present within 15 minutes from the time fixed for holding the meeting, the persons present and entitled to vote shall choose one (1) of their number to be Chair. If the Executive Director is absent, the Chair shall appoint a person, who need not be a Member, to act as Secretary of the meeting.

- b) If desired, one (1) or more Scrutineers who need not be Members may be appointed by a resolution or by the Chair with the consent of the meeting.

ADJOURNMENT

1415 The Chair may, with the consent of the meeting and subject to such conditions as the meeting may decide, to adjourn the meeting from time to time and from place to place.

BY-LAW FIFTEEN: NOTICES

NOTICES

METHOD OF GIVING NOTICES

1500 Any notice (which term, in this By-Law, includes any communication or document) to be given (which term in this document includes sent, delivered or served) pursuant to the Act, the Letters Patent, the By-Laws or otherwise to a Member, Director, Officer or Auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his last address as recorded in the books of the Branch or if mailed by prepaid ordinary or air mail addressed to him at his said address or if sent to him at this said address by any means of wire or wireless or any other form of transmitted or recorded communication. The Executive Director may change the address on the Branch's' books of any Member, Director, Officer or Auditor in accordance with any information believed by him to be reliable. A notice so delivered shall be deemed to have been given when it is delivered personally at the address aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter-box; and a notice sent by a means of wire or wireless or any other form of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication company or agency or its representative for dispatch.

COMPUTATION OF TIME

1501 In computing the date when notice must be given under any provision requiring a specified number of days notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

OMISSIONS AND ERRORS

1502 The accidental omission to give any notice to any Member, Director, Officer or Auditor or the non-receipt of any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

WAIVER OF NOTICE

1503 Any Member (or his duly appointed proxy), Director, Officer or Auditor may waive any notice required to be given to him under any provision to the Act, the Letters Patent, the By-Laws or otherwise and such waiver given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice

BY-LAW SIXTEEN: AMENDMENTS

NOTIFICATION OF AMENDMENTS

1600 The Executive Director shall notify the President of Hockey Canada of any amendments or changes in the Letters Patent and By-Laws of the Branch.

Subject to **the following section** these By-laws may only be amended, revised, repealed or added to by:

a) Ordinary Resolution of the Board. The new, amended, or revised By-law is effective until the next meeting of the Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution. A new, amended or revised By-law that is not ratified by the Members ceases to have effect and no new By-law of the same or like substance has any effect until ratified at a meeting of the Members;

or

b) Member entitled to vote who may make a proposal to make, amend, or repeal a By-law in accordance with the Act which requires at least sixty (60) days' notice. The new, amended, or repealed By-law will be submitted to the Members at the next meeting of Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution

A Special Resolution of all Members is required to make the following fundamental changes to the By-laws or articles of the Corporation. Fundamental Changes are defined as follows:

- a) Change the Corporations name;
- b) Add, change or remove any restriction on the activities that the Corporation may carry on;
- c) Create a new category of Member;
- d) Change a condition required for being a Member;
- e) Change the designation of any category of Members or add, change or remove any rights and conditions of any such category;
- f) Divide any category of Members into two or more categories and fix the rights and conditions of each category;
- g) Add, change or remove a provision respecting the transfer of a membership;
- h) Increase or decrease the number of, or the minimum or maximum number of, Directors;
- i) Change the purposes of the Corporation;
- j) Change to whom the property remaining on liquidation after the discharge of any liabilities of the Corporation is to be distributed;
- k) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
- l) Change the method of voting by Members not in attendance at a meeting of the Members; or
- m) Add, change or remove any other provision that is permitted by the Act

BY-LAW SEVENTEEN: FINANCIAL

FINANCIAL

FINANCIAL YEAR

1700 Until otherwise ordered by the Board, the financial year of the Branch shall end on the last day of March of each year.

EXECUTION OF INSTRUMENTS

1701 Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Branch by any two (2) of the President, Vice President, Executive Director or Chair of the Finance Committee or designate. In addition, the Board may from time to time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any person authorized to sign an instrument on behalf of the Branch may affix the corporate seal thereto.

BANKING ARRANGEMENTS

1702 The banking business of the Branch shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instruments and delegations of powers as the Board may from time to time prescribe or authorize.

DEPOSIT OF SECURITIES FOR SAFEKEEPING

1703 The securities of this Branch shall be deposited for safekeeping with one (1) or more banks, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited by the Board may be withdrawn from time to time only upon the written order of the Board, signed by the authorized signing Officers and in such manner as shall, from time to time, be determined by resolution of the Board and such authority may be general or confirmed by a specific instance. The Board may authorize the earnings from securities or trust funds to be placed in the general account of the Branch.

VOTING RIGHTS IN OTHER COMPANIES

1704 The proper signing Officers of the Branch may execute and deliver instruments of proxy and arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any shares or other securities held by the Branch. Such instruments, certificates or other evidence shall be in favour of such person or persons, as may be determined by the Officers signing them or arranging therefore. In addition, the Board may from time to time direct the manner in which, or the person or persons by whom any particular voting rights or class of voting rights may or shall be exercised.

REMUNERATION

1705 The Directors shall serve as such without remuneration but, shall be entitled to be paid their travelling and other expenses properly incurred by them in attending meetings of the Board or of the Members.

FINANCIAL REQUIREMENTS

- 1706 All of the Members of the Branch acknowledge and agree to comply with the following financial requirements:
- a) All monies received by the Branch, from any source, except as otherwise provided, shall be used for the expenses and objects of this Branch by the Board.
 - b) Minor Hockey Associations requesting a Tournament Sanction for tournaments involving Branch teams only will be assessed a fee for each participating team and these fees will be remitted with the request for sanction.
 - c) Teams requesting to travel to a tournament must pay a travel permit fee. The fee must accompany the request to travel. Travel permits fees are required for exhibition games with teams from outside the Branch.
 - d) At each Annual Meeting the Members may appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Corporation in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Corporation and must be permitted to conduct an audit or review engagement of the Corporation under the Public Accounting Act, 2004, as amended. When the Corporation's revenue for the previous fiscal year was less than the amount prescribed in the Act the Members may decline, by 80% resolution, to appoint an auditor. Alternatively, when the Corporation's revenue for the previous fiscal year was greater than the amount prescribed in the Act, the Members may, by 80% resolution, chose to conduct a review engagement or compilation in lieu of an audit
 - e) The necessary books and records of the Corporation required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:
 - i. The Corporation's articles and By-laws;
 - ii. The minutes of meetings of the Members and of any committee of Members;
 - iii. The resolutions of the Members and of any committee of Members;
 - iv. The minutes of meetings of the Directors or any committee of Directors;
 - v. The resolutions of the Directors and of any committee of Directors;
 - vi. A register of Directors;
 - vii. A register of Officers;
 - viii. A register of Members; and
 - ix. Account records adequate to enable the Directors to ascertain the financial position of the Corporation on a quarterly basis

FEES

- 1707 All Members shall pay annual membership fees as follows:
- a) Senior and Junior teams shall pay by October 15 of the current playing season, two-thirds of the total owing and one-third of the total owing by December 1 of the current playing season.

In addition, Senior AAA teams declaring by August 15 for Allan Cup competition must declare in writing to the Branch Office including a bond cheque (see Fiscal Policy Fee Schedule for amount). The bond cheque will be returned on successful participation in all scheduled games including Branch Championships, Inter-Branch Championships and National Championship. Failure to participate in any scheduled Branch, Inter-Branch or National Championship games will result in a forfeit of the bond.
 - b) Minor Hockey Associations shall pay by October 15 of the current playing season, two-thirds of the previous years total registration numbers. The final registration numbers will be reconciled no later than March 1 and final payment will be due within 30 days of the registration invoice.
 - c) Each Team, League, Association and Registered Participant shall pay an annual prescribed fee as per the current operating budget.

Member Branch fee increases, shall be communicated one (1) year in advance of implementation.

The Hockey Canada National Insurance Program is mandatory, and a premium shall be as per the current operating budget.

The Board reserves the right to adjust insurance portion of the membership if there is a rate change imposed by Hockey Canada.

STABILIZATION FUND

1708

- a) The Board hereby authorizes the establishment of a Hockey Northwestern Ontario Stabilization Fund hereinafter called 'the Fund'.
- b) The Fund is to provide the Branch with a reserve in case of financial hardship for the Branch.
- c) All monies received by the Branch for the Fund or payments to the Fund shall be authorized by the Board of Directors, shall be for the express purpose of increasing the Fund to meet the future needs of this Branch.
- d) All monies and investments shall be kept at a recognized financial institution resident in Canada and shall comply with all the laws of Canada.
- e) The Fund shall be managed by the Finance Committee. The Committee shall report annually to the Membership all activity within the Fund.
- f) All monies received shall be invested to earn income for the purpose before herein set out in By-Law 1209 (b). Any excess earnings shall be reinvested for the purpose of increasing the Fund
- g) A two-thirds (2/3) majority vote, of those in attendance, is required for the withdrawal of funds. Notice of the purpose and the amount of the proposed withdrawal will be given to all Teams, Leagues and Associations and to the Board of the Branch by one of following: registered letter, electronic mail, fax or courier at least thirty (30) days before the date of the meeting.

RESERVE FUND

1709

- a) All monies received by the Branch for the Fund or payments to the Fund shall be authorized by the Board of Directors and shall be for the express purpose of increasing the Fund to meet the future needs of this Branch.
- b) The Executive Director shall be recognized as a signing officer of this fund.

GRANTS

1710 No monetary grants will be made at the Annual General Meeting without two (2) weeks prior notice to the Executive Director.

REGISTRATION FEE - ANNUAL GENERAL MEETING

1711 All Members and participants to the Annual General Meeting shall be assessed a registration fee made payable to the Branch.

BY-LAW EIGHTEEN: CONFLICT OF INTEREST

CONFLICT OF INTEREST

- 1800 A conflict of interest is deemed to arise when a Member or Director of the Branch is involved:
- a) In any issue materially affecting their interest as a Member of an amateur Hockey Association, team or League.
 - b) In receiving remuneration of any amount for any position of an amateur Hockey Association, team or League.
 - c) In any issue materially affecting their interest while holding any position in an amateur Hockey Association, team or League.
- 1801 When a conflict is deemed to have arisen, the Member involved:
- a) Shall immediately notify the Board.
 - b) Shall be requested to absent himself from the meeting, unless requested by the Chair to say when any item is being discussed by the Board or any of its Committees.
 - c) Shall not solicit information on any such item.
 - d) Shall not be provided any information on any such items by a Committee, Director, Officer or Employee.
- 1802
- a) Any person seeking election as a Director or Convenor shall declare any conflict of interest in advance of seeking election to such office.
 - b) The President and Vice President, within 30 days of taking office, shall divest themselves of any active position within a Member, Team, League or Associations in which they have a vote.
 - c) Any Convenor, within 30 days of taking position, shall divest themselves of any active position in which they have a vote and in the division in which they hold a Convenorship with a Member Team, League or Association.
 - d) The President, Vice President and Convenors within 30 days of taking office, shall divest themselves on any Life Membership voting rights within a Member, Team, League or Association during their tenure in any of the above noted positions.
- 1803 The Board of Directors by a duly made motion, may declare a Member or Director of the Branch in conflict if it is their perception that 1300 (a), (b) or (c) applies.

BY-LAW NINETEEN: DISSOLUTION

DISSOLUTION

- 1900 Upon dissolution of the Corporation and after the payment of all debts and liabilities, the remaining property of the Corporations shall be distributed or disposed of to charitable organizations the objects which are beneficial to the community.

BY-LAW TWENTY: EFFECTIVE DATE

EFFECTIVE DATE

- 2000 These By-Laws shall come into force when confirmed by the Members in accordance with the Act.
- 2001 PASSED by the Directors and sealed with the Corporation seal this 9th day of March 2024.

PART II – REGULATIONS

A. DEFINITIONS

1. Affiliation- The process of allowing higher Division or Category teams the opportunity to dress the maximum number of players allowable in accordance with Hockey Canada Playing Rules.
2. Affiliate Players- Refers to a player who participates with a higher Division/Category Team through the affiliation process described in Hockey Canada Regulations F.
3. Association- A local Hockey Organization operated and controlled by a duly elected Board of Directors, the members of which shall designate from among themselves the signing officers of the organization.
4. Bona Fide Team- A team operating full time in the specific division and category.
5. Branch- A geographic subdivision of Hockey Canada empowered to conduct amateur hockey within its jurisdiction. Branches are full members of Hockey Canada.
6. Branch Championship- An HNO sanctioned play-offs (in a series or tournament championship format) to declare champions of HNO at the age divisions and categories determined by the Board of Directors.
7. Category- Level of competition within a division e.g. AAA, AA, A, B, Rec
8. Divisions- means one of the following: Senior, Junior, Under-21 (U21), Under-18 (U18), Under-15 (U15), Under-13 (U13), Under-11 (U11), Under-9 (U9), Under-7 (U7)
9. HCR- Hockey Canada Registry
10. Host Association- The Association operating a AAA representative team for the AAA Branch Championship
11. League- means a group of three or more hockey teams recognized by HNO as a League
12. Official Game Report- The official report of the activity from a sanctioned game verified by team Officials from each competing team and signed at the completion of the game by the On and Off-ice Officials.
13. On-Ice Sanctioned Activity- Refers to training, practice or game competition sanctioned involving members that are conducted within activity facilities used for ice hockey.
14. Recreational Hockey- Is a non-competitive stream that plays only within their Association and does not permit body checking
15. Regional Championship- A Hockey Canada sanctioned play-off (in a series or tournament format) involving more than one Hockey Canada Branch to declare a champion in a Hockey Canada defined region at age divisions and categories determined by the Hockey Canada Board of Directors.
16. Release-means the discharge of a Player from a Team Roster or MHA registration.
17. Representative Team- A team formed from the East or West Zone in Under-13 (U13) or Under-15 (U15), for the purpose of competing in the AAA Branch Championship.
18. Specially Affiliated Team - Teams permitted under the Special Affiliated Policy to form and compete in AA exhibition games and tournaments.
19. Suspension- The loss of an individual's rights to participate in sanctioned activities of Hockey Canada or HNO.
20. Team- A group of team officials, at least one of whom must be a head coach and at least one of whom must be a HU Online Safety Program Level One certified trainer or a Hockey Trainers of Ontario (HTO) certified trainer and a group of registered players, at least one of whom must be a goaltender (except in Under-13 (U13) and below) who are qualified in a division and category under HNO Regulations up to the maximum number provided by Hockey Canada Regulations.(The HTO Program will only be recognized until August 31st 2026)
21. Team Officials- All or any of the following registered persons involved in the management of a team and includes head coach, trainer, manger and any assistant coach, assistant trainer or assistant managers.

22. Tournament-A schedule of games played among three (3) or more teams that follows an interlocking schedule that leads to an eventual winner (play-offs leading to Branch or National Championships when played in a tournament format are not considered tournament games for affiliation).
23. Tryout- An official sanctioned activity of a team for the purpose of player evaluation and team selection

B. REGISTRATION

1. Each Member Team, League or Association must register all players, team officials and teams on the Hockey Canada Registry to be considered members in good standing with the Branch.
2. Any team which is registered with the Branch on the Hockey Canada Registry shall not be allowed to play any type of hockey game with another team or group unless that other team or group is registered with Hockey Canada, USA Hockey, IIHF, or any other recognized organization by Hockey Canada and has the proper insurance actively in place at the time of play.

C. TEAMS, LEAGUES AND ASSOCIATIONS

1. The Members of the Branch may establish teams, Leagues or Associations in accordance with the provisions of the Letters Patent and By-Laws of this Branch and in particular they shall comply with the following:
 - a) The President of each team, League or Association shall give the Members in their team, League or Association 24 hour's notice of meetings called by him to consider matters affecting such team, League or Association.
 - b) Each team, League or Association registered with this Branch shall submit a copy of their Articles, By-Laws and Regulations for approval by the Board. No changes will thereafter be permitted without the consent of the Board.
 - c) By July 1st team, League or Association shall submit the Officers and Executive Members names. Any changes to Officers and Executive Members made during the season shall be submitted within ten (10) days of the change.
2. a) Minor Hockey Associations shall be required to categorize their teams from Under-9 (U9) to Under-21 (U21) and High School as follows:
 - i. Under-9 (U9) - A
 - ii. Under-11 (U11) – A or AA
 - iii. Under-13 (U13) - A, AA or AAA
 - iv. Under-15 (U15) – B, A, AA or AAA
 - v. Under-18 (U18) - B, A, AA or AAA
 - vi. Under-21 (U21) - A or AAA
 - vii. High School- A or AA
 - viii. Recreation

Teams will register in one of the categories above.
- b) A Team, League or Association may operate in the Under-11 (U11) to Under-21 (U21) divisions and/or categories conducted by the Branch, but shall consist of not fewer than nine (9) registered players and a maximum defined by Hockey Canada Regulation E.
- c) A Team, League or Association with more than 19 players may apply to the Branch for exception using the Over 19 Policy.

- d) In accordance with Hockey Canada Regulation L, Senior, Junior and Minor teams eligible to compete in Regional and National Championships shall be required to register not less than 15 players, at least two (2) of whom must be goaltenders, who are qualified in one (1) Division and Category under Hockey Canada Regulations governing age and other regulations up to the maximum number provided.
 - e) Teams registered at the **Under-15 (U15) B** and **Under-18 (U18) B** category will not be permitted to body check.
- 3.
- a) Minor Hockey Associations Operating AAA teams must declare their teams and the leagues in which they will be participating in by the Annual General Meeting.
 - b) Any Minor Hockey Association planning to operate a new AAA team entry must apply to the branch by January 1 of the preceding season.
 - c) Minor Hockey Associations operating AA teams must declare their teams and the leagues in which they will be participating in by October 15 of the current season.
 - d) Minor Hockey Associations must declare the names and classification of all teams other than those in 3 (a) and (c) by November 15 of the current season.

D. AFFILIATION

1. Affiliation will only be recognized where:
- a) Players are added to Teams in the HCR and identified as “Affiliates”;
 - b) The Executive Director or his designate(s) acknowledge receipt and identify said players as approved prior to an affiliate Player participating in any game with the Hockey Team to which he is affiliated;
 - c) The affiliation has been endorsed by the President of the applicable MHA.
 - d) A Hockey Team may affiliate with one or the other of:
 - i. up to nineteen (19) Specially Affiliated Players from a lower Division or Category
 - e) A team cannot affiliate players from a team, that are registered in the same age classification within a league that they compete against.
 - f) Affiliations will not be deemed to have taken place automatically,
 - i. Affiliations within an Association must be done in the HCR and the roster must be approved by the Executive Director or his designate
 - ii. Players must be first registered to a team prior to being designated as an Affiliate Player to an alternate team.
 - iii. Affiliation between Associations or Teams must file the required documentation with the Executive Director or his designate.
 - g) All teams must designate affiliate players on the HCR by January 15th at 7:00pm Eastern Time.
 - h) For AAA and Junior hockey, regional and national championships eligible teams, a player of a team of a lower division or category may Affiliate to a team for a maximum of ten (10) games per season.
 - i. If an affiliate player’s registered team completes its season before the player’s affiliated team, the player may thereafter affiliate an unlimited number of time.
 - i) All affiliations shall terminate at the end of the current playing season.

E. TRAINING REQUIREMENTS FOR COACHES, TRAINERS AND OFFICIALS

1. All coaches, trainers, managers and officials requiring certification for the current season must be completed before they are registered to a team in the HCR.

On Ice Officials

2. Officials must re-certify before working any games as an on-ice official. Online re-certification will close on December 1st of the current playing season.
3. Officials must have completed the Respect in Sport Activity Leader Program (or the old Speak Out! Program), a valid Criminal Records Check / Vulnerable Search Verification, and be fully compliant with Rowan's Law.
4. All Level one and two officials must complete Hockey University Online Officiating modules.

Coaches and Bench Staff

5. All coaches and bench staff are required to have Gender Identity Training Modules completed and Respect in Sport Activity Leader Program (or the old Speak Out! Program), a valid Criminal Records Check / Vulnerable Search Verification, and be fully compliant with Rowan's Law before being registered to a team in the HCR.
6. All coaches and bench staff who participate in on ice activities must have, at least, the minimum required coaching level for the division to which they are registered.
7. All registered Minor Hockey Team Coaches and Bench Staff who are on the ice during a practice shall wear a properly fastened, CSA approved helmet.
8. It is mandatory for all head coaches and assistant coaches coaching Under-11 (U11), Under-13 (U13) or Under-15 (U15), or Under-18 (U18) teams to complete the Hockey Canada Instructional Stream Checking Clinic Level 1.

Community Level Coaches (A, B and Recreation)

9. Head Coaches and Assistant Coaches for all A and below category Minor Hockey teams in the Under-11 (U11) to Under-18 (U18) and recreation divisions must be a minimum of Coach 2- Coach Level "trained".
10. All coaches registered to Under-9 (U9) teams and a minimum of one (1) coach for every ten (10) players registered in the Under-7 (U7) Program must be Coach 1-Intro to Coach trained.
11. On-ice helpers will be permitted in the Under-7 (U7) Program but they will be required to have Respect in Sport Activity Leader (or the old Speak Out! Program), Gender Identity Training Modules, a valid Criminal Records Check / Vulnerable Search Verification, and Rowan's Law completed prior to stepping on the ice as well as being registered in the HCR.

Competitive Level Coaches (AAA, AA & Junior Hockey)

12. All Head Coaches that coach team in Under-11 (U11) or above at the AA category or above including Junior B must be a minimum of Coach- Development 1 "certified" (other than those requiring High Performance 1). All assistant coaches must be a minimum of Coach 2- Coach Level "trained".

13. All Head Coaches that coach Under-15 (U15) AAA, Under-16 (U-16), Under-18 (U-18) AAA and Junior A teams must be Coach- High Performance 1 “certified”. All assistant coaches must be a minimum of Coach- Development 1 “trained”.

Safety Persons

14. A minimum of one (1) Team Official for all teams and Under-7 (U7) Programs must be certified in the HU Online Safety Program Level One or the Hockey Trainers of Ontario (HTO) Level One.
15. A minimum of one (1) Team Official for all Junior, AAA or representative teams must be certified with First Aid and registered as a Trainer in the HCR.

F. PARTICIPATION IN GAMES

1. Only players that are duly registered on the Official Game Report and attired in the appropriate protective equipment in order to participate in the game will be permitted on the players’ bench during an HNO sanctioned game.

G. BRANCH BANNERS

1. The Branch will present a banner, in lieu of a trophy, to each Branch Champion.
2. Divisions where only one (1) League exists, the winner of the League playoff will be declared the Branch Champion.

NOTE: League to be defined as per Hockey Canada Regulation **A23**.

PART III: HISTORY

PRESIDENTS

	Fred Hogarth, Port Arthur
1930-1931	R.B. Pow, Fort William
1931-1932	W.A. McKinnon, Port Arthur
1932-1933	C.I. Boyle, Fort William
1933-1934	T.W. Brackinreid, Port Arthur
1934-1935	D.L. Bole, Fort William
1935-1936	W.I. Aitkins, Port Arthur
1937-1938	C.I. Boyle, Fort William
1938-1939	Frank Sargent, Port Arthur
1939-1941	R.E. Wolvin, Port Arthur
1941-1942	C.I. Boyle, Fort William
1942-1946	Frank Rankin, Fort William
1946-1949	George Wardrope, Port Arthur
1949-1951	C.J. Boyle, Fort William
1951-1953	Frank Sargent, Port Arthur
1953-1954	R.W. Anderson, Fort William
1954-1957	E.G. Hedge, Port Arthur
1957-1958	C.T. Petrie, Fort William
1958-1959	Frank Walters, Port Arthur
1959-1964	Fred Page, Fort William
1964-1965	A. Slivinsky, Port Arthur
1965-1967	Gordon S. Houston, Fort William
1967-1971	T.B. McCormack, Port Arthur
1971-1973	C.T. Petrie, Thunder Bay
1973-1977	John Wiwcharyk, Thunder Bay
1977-1979	William Hodgson, Thunder Bay
1979-1983	William Salonen, Dryden
1983-1985	Joe Ward, Thunder Bay
1985-1987	Don Smith, Keewatin
1987-1988	Richard Nichols, Marathon
1988-1989	Don Smith, Keewatin
1989-1995	Louis Salatino, Thunder Bay
1995-2001	Joe Tookenay, Nipigon
2001-2005	Sharon McMahan, Thunder Bay
2005-2008	Wayne Salatino, Thunder Bay
2009-2015	Judy Bain, Kenora
2015-2019	Glenn Timko, Thunder Bay
2019-2023	Jason Perrier, Thunder Bay
2023-Present	Dean Filane Figliomeni, Thunder Bay

Branch name changed June 6, 1999

LIFE PATRONS

	D.J. Boyle*
	F.F. Sargent*
	G.A. Southern*
	G. Houston*
	R.W. Anderson*
1984	T.B. McCormack*
1988	John Wiwcharyk*
1988	William Salonen
1990	Richard Nichols*
1997	Louis Salatino*
2001	Don Smith*
2010	Joe Tookenay*
2017	Sharon McMahon

* deceased

EXECUTIVE DIRECTOR

1919-1922	H.E. James*
1922-1948	R.C. Chambers*
1948-1967	Arnold Southern*
1967-1984	James Dolph
1984-2006	Joe Ward*
2006-2010	John Pucci
2010-2018	Trevor Hosanna
2019-2022	Alex Vaillant
2022 –Present	Jim Fetter

* deceased

+ previous titles of the role were Secretary/Manager and/or General Manager

Award Recipients

HNO Order of Merrit Award

1978 T.B. McCormack, Thunder Bay
1979 G.S. Houston, Thunder Bay
1980 A.J. Slivinski
1981 J.J. Stefiszyn
1982 Angus McPherson, Longlac
1983
1984
1985
1986 Frank Sargent, Thunder Bay
1987 William Salonen, Dryden
1988 John Wiwcharyk, Thunder Bay
1989 Jim Dolph, Thunder Bay
1990 George Tremblay, Marathon
1991 Mike Kostick, Thunder Bay
1992 Bill Realini, Dryden
1993 Ben Rasmussen, Thunder Bay
1994 Don Smith, Keewatin
1995 Jerry Duhamel, Atikokan
1996 Richard Nichols, Marathon
1997 Lome Allard, Thunder Bay
1998 Henry Akervall, Thunder Bay
1999 Louis Salatino, Thunder Bay
2000 Joe Tookenay, Nipigon
2001 Irwin Nicol, Nipigon
2002 Robert Tittlemier, Kenora
2003 Tim Smith, Thunder Bay
2004 Monica Irving, Thunder Bay
2005 Michael Pytyck, Thunder Bay
2006 Joe Ward, Thunder Bay
2007 Harvey Fedell, Thunder Bay
2008 Murray Robinson, Thunder Bay
2009 Ray Habel, Thunder Bay
2010 Cosimo Filane, Fallen Rock
2011 Pat MacDonald, Thunder Bay
2012 Dave Siciliano, Thunder Bay
2013 Jim Franzese, Thunder Bay
2014 Dave Simpson, Thunder Bay
2015 Sharon McMahon, Thunder Bay
2016 J.P. Heino, Thunder Bay
2017 Joe Kompon, Thunder Bay
2018 Bill Nicholson, Thunder Bay
2019 Kelly Mallon, Thunder Bay
2020 Andrew Brewer, Thunder Bay
2021 Rick Salmon, Nipigon
2022 Wayne Salatino, Thunder Bay
2023 Bobby Spadoni, Terrace Bay
2024 Derek Geddes, Thunder Bay

Note: The award was renamed at the June 2024 Annual General Meeting to the HNO Order of Merrit Award

Volunteer Award

Year	Central	East	West
1983- 84	Larry Nistico	Joe Tookenay, Nipigon	Robert Robinson, Red Lake
1984-85	Murray Robinson	Frank Sechesky, Terrace Bay	NRD
1985-86	Jackie Larnore	NRD	Joyce Broome, Ear Falls
1986-87	Jerry Prosyk	Irwin Nicol, Nipigon	Dave Hlady, Red Lake
1987-88	Ben Rasmussen	Neil Seagris, Red Rock	Cecil Ogden, Emo
1988-89	Arnold Bortolussi	Norm Poolton, Manitouwadge	Vic Kameda, Dryden
1989-90	Roy Larnore	Wayne Koski, Longlac	Madeline Thorpe, Red Lake
1990-91	Don Fecteau	Chuck Jones, Geraldton	Harvey Friesen, Sioux Lookout
1991-92	Ernie Malone	Norman Boon, Schreiber	Dan & Barry Reynard, Kenora
1992-93	Lou Marcon	John Harding, Nipigon	Jack Medwechak, Rainy River
1993-94	Dave McLeod	Molly Ross, Marathon	Bob Tittlemier, Kenora
1994-95	NRD	Peter Hildebrant, Nakina	Doug Pierce, Sioux Lookout
1995-96	Tom Friday	Sharon McMahon, Geraldton	Larry Bowen, Keewatin *
1996-97	Gerry & Nellie Gravel	Vern Ray, Sr. Nipigon	Ian Booth, Devlin
1997-98	John Ronchi	Ian Fummerton, Schreiber	Fort Frances Committee Ice for Kids
1998-99	Monica Irving	Keith Skworchinski, Marathon	Nancy Roy, Sioux Lookout
1999-00	John Chabot	Todd Madill, Manitouwadge	Michael Leithch, Red Lake
2000-01	Michael Wesa	Bryan Blanchette, Nipigon	Irene Richards, Kenora
2001-02	NRD	NRD	NRD
2002-03	NRD	NRD	Brian Patterson, Dryden
2003-04	NRD	NRD	Judy Bain, Kenora
2004-05	Ray Habel	Tim Griffin, Longlac	Lynn Kellar, Fort Frances
2005-06	Harvey Fedell	Rod Swainson, Nipigon	Larry Tucker, Fort Frances *
2006-07	Dwayne Fuchs	NRD	Rainer Prager, Ignace
2007-08	Michael Wesa	NRD	NRD
2008-09	Chris Zeigler	Jill Woodall, Marathon	Randy Allen, Dryden
2009-10	Ric Nicholetts	Rick Salmon, Nipigon	Doug Novak, Kenora
2010-11	Ron Whitehead	Diane Filane Figliomeni, Fallen Rock	Jim Fowler, Fort Frances
2011-12	Charlie Rose	Bob McLeod, Nipigon	Rob Favot, Sioux Lookout
2012-13	Mark McMahon	Kim Assmusen, Schreiber	Brenda Zelinski, Kenora
2013-14	Derek Geddas	Lindsay Mannila, Nipigon	Kim Pavey, Kenora
2014-15	Joanne Burrell	Catherien Keough, Manitouwadge	Susan Hutchinson, Dryden
2015-16	Dave Gibbs	Charles Newton, Manitouwadge	Chris Lawson, Lac Seul

2016-17	Joe Rizzuto	Thunder Bay
2016-17	Mike Salatino	Thunder Bay
2017-18	Shannon Boss	Dryden
2017-18	Denise Mulligan	Schreiber
2018-19	Murray Watson	Marathon
2019-20	Joe Berube	Thunder Bay
2020-21	Shannon Hutchison	Dryden
2021-22	Kevin Kozar	Thunder Bay
2022-23	Shannon Hutchison	Dryden
2023-24	Adam Schooler	Thunder Bay

NRD- No Recipient Determined * posthumously
 Effective of 2016-17 Volunteer award is given branch wide instead of by zone.

Coach of the Year Award

Year	Name	Hometown
2013-14	Jeff Park	Dryden
2014-15	Dan Konopski	Thunder Bay
2015-16	Kevin Ride	Thunder Bay
2016-17	Shelden McDonald	Kenora
2017-18	Shane Hayes	Marathon
2018-19	Jamie Booth	Emo
2019-20	Lincoln Galbraith	Thunder Bay
2020-21	Ron McKinnon Sr.	Thunder Bay
2021-22	Brendan Mulligan	Schreiber
2022-23	John Madsen	Sioux Lookout
2023-24	Duncan Macgillivray	Thunder Bay

Trophies Of the Branch

The following shall be the designated trophies for the various branch championships:

Under 21 AAA	Gary Cook Memorial
Under 18 AAA	Don Smith Memorial
Under 18 AA	Joe Ward Memorial
Under 15 AAA	John Stefiszyn Memorial
Under 15 AA	Lou Salatino Memorial
Under 13 AAA	Arnold Southern Memorial
Under 13 AA	James Dolph
Under 11 AA	Joe Tookenay Memorial

PART IV: POLICIES

CODES OF CONDUCT POLICIES

Purpose

The purpose of this Code of Conduct is to ensure a safe and positive environment by instituting a Zero Tolerance Policy. Hockey Northwestern Ontario (HNO) is committed to providing a sport environment in which all individuals are treated with respect and dignity. All individuals will be aware that there is an expectation, at all times, of appropriate behaviour consistent with the values of HNO. Conduct that violates this Code may be subject to disciplinary action enforced by the HNO's Risk and Safety Committee.

Application of this Code

This Code of Conduct applies to the conduct that may arise during the course of HNO business, activities and events. This includes but is not limited to its office environment, and any sanctioned HNO activities including: games, tournaments, practices, training camps, tryouts, travel and any meetings of HNO.

Responsibilities

All individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of HNO members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, political beliefs, disability, or economic status.
 - ii. Focusing comments or criticisms appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct.
 - iv. Consistently treating individuals fairly and respectfully.
- b) Refrain from behaviour that constitutes harassment, where 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.
- c) Comply at all times with the bylaws, policies, regulations of HNO and the Hockey Canada playing rules
- d) Avoid behaviours which bring HNO or the sport of hockey into disrepute including the but not limited to the abusive use of alcohol or non-medical use of drugs

Conduct Policy for Member Teams, Leagues, and Associations

Definition

It is a requirement of all member teams, leagues, and associations within HNO to assume responsibility for the conduct of athletes, coaches, officials and spectators under their jurisdiction.

Goal Statement

Any member team, league or association within HNO will be expected to adhere to Hockey Canada's Fair Play Code for league organizers and this Code of Conduct Policy.

Actions

In addition to the responsibilities of the HNO Code of Conduct, members of HNO will:

- Follow all HNO bylaws, policies and procedures
- Refrain from negative communications with or against any other member
- Support the game of hockey
- Ensure that all players, coaches, bench staff and officials participating in sanctioned activities are registered in good standing with HNO
- Avoid spectator-imposed pressures to win
- Be supportive of the players, team, coach, opponents and official
- Maintain a supportive, constructive environment for all participants
- Be a Leader, positive influence, and a role model

Hockey Canada's Fair Play Code

A copy of Hockey Canada's Fair Play code can be found on our website www.hockeyhno.com or Hockey Canada's website: www.hockeycanda.ca.

Sanctions

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 HNO including the opportunity to participate in HNO activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Approved by the Board of Directors: November 4, 2023 Replaces: March 17, 2018 Reviewed: Biennial
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Purpose

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Application of this Code

This Code of Conduct applies to the conduct that may arise during the course of HNO business, activities and events. This includes but is not limited to its office environment, and any sanctioned HNO activities including: games, tournaments, practices, training camps, tryouts, travel and any meetings of HNO.

Responsibilities

All individuals have a responsibility to:

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 - ii. Focusing comments or criticisms appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct.
 - iv. Consistently treating individuals fairly and respectfully.
- b) Refrain from behaviour that constitutes harassment, where 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.
- c) Comply at all times with the bylaws, policies, regulations of HNO and the Hockey Canada playing rules
- d) Avoid behaviours which bring HNO or the sport of hockey into disrepute including the but not limited to the abusive use of alcohol or non-medical use of drugs

Conduct Policy for Bench Staff

Definition

Anyone registered as a Trainer or Manager in the Hockey Canada Registry.

Goal Statement

Any bench staff participating in HNO sanctioned activities will be expected to adhere to Hockey Canada's Fair Play Code and the Conduct Policy for Bench Staff.

Actions

- Be a Leader, a positive influence and a role model.
- Obtain the proper training required for my bench staff role.
- Safety is my primary concern.
- I will strive to provide the highest standard of training appropriate to players' ages, strength, and skills and will seek medical advice whenever necessary.
- I will ensure players are providing the proper to return to play documentation before coming back to participate in games or practice after injury.

Hockey Canada's Fair Play Code

A copy of Hockey Canada's Fair Play code can be found on our website www.hockeyhno.com or Hockey Canada's website: www.hockeycanda.ca.

Sanctions

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 HNO including the opportunity to participate in HNO activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Approved by the Board of Directors: March 17, 2018

Replaces: September 24, 2008

Reviewed: Biennial

1. CONCUSSION CODE OF CONDUCT

1. Under Rowan's Law, HNO will ask you to confirm that you have reviewed one of the Concussion Awareness Resources in this website www.Ontario.ca/concussions before you can register/participate in a sport.

2. IN RECOGNITION OF THE POTENTIAL SERIOUSNESS OF A CONCUSSION

Parents, Guardians, Players, Coaches, Trainers and On-Ice Officials are required to:

- 1.1 Give commitment to fair play and respect for all.
- 1.2 Give commitment to recognizing a concussion or possible concussion and the reporting to a designated person when an individual suspect that another individual may have sustained a concussion.
- 1.3 Give commitment to supporting the Return to Play Protocol.
- 1.4 Give commitment to sharing any pertinent information regarding incidents of a removal from sport with the Player's school and other sport organization with which the player has registered.
- 1.5 Commit to zero-tolerance for prohibited play that is considered high-risk for causing concussions.
- 1.6 Be familiar with rules and regulations for prohibited play that is considered high-risk for causing concussions.
- 1.7 Acknowledgment of escalating consequences for those who repeatedly violate the concussion code of conduct.
- 1.8 Give commitment to providing opportunities before and after each training, practice and competition to enable participants to discuss potential issues related to concussions.
- 1.9 Annually review concussion education and resource materials that are provided, below.
- 1.10 Sign off on the Review of the Concussion Awareness Resource receipt. <https://files.ontario.ca/rowans-law-receipt-en-2019-05-08.docx> annually.
- 1.11 Support a zero tolerance for behaviours that are associated for high risk of causing concussions.
- 1.12 Respond appropriately with Return to Play protocols if a participant is experiencing concussion related symptoms or if you suspect any participant has sustained a concussion.
- 1.13 Respect the roles and responsibilities of all coaches and officials in Return to Play protocol.
- 1.14 Maintain an open dialogue with all athletes and participants (and parents/guardians in cases of minors) about their health and any signs and symptoms of concussion they may experience.
- 1.15 Complete Injury Report Forms in a timely manner and ensure they are submitted to the Member.

3. Concussion awareness resources

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>

4. Concussion awareness resources will be available in the following three formats:

- e-booklet
- video
- e-module

1.16 Under *Rowan's Law*, if your sport organization has requested it, you will need to review **one** format each year. All three formats contain similar information. Choose the format that suits your learning style. **Currently, only the e-booklet is available for your review.**

5. Government of Ontario Concussion Awareness Resource E-Booklet

1.17 This e-booklet will help you learn more about concussions so you can keep yourself and others active and safe — whether you're an athlete, student, parent, coach, official or educator.

1.18 You can download and print a copy for reference.

- [Ages 10 and Under](#)
- [Ages 11-14](#)
- [Ages 15 and Up](#)

Approved by the Board of Directors February 11, 2023

New Policy: Effective February 11, 2023

Reviewed: Annually

Purpose

The purpose of this Code of Conduct is to ensure a safe and positive environment by instituting a Zero Tolerance Policy. Hockey Northwestern Ontario (HNO) is committed to providing a sport environment in which all individuals are treated with respect and dignity. All individuals will be aware that there is an expectation, at all times, of appropriate behaviour consistent with the values of HNO. Conduct that violates this Code may be subject to disciplinary action enforced by the HNO's Risk and Safety Committee.

Application of this Code

This Code of Conduct applies to the conduct that may arise during the course of HNO business, activities and events. This includes but is not limited to its office environment, and any sanctioned HNO activities including: games, tournaments, practices, training camps, tryouts, travel and any meetings of HNO.

Responsibilities

All individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of HNO members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, political beliefs, disability, or economic status.
 - ii. Focusing comments or criticisms appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct.
 - iv. Consistently treating individuals fairly and respectfully.
- b) Refrain from behaviour that constitutes harassment, where 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.
- c) Comply at all times with the bylaws, policies, regulations of HNO and the Hockey Canada playing rules
- d) Avoid behaviours which bring HNO or the sport of hockey into disrepute including the but not limited to the abusive use of alcohol or non-medical use of drugs

Conduct Policy for Coaches

Definition

Anyone who is registered in the Hockey Canada registry to a team as a Head Coach, Assistant Coach, Instructor or on Ice Helper.

Goal Statement

Any coach participating in HNO sanctioned activity will be expected to adhere to Hockey Canada's Fair Play Code and the Conduct Policy for Coaches. Coaches within HNO will:

- Be a Leader, a positive influence and a role model.
- Obtain the proper training and continue to upgrade my coaching skills.
- Reward effort, Fair Play and commitment.
- Recognize and respect differences in your players.
- Demonstrate respect for all individuals involved in the game.
- Always consider the physical and emotional well being of the athletes.
- Communicate in a positive and rational manner and use inoffensive language.
- Respect and coach within the spirit of the game.
- Always attempt to contribute to the betterment of the game of hockey.

Actions

In addition to the responsibilities of the HNO Code of Conduct, Coaches have added accountability. The coach-player relationship is a privileged one and plays a critical role in the personal, sport and athletic development of the players and must not abuse this relationship.

Hockey Canada's Fair Play Code

A copy of Hockey Canada's Fair Play code can be found on our website www.hockeyhno.com or Hockey Canada's website: www.hockeycanda.ca.

Sanctions

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 HNO including the opportunity to participate in HNO activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Approved by the Board of Directors: March 17, 2018 Replaces: September 24, 2008 Reviewed: Biennial
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Purpose

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Application of this Code

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 - iv. Consistently treating individuals fairly and respectfully.
- b) Refrain from behaviour that constitutes harassment, where 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.
- c) Comply at all times with the bylaws, policies, regulations of HNO and the Hockey Canada playing rules

Avoid behaviours which bring HNO or the sport of hockey into disrepute including the but not limited to the abusive use of alcohol or non-medical use of drugs.

Conduct Policy for Officials**Definition**

Individuals who are certified through the Hockey Canada Officiating Program (HCOP) for the current playing season.

Goal Statement

The purpose of this code of conduct is to establish a standard for officials who are working HNO sanctioned games. Officials will be expected to adhere to Hockey Canada's Fair Play Code for officials.

Actions

In addition to the Hockey Canada Fair Play Code, officials will:

- Obtain the proper training required by HNO in addition to the HCOP levels
- Be fully aware of the rules of the game and the mechanics to enforce the rules in a fair and impartial manner.
- Work with each other, leagues and associations in a constructive and cooperative manner.
- Uphold the dignity of the profession in all interactions with players, coaches, bench staff, timekeepers, convenors, league/association personnel and spectators.
- Be punctual and professional.
- Conduct all events according to Hockey Canada rules.
- Accept the fact that I will make mistakes, but I will not get frustrated or let this learning process affect my performance or my professionalism.
- Contribute to the continuing growth of the Hockey Canada Officiating Program and its officials within HNO through support, encouragement and positive attitude.
- Respect and accept constructive feedback from supervisors and the assignments I receive from my administrators.
- By registering with HNO in the Hockey Canada Officiating Program implies that you understand and will comply with the Official's Code of Ethics. Officials not complying will be subject to disciplinary action.

Hockey Canada's Fair Play Code

A copy of Hockey Canada's Fair Play code can be found on our website www.hockeyhno.com or Hockey Canada's website: www.hockeycanda.ca.

Sanctions

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 HNO including the opportunity to participate in HNO activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Approved by the Board of Directors: March 17, 2018

Replaces: September 24, 2008

Reviewed: Biennial

Purpose

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Applications of this Code

This Code of Conduct applies to the conduct that may arise during the course of HNO business, activities and events. This includes but is not limited to its office environment, and any sanctioned HNO activities including: games, tournaments, practices, training camps, tryouts, travel and any meetings of HNO.

Responsibilities

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 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct.
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- c) Comply at all times with the bylaws, policies, regulations of HNO and the Hockey Canada playing rules.
- d) Avoid behaviours which bring HNO or the sport of hockey into disrepute including the but not limited to the abusive use of alcohol or non-medical use of drugs.

Code of Conduct for Parents

Definition

Parent or legal guardian of registered player

Goal Statement

Any parent or legal guardian with a player participating in HNO sanctioned events will be expected to adhere to Hockey Canada's Fair Play Code for Parents and Spectators.

Actions

In addition to the responsibilities of this code of Conduct, parents will:

- Complete the Respect in Sport Parent Program as required by HNO policy based on the age group your son or daughter is participating in
- Support the game of hockey
- Encourage players and coaches play by the rules and resolve conflict without resorting to hostility or violence
- Avoid spectator-imposed pressures to win
- Be supportive of players, teams, coaches, bench staff, opponents and officials
- Respect the decisions and judgements of officials and encourage players to do the same
- Refrain from negative communication with players, coaches, bench staff, timekeepers, officials, association or tournament administrators
- At no time should a parent go to the timekeepers bench/ penalty box area or approach the players bench area. This includes during the warm-up, intermission and after the game.

Hockey Canada's Fair Play Code

A copy of Hockey Canada's Fair Play code can be found on our website www.hockeyhno.com or Hockey Canada's website: www.hockeycanda.ca.

Sanctions

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 HNO including the opportunity to participate in HNO activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Approved by the Board of Directors: March 17, 2018 Replaces: September 24, 2008 Reviewed: Biennial
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Purpose

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- d) Avoid behaviours which bring HNO or the sport of hockey into disrepute including the but not limited to the abusive use of alcohol or non-medical use of drugs

Conduct Policy for Players

Definition

Anyone registered as a player in the Hockey Canada Registry, including but not limited to participation in games, practices, and tournaments is considered a player.

Goal Statement

Any player participating in HNO sanctioned activities will be expected to adhere to Hockey Canada's Fair Play Code and the Conduct Policy for Players.

Actions

In addition to the responsibilities of the Code of Conduct, players will:

- Follow Hockey Canada's Fair Play Code.
- Participate to the best of my abilities.
- Properly represent oneself and not attempt to enter a competition which one is not eligible.
- Participate for the love and enjoyment of the game.
- Respect the efforts and accomplishments of your teammates and opponents.
- Respect officials, coaches, spectators and administrators.
- Respect that facility you visit or in which you play.
- Respect the rules of the game.

Hockey Canada's Fair Play Code

A copy of Hockey Canada's Fair Play code can be found on our website www.hockeyhno.com or Hockey Canada's website: www.hockeycanda.ca.

Sanctions

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Approved by the Board of Directors: March 17, 2018

Replaces: September 24, 2008

Reviewed: Biennial

Fair Play Code

Fair Play Code for players

- 1) I will play hockey because I want to, not just because others or coaches want me to.
- 2) I will play by the rules of hockey and in the spirit of the game.
- 3) I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- 4) I will respect my opponents.
- 5) I will do my best to be a true team player.
- 6) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays and performances - those of my team and of my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

Fair Play Code for parents

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- 3) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a game.
- 7) I will remember that children learn best by example.
- 8) I will applaud good plays/performances by both my child's team and their opponents.
- 9) I will never question the officials' judgement or honesty in public.
- 10) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 11) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

Fair Play Code for spectators

- 1) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- 2) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- 3) I will respect the officials' decisions and I will encourage participants to do the same.
- 4) I will never ridicule a player for making a mistake during a game.
- 5) I will give positive comments that motivate and encourage continued effort.
- 6) I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- 7) I will show respect for my team's opponents, because without them there would be no game.
- 8) I will not use bad language, nor will I harass players, coaches, officials or other spectators.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

Fair Play Code for coaches

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

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

Fair Play Code for officials

1. I will ensure that every player has a reasonable opportunity to perform to the best of his or her ability within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players. I will maintain a healthy atmosphere and environment for competition.
3. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, other players, spectators or myself. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
4. I will handle all conflicts firmly but with dignity. I accept my role as a teacher and role model for fair play, especially with young participants.
5. I will be open to discussion and contact with the players before and after the game.
6. I will remain open to constructive criticism and show respect and consideration for different points of view.
7. I will obtain proper training and continue to upgrade my officiating skills.
8. I will work in cooperation with coaches for the benefit of the game.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

Fair Play Code for league organizers

- 1) I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- 2) I will absolutely discourage any sport program from becoming primarily entertainment for the spectator.
- 3) I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- 4) I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- 5) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- 6) I will distribute the Fair Play codes to spectators, coaches, athletes, officials, parents and media.
- 7) I will ensure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

FAIR PLAY IS EVERYONE'S CALL

HUMAN RIGHTS POLICIES

**HOCKEY NORTHWESTERN ONTARIO
(HNO)**

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT
(AODA)**

COMPLIANCE MANUAL

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Accessibility Standards for Customer Service Policy

Providing Goods and Services to People with Disabilities

Purpose

1. The purpose of this policy is to fulfill the requirements set out in Ontario Regulation 420/07 of the *Accessibility for Ontarians with Disabilities Act, 2005*, to establish a policy for the Northwestern Ontario for governing the provision of its goods and services to persons with disabilities.

Scope and Application

2. This policy shall apply to every person who deals with members of the public or other third parties on behalf of HNO whether the person does so as an employee, agent, volunteer or otherwise. Failure to comply with this policy may result in disciplinary action up to and including termination.

Commitment

3. HNO is committed to excellence in serving all customers/members including people with disabilities. As such, our organization shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:
 - a) The good or services will be provided in a manner that that respects the dignity and independence of persons with disabilities.
 - b) The provision of goods or services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
 - c) Persons with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.
 - d) Persons with disabilities may use personal assistive devices and/or support persons in the access of goods and services.
 - e) When communicating with a person with a disability, employees, volunteers and contractors shall do so in a manner that takes into account the person's disability.

Definitions

4. The following terms have these meanings in this policy:
 - a) "**Assistive Devices**" – An auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (i.e.: canes, crutches, wheelchairs, or hearing aids).
 - b) "**Disabilities**" – As per the *Ontario Human Rights Code*, disability means:
 - i) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
 - ii) A condition of mental impairment or a developmental disability;
 - iii) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 - iv) A mental disorder; or
 - v) An injury or disability for which benefits were claimed or received under the

insurance plan established under the Workplace Safe and Insurance Act, 1997; (“handicap”)

- c) “**Employees**” – Every person who deals with members of the public or other third parties on behalf of HNO, whether the person does so as an employee, agent, volunteer or otherwise.
- d) “**Persons with Disabilities**” – Individuals who are afflicted with a disability as defined under the *Ontario Human Rights Code* (noted above).
- e) “**Service Animals**” – Any animal individually trained to do work or perform tasks for the benefit of a person with a disability.
- f) “**Support Persons**” – Any person whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability in order to help with communications, personal care or medical needs, or with access to goods or services.

Practices and Procedures

5. To implement this Policy, HNO shall establish, evaluate and revise the practices and procedures noted below, as required on providing goods and/or services to persons with disabilities, while following these four core principles:
 - a) Dignity
 - b) Independence
 - c) Integration
 - d) Equal Opportunity

Assistive Devices

6. HNO will ensure that staff is trained and familiar with various assistive devices that may be used by customers/members with disabilities while accessing our goods or services. Every employee shall use reasonable efforts to allow persons with disabilities to use their own assistive devices to access goods and/or services.
7. HNO currently provides the following types of assistive devices:
 - a) Enlarged font on website

Communication

8. HNO will offer a variety of methods of communication and interact with people with disabilities in ways that take into account their disability.

Service Animals

9. Service animals offer independence and security to many people with various disabilities. HNO welcomes people with disabilities and their service animals on the parts of our premises that are open to the public.
10. Examples of service animals include:
 - Dogs used by people who are blind
 - Hearing alert animals for people who are deaf, deafened or hard of hearing
 - Animals trained to alert an individual to an oncoming seizure and lead them to safety.
11. Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained to the persons with disabilities. Other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with the disability.

12. When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behavior) an employee may ask the person with a disability to remove the animal from the area or refuse access to goods and services. Other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with a disability.

Support Persons

13. Support people assist people with disabilities in a variety of way, by assisting with communication such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may be a volunteer, friend, or relative who will assist and support the customer/member.
14. Persons with disabilities may be accompanied by their support person while accessing goods and/or services. Support persons are non-participants allowed free admission to the good and/or services being accessed by the person with a disability they are accompanying.

Notice of Temporary Disruption

15. In the event of a planned or unexpected disruption to services or facilities for customers/members with disabilities such technology that is temporarily unavailable, the HNO will notify customers/ members promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

Training for Staff

16. HNO will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf. Every provider of services shall receive training on the following:
 - a) An overview of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard
 - b) How to interact and communicate with people with various types of disabilities
 - c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
 - d) What to do if a person with a disability is having difficulty in accessing the HNO's services
17. Current employees, agents, volunteers, management, etc. shall receive training. New employees, agents, volunteers, management, etc. shall receive training as soon as “practicable” after been assigned their role. Ongoing training to changes of policies, procedures and new equipment shall be provided.
18. Training records shall be kept, including the dates when the training is provided, content of training and the number of individuals to whom the training was provided.

Feedback Process

Anyone who wishes to provide feedback on the way HNO provides services to people with disabilities can by provide feedback via email at info@hockeyhno.com or telephone at (807) 623-1542. Customers/members can expect to hear back in fourteen(14) days. Complaints will be addressed according to our organization’s regular complaint management procedures.

Provision of Documentation

19. HNO shall upon request, give a copy of the policies, practices and procedures required under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service Policy to any person, in a format agreed upon by the parties.

Review and Amendments

20. Review and amendments shall take place annually. Any HNO policy that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

CUSTOMER FEEDBACK FORM

HNO is working hard to ensure that our services meet your needs and expectations. Your feedback is important to us - by answering the questions below, you will help us to better assist you by identifying opportunities for improvement.

1. Date and Time of your Visit:

2. Did we respond to your customer service needs today?
 - Yes
 - No

3. Was our customer service provided to you in an accessible manner?
 - Yes
 - No (please explain below)
 - Somewhat (please explain below)

4. Please add any other comments you may have:

5. Contact Information (optional):

Thank You for Input! Your comments will be reviewed and carefully considered. If any changes are made to the way we provide customer service, notice will be posted on the HNO website.

NOTICE OF SERVICE DISRUPTION

Please Note:

- There will be a scheduled service disruption at the **[insert location]**.
- There is currently an unexpected service disruption at the **[insert location]**.

The estimated time of the service disruption will be from **[insert time]** to **[insert time]**.

These disruptions include:

[list items here]

Alternate services have been made available as follows:

[list options here]

On behalf of the HNO, we would like to thank you for your patience in this matter.

For questions or additional information please contact:

[Insert name, phone, email and fax]

Workplace Emergency Plan for Mobility-Impaired Persons

1. For fire and/or emergency safety planning purposes, mobility-impairment is a physical or medical disability which would prevent that person from descending the stairs in an evacuation situation at a rate of speed consistent with the normal flow of other building occupants, or which would cause such person physical harm if they attempted to descend the stairs.
2. In order to prevent further harm or injury, occupants who require assistance in evacuating during an alarm are responsible for:
 - Advising the Office Administrator so that a pre-plan can be established;
 - Assisting the Office Administrator in appointing a monitor who will be responsible for the occupant during the evacuation plan;
 - Telling their monitors how much help they may need; and
 - Practicing the evacuation procedures.

MONITORS FOR MOBILITY-IMPAIRED PERSONS

3. HNO, in consultation with the mobility-impaired person, provides these monitors. The Monitor should meet the following criteria:
 - They should be physically capable of performing the task as assigned;
 - They should have no mobility-impairment of their own (e.g., a heart condition, epilepsy, asthma);
 - They should work the same hours as the mobility-impaired person to which they are assigned; and
 - They should work either in the same area or close enough so that they can respond quickly.

EVACUATION – DUTIES IN CASE OF ALARM

4. Monitors should:
 - Attend immediately to the mobility-impaired person(s); and
 - Follow the procedures noted below.
5. When the alarm sounds:
 - Mobility-impaired persons go with their monitor directly to the predetermined stairwell on their floor, which is located at either end (north or south) of the hall. In the event that this location is inaccessible, another location is the elevator;
 - Contact the local fire department at 911 to specify the location and the number of mobility-impaired persons;
 - Once the main flow of evacuees has passed, the mobility-impaired should leave the building with their monitor, in short stages if necessary;
 - Return to the building only when authorized by the Municipal Fire Chief or by Office Administrator.

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE TRAINING RECORD

DATE:

LOCATION:

TRAINING:

CONTENT:

TRAINERS:

NAME	SIGNATURE

Preamble

Hockey Northwestern Ontario is committed to protecting its proprietary confidential information.

Definitions

HNO Representatives: all individuals employed by, or engaged in activities with HNO including, but not limited to, players, coaches, officials, volunteers, administrators, contract personnel, committee members, and board and committee members of HNO (hereinafter “HNO Representatives”).

Confidential Information

The term “Confidential Information” includes, but is not limited to, the following:

- a) Personal information of HNO Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Vulnerable Sector Checks
- b) HNO intellectual property, proprietary information, and business related to HNO programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

Purpose

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to HNO.

Policy

1. This Policy applies to HNO’s membership and registered participants, within the Bylaws as well as all individuals employed by or engaged in activities with HNO. Persons affected by this Policy include, but are not limited to, players, coaches, officials, volunteers, administrators, contract personnel, committee members, and board/committee members of HNO (hereinafter “HNO Representatives”).
2. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
3. HNO Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

4. Representatives will not, either during the period of their involvement/employment with HNO or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
5. HNO Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of HNO.
6. HNO Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of HNO.
7. All files and written materials relating to Confidential Information will remain the property of HNO and, upon termination of involvement/employment with HNO or upon request of HNO, the HNO Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

8. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with HNO will be owned solely by HNO, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. HNO may grant permission for others to use its intellectual property.

Enforcement

9. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the HNO's Discipline Policy.

Approved by the Board of Directors: November 4, 2023 Replaces: March 17, 2018 Reviewed: Biennial
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Policy Statement

1. This Policy sets out the principles and practices of Hockey Northwestern Ontario (HNO) with regard to abusive and/or improper behaviour towards participants.
2. HNO is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

Mission

3. The mission of HNO is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well being of all participants. The HNO's primary interest is the well being of its participants.

Application and Scope

4. This policy applies to all categories of Members in HNO, as well as to all individuals participating in activities of or employed by HNO, including, but not limited to players, parents, Officers, Convenors, Committee Members, team managers, trainers, administrators and employees.
5. This policy applies to incidents, which may occur during the course of all HNO business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

Recognition and Prevention of Abuse

6. This section sets out the principles and practices of HNO regarding Abuse.

Relationship to Harassment

7. Some behaviours, 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. The HNO's Harassment and Abuse Policy covers such behaviours. Together, the following sections address the entire spectrum of abusive and harassing behaviours.

Statement of Purpose

8. The HNO is part of the sporting community in Northwestern Ontario 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. HNO 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, HNO 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. HNO is committed to the highest possible standards of care for its participants.

Abuse Policy

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

Definitions

10. 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. In Ontario a child is defined as “any person under 18 years of age”. Ontario also uses regulations, which modify this definition.

- a. **Emotional Abuse-** Emotional abuse is a chronic attack on a child’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's needs.
- b. **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.
- c. **Neglect-**Neglect is 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. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no one intervenes when team members are persistently harassing another player or road trips are not properly supervised
- d. **Sexual Abuse-** Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification.
 - i. **Contact**
 1. touched or fondled in sexual areas
 2. forced to touch another person’s sexual areas
 3. kissed or held in a sexual manner
 4. forced to perform oral sex
 5. vaginal or anal intercourse
 6. sexually oriented hazing

ii. Non-Contact

1. obscene remarks on phone/computer or in notes
2. voyeurism
3. shown pornography
4. forced to watch sexual acts
5. sexually intrusive questions and comment
6. forced to pose for sexual photographs or videos
7. forced to self-masturbate or forced to watch others masturbate

Abuse and Neglect of Minors

11. When any person in authority has a reasonable belief that in the course of HNO business, activities or events a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise HNO Executive Director of having made this report.
12. HNO shall take no further action until such time as the authorities have concluded their investigation.
13. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

Recognition and Prevention of Harassment

14. This section sets out the principles and practices of HNO regarding harassment.

Relationship to Recognition and Prevention of Abuse

15. Some behaviours, 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 person harassed. HNO's Harassment and Abuse Policy covers such behaviour. The Policy addresses the entire spectrum of abusive and harassing behaviours.

Statement of Purpose

16. HNO 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. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. HNO supports the right of all its Members, whether athletes, volunteer or employees to participate in all HNO activities free from any form of harassment.
17. Further, HNO emphasizes the importance of eliminating harassment in hockey as a key element in ensuring the safety of your participants. A sports environment which actively discourages harassment and builds relationships based on trust and mutual respect, is an environment which discourages the abuse of children and youth, and encourages the overall development of the individual.
18. In order to further these aims, HNO will make every reasonable effort to promote awareness of the problem of harassment among all its Members, and to respond swiftly and effectively to complaints or disclosures of harassment.

Harassment Policy

19. It is the policy of HNO that harassment in all its forms will not be tolerated during the course of any HNO activity or program. Accordingly, all personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold the commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local or national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

Definition

20. 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 sports 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 (player to player of 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 (coach to player; sports administrator to employee).

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

- a. unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
- b. condescending, patronizing, threatening or punishing actions which undermine self- esteem
- c. practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety
- d. any form of hazing
- e. unwanted or unnecessary physical contact including touching, patting, pinching
- f. unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence 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
- g. sexual assault or physical assault

22. It is important to note that the behaviours described in item e to g, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the Policy come into effect.

Responses and Remedies

23. Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as a part of the culture of the game and used by individuals who would not condone such conduct out of the hockey environment. It is the position of the HNO that harassment can be tolerated no longer. Harassment is unacceptable and harmful. The HNO 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.
24. At the same time HNO recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours and the response to harassment must be equally broad in range, appropriate to the behaviour 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.
25. Minor incidents of harassment (inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and with the aim of bringing about a change in negative attitudes and behaviour.
26. If confronting the Harasser is not possible, or if after confronting the Harasser the harassment continues, the matter should be reported through the HNO Complaint Intake Form.
27. More serious incidents (a course of repeated taunting; any form of sexual or physical assault) should be dealt with according to the relevant Association, HNO or National 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 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.
28. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous, will be subject to discipline.

Difference Between Abuse and Harassment

	ABUSE	HARASSMENT
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 Provincial and Territorial 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 breeches trust; may be male or female	may be peer or person with power or authority over victim; may be male or female
Investigation	external to organization; referred to child welfare or police	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 or Territorial Child Protection Acts and Criminal Code; civil suits may also occur	determined by organization's harassment policies, Criminal Code, labour tribunals, civil actions and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	the victim is not to blame; offenders are responsible for their behaviour	the victim is not to blame; offenders are responsible for their behaviour

Recognition and Prevention of Bullying

29. Bullying is defined as intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Basically, it is “mean” behavior.
30. Bullying is:
- a. hurting behaviours based on oppression and “meanness”
 - b. based on power differentials
 - c. intentionally harmful
 - d. intense and long in duration
 - e. repeated over time (generally)
 - f. oppressive – isolates victims
 - g. caused by many factors and behavioural challenges
31. Hurtful actions may be:
- a. Physical – i.e.: hitting, kicking, grabbing, shoving, spitting on, beating others up, damaging or stealing another person’s property
 - b. Verbal – i.e.: name-calling, humiliating, degrading behaviour, hurtful teasing, threatening someone (this may happen in notes or in person, over the phone or by the use of email, cell phones, text, internet, websites or any other electronic communication.)
 - c. Relational – i.e.: making others look foolish, excluding peers, spreading gossip or rumours (this may happen in person, over the phone or by the use of email, cell phones, text, internet, websites or any other electronic communication.)

Procedures

32. Harassment, Bullying and Abuse of any form is not prohibited under this policy, HNO’s Codes of Conduct and HNO’s Discipline and Complaints Policy.
33. Harassment, Bullying and Abuse may be reported by the person subjected to the Harassment, Bullying and Abuse or by any other individual or group of individuals.
34. Complaints of Harassment, Bullying and Abuse will be dealt with under the

provisions and procedures of HNO's Discipline and Complaints Policy, HNO's Dispute Resolution Policy and HNO's Appeal Policy.

Confidentiality

35. HNO recognizes the possible sensitive and serious nature of a complaint and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, HNO will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

References

HNO Codes of Conduct
HNO Discipline and Complaints Policy
HNO Dispute Resolution Policy
HNO Appeal Policy

Approved by the Board of Directors: November 4, 2023 Replaces: April 1, 2018 Reviewed: Biennial

Preamble

Hockey Northwestern Ontario (HNO) is committed to ensuring that inclusion and access is incorporated across all aspects of its activities. In doing so, it acknowledges and adopts the following foundation principle from the Canadian Sport Policy: Sport is based on equity and access.

Sport is welcoming and inclusive, offering an opportunity to participate without regard to age, gender, race, language, sexual orientation, disability, geography, or economic circumstances. Participants have access to affordable sport opportunities that are appropriate to the level of activity chosen and provide opportunities for personal achievement.

Purpose

This policy establishes HNO's commitment to inclusion and access in all of its activities and outlines the actions to be taken in the event of violation of this policy.

Policy

1. Supports inclusion and access for underrepresented groups that have been identified by Sport Canada such as Women, Aboriginals and People with Disabilities.
2. Respects the rights, dignity and worth of every person and will treat everyone equally within the context of their role (player, coach, official and volunteer), regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
3. Ensures that the achievement of equal opportunities is a key consideration when developing, updating or delivering HNO programs, policies and projects.
4. Ensures that the concerns and needs of all people (including under-represented groups) are identified, promoted and supported.
5. Ensures that its governance structure encourages and promotes the full and equal participation of all people.
6. Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
7. Is committed to everyone having a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
8. Is committed to education of Gender and Identity Expression by having all executive, coaches, and bench staff complete an online training course prior to being registered to a team.
9. Deals with any incidence of discriminatory behaviour according to the Codes of Conduct Policy, Harassment, Bullying and Abuse Policy and Discipline Policy.

References

HNO Codes of Conduct
HNO Harassment, Bullying and Abuse
Policy HNO Discipline Policy
HNO Suspension Policy

Approved by the Board of Directors: November 4, 2023

Replaces: March 17, 2018

Reviewed: Biennial

Backgrounds

Hockey Northwestern Ontario (HNO) is the governing body for amateur hockey in a specific geographical jurisdiction of Ontario. In co-operation with their respective Member teams, Leagues and Associations and Hockey Canada, HNO governs hockey throughout its jurisdiction.

Hockey programming involves making all arrangements for amateur hockey leagues, teams and games including selection and training of coaches and referees, deciding which players may participate at which level, and establishing appropriate rules and regulations for amateur hockey.

As a result of programming, information is collected by HNO or its Member teams, Leagues and Associations, for the purposes of determining if transfer regulations may apply, monitoring scouting, gauging the success of certain programs in order to improve upon them, facilitating emergency contact, providing educational opportunities and/or career opportunities, researching and facilitating electronic updates/contacts.

Purpose of this Policy

HNO has developed this Privacy Policy for implementation beginning January 1, 2004. This policy describes the way in which HNO collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, and others including players, parents, trainers, coaches, referees, managers, volunteers, and employees.

This policy describes the way that the HNO will, subject to applicable legal requirements, adhere to all relevant Federal and Provincial legislative privacy requirements. The policy follows the ten (10) Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The policy describes each principle and the method of implementing each. HNO will strive to meet or exceed Federal and Provincial legislative requirements and will ensure that it remains current with changing technologies and laws. All changes will immediately be posted to the HNO website.

1. Accountability

- I. HNO shall designate the President and Executive Director as the Privacy Officer(s) and they are jointly accountable to the Board of Directors for compliance with this policy. The Privacy Officer(s) will be responsible for HNO's compliance with PIPEDA privacy principles and for responding to access requests in accordance with this policy.
- II. Each of the Member teams, Leagues and Associations, their Associations and Clubs affiliated with HNO shall designate and identify to HNO and membership an individual or individuals as their Privacy Officer(s) and identify an appropriate hierarchy of contact and accountability for information.
- III. The name(s) of the individual(s) listed as the HNO Privacy Officer(s) shall be made available upon request or by visiting HNO's website. In the case where neither of

these individuals are available upon request, a delegate may act on their behalf.

- IV. HNO's Privacy Officer(s) will ensure that the HNO is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of HNO shall be contractually obligated to adhere to the standards of HNO's Privacy Policy.
- V. HNO will implement internal policies which will facilitate adherence to the Privacy Policies including but not limited to the following:
 - a. Security measures at all levels designed to protect personal information in its possession.
 - b. Procedures designed to respond to complaints and/or inquiries.
 - c. Staff training in all facets of information management, including awareness of HNO's Privacy Policy and subsequent policies and procedures developed in accordance with the policy.

2. Identifying Purposes

- I. HNO shall only collect information necessary to conduct hockey programming. Access to our privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to HNO compliance and/or adherence to the Legislation in question shall be readily available.

Type of Personal Information	Purpose of Collecting
A participant's name, gender, place of residence and date of birth.	To determine that the participant's geographical, division and level of play information are consistent with HNO and Hockey Canada regulations.
Historical information concerning past teams played for.	To determine if any Hockey Canada transfer regulations apply.
A participant's skill and development level and feedback on programs, honours and awards received.	To measure the success of our programs and maintain governance.
A participant's parents (if applicable); name, address, telephone number(s), email addresses and fax.	To facilitate emergency contact information and to ensure compliance with Hockey Canada residency regulations.
Educational information	To ensure all Hockey Canada residency regulations have been adhered to.
E-mail addresses and fax	To facilitate membership communication.
Skill levels, ability, emergency contacts and health concerns	To ensure our activities are carried out in a safe and secure environment.
Resumes	To identify potential future employment candidates.
Registration information	To conduct research studies including but not necessarily limited to hockey

	demographic type research. To be made available to related organizations, Branches, associations, leagues and/or third-party service providers.
Appeal Information	To administer appeals and any related proceedings, and the Rules, Regulations and By-Laws of the HNO.

- II. HNO collects personal information for the purpose of providing hockey programming, which endeavors to meet the individual needs of each participant.
- III. HNO recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, HNO will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- IV. HNO will request individual permission for the use of any data collected which is extraneous to that which has been identified below, unless said usage is authorized by law.
- V. The information will be collected via an oral and/or written agreement to allow the individual submitting information an opportunity to opt-out or opt-in to the use of personal information for third parties.
- VI. All information is kept for the duration of seven (7) years or as long as required to fulfill the purposes identified, unless permission is obtained from the Member providing the information to hold it for a different length of time.
- VII. HNO will endeavor through its Member teams, Leagues and Associations to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the Administrator's Manual. HNO will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.
- VIII. All data collected by HNO shall be maintained in the HNO's Office or that of the applicable Member teams, Leagues or Associations. All such offices are listed on HNO's website.
- IX. HNO may also use information about user access to secure areas of the HNO website. Information you are asked to provide during your use of the HNO website may include your name, address, e-mail address, age, sex and will be treated within the same parameters as other personal information collected by Hockey Canada through other means. It will always remain your choice to provide information in certain fields.

3. Consent

- I. HNO will use the personal information for the uses specified in Section 2.
- II. All Member teams, Leagues or Associations of HNO have the ability to consent to

the use of their personal information on a yearly basis. A Member of HNO agrees that the act of registering constitutes implied consent to such use of their personal information by HNO, its Member teams, Leagues or Associations, and their Associations and Hockey Canada.

- III. Members will have the opportunity to choose whether information other than name, address, birth date, and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned.
- IV. If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the HNO's Privacy Officer(s) at any time, subject to legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the HNO database upon receipt of a written request and that request will be communicated to all Member teams, Leagues and Associations and their Associations within ten (10) business days.
- V. HNO may collect personal information without consent where reasonable to do so and where permitted by law.

4. Limiting Collection

- I. HNO and its Member teams, Leagues and Associations shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.
- II. HNO shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes.
- III. HNO will not use any form of deception in gaining personal information from its members.

5. Limiting Use, Disclosure and Retention

- I. HNO, its Member teams, Leagues and Associations and their Associations, shall limit the use of personal information collected to purposes that are listed in Section 2.2 (Identifying Purposes) and 3.2(Consent) and will not disclose the information for other purposes except as requested and permitted by applicable law.
- II. Prior to enlisting the services of third-party organizations, HNO will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.
- III. HNO may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
- IV. HNO may at its discretion release personal information for the purposes of collecting debts which may be owed to HNO.
- V. HNO shall retain documents concerning registration, performance activities, discipline, events and honours and awards received for specific periods of time

dependent upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:

- a. Registration data will be retained for a three (3) year period after an individual has left the HNO programs in the event that an individual chooses to return to the HNO programs after leaving.
- b. Parental/Family information will be maintained for a similar three (3) year period after a member has left our programs.
- c. Other personal information will be retained by HNO for regulated timeframes as requested by legislation governing its operation and/or the information provided, after which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner.
- d. If there is no legislative requirement to retain other information, it will be kept for a minimum of 24 months from the time it was provided.

6. Accuracy

- I. HNO shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. Members will have the ability to view and review data provided on their application for membership at any time through the Hockey Canada and HNO Hockey Management System (HMS) or equivalent in certain jurisdictional areas. HNO shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.
- II. HNO shall only update information if a request is made in writing.

7. Safeguards

- I. Security safeguards will be implemented to ensure your personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof.
- II. All information collected by HNO (as per 2.2) will be considered highly sensitive. As such, a high level of security will be practiced at all times.
- III. Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.
- IV. These measures will be subject to yearly reviews by HNO and its Privacy Officer(s) to ensure the best methods possible are being utilized to maximize effectiveness.

8. Openness

- I. HNO publicly discloses the methods by which personal information is handled. This information is readily available through its Privacy Policy, on its website or upon request by contacting HNO's Privacy Officer(s).
- II. The information available includes:
 - i. The name address and phone number of the HNO's Privacy Officer(s).
 - ii. The forms (attached) to access your information or change your information.
 - iii. A description of the type of personal information and our general uses thereof

(review chart in section 2.2 for more details).

- III. If any participant shall have a question regarding the personal information collected, the investigation may be initiated to the Member team, League or Association Privacy Officer(s), then directly to HNO.

9. Individual Access

- I. Subject to applicable legislation, upon request by the individual concerned HNO shall disclose whether it holds personal information on an individual. HNO shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- II. HNO may request sufficient information to confirm your identity before releasing your personal information to you.
- III. Subject to applicable legislation, HNO shall endeavor to provide this information within 30 days of receipt of the request for information and only charge nominal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be provided in an understandable format.
- IV. A Member may challenge the accuracy and completeness of the information through written request and any inaccurate information which may be so validated, shall be corrected and any third parties shall be notified of the corrections as per 3.4 (Consent).

10. Challenging Compliance

- I. HNO has established a set of procedures for the resolution of grievances in the administration of its Privacy Policy.
- II. Prospective Members and staff may challenge HNO's compliance with this policy by contacting the Executive Director or/and Privacy Officer(s) responsible for their geographic area. Upon receipt of a complaint HNO shall make available the complaint procedures which will be simple and easy to access.
- III. HNO shall investigate all complaints made to it. If the complaint is deemed justified, HNO shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
- IV. All complaints shall be addressed to the HNO Privacy Officer(s). HNO policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.

Privacy Statement

The information requested on this form is required by Hockey Northwestern Ontario (HNO) and its member teams, Leagues, and Association (their executives, employees, coaches, and volunteers) for the purpose of rules and regulations administration by HNO including notification of any events or other activities. In order to do so, HNO, its member teams, Leagues and Associations and Hockey Canada may, if required request proof of a player's identity, address and date of birth.

Opt-Out Provision

I acknowledge and understand that, for the purposes of offering additional products and services that may be of interest to the participant or the participant's family, HNO may use or disclose the participant's name and address collected on this form to third parties.

As the above-mentioned participant, or the participant's legal guardian, if you do not wish that information used or disclosed for the purpose of offering you such additional products and services, please check here:

Privacy Statement for Documents other than Registration Cards

Hockey Northwestern Ontario (HNO) is committed to respecting and protecting the privacy of our member teams, Leagues and Associations, their Associations, individual Members, their families, and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By- Laws of HNO and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

Privacy Statement for Appeal Documents

Hockey Northwestern Ontario (HNO) is committed to respecting and protecting the privacy of our member teams, Leagues and Associations, their Associations, individual Members, their families and our employees. The personal information collected on this form and on any documents collected by HNO with respect to this Appeal and any related proceeding will be used for the sole purpose of administering this Appeal, any related proceedings, and the Rules, Regulations and By- laws of HNO. Any such documents containing personal information will, upon request, be returned to the party submitting them when no longer needed for those purposes.

Approved by the Board of Directors: November 4, 2023 Replaces: March 17, 2018 Reviewed: Triennial

Introduction

For the purpose of this Social Media Policy, 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. Social media also includes text, audio, video, images, podcasts, and other multimedia communications.

Hockey Northwestern Ontario (HNO) recognizes and appreciates the value of social media and the importance of social networking to all stakeholders. HNO also respects the right of all Member team, League, and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the HNO membership and its registered participants, on the risks of social media and to ensure all Member team, League and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, League, or Association and/or HNO.

Social Media Guidelines

1. HNO holds its entire membership and Registered Participants, 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.
2. Comments or remarks of an inappropriate nature which are detrimental to a HNO Team, League, Associations, or a registered participant will not be tolerated and will be subject to disciplinary action.
3. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including team, League or Association personnel, players, referees, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
4. Refrain from divulging confidential information of a personal or team, League or Association related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
5. 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.
6. If requested to participate in an online network, as a direct result of your affiliation with or participation in HNO, HNO recommends that you request approval from your team, League or Association.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the HNO Social Media Policy and may be subject to disciplinary action by the Team, League or Association and/or HNO.

1. Any statement deemed to be publicly critical of team, League or Association officials or detrimental to the welfare of a member of a team, League or Association, Hockey Northwestern Ontario, or a registered participant.
2. Divulging confidential information that may include, but is not limited to the following:
 - a. Player injuries;
 - b. Trades or other player movement;
 - c. Game strategies or any other matter of a sensitive nature to a member team, League or Association, Hockey Northwestern Ontario, or a registered participant.
3. Negative or derogatory comments about any HNO team, League or Association, HNO staff, volunteers, programs, stakeholder, players or any HNO participant.
4. Any form of bullying, harassment or threats against players or officials.
5. Photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to:
 - a. Drug use;
 - b. Alcohol abuse;
 - c. Public intoxication;
 - d. Hazing;
 - e. Sexual exploitation; etc.
6. Online activity that contradicts the current policies of Hockey Canada, Hockey Northwestern Ontario or any of its member teams, Leagues or Associations.
7. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with HNO policies and regulations on these matters.
8. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline

When a complaint is filed that may be in violation of this social media policy, a member team, League or Association may deal with any matter where possible and practical.

Complaints referred to the Branch in accordance with the HNO's Discipline Policy, HNO Dispute Resolution Policy and/or HNO's Harassment, Bullying and Abuse Policy will be dealt with by the policy guidelines. Offenders may be subject to discipline as per policy.

Approved by the Board of Directors: February 11, 2023 Replaces: March 17, 2018 Review: Triennial
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CONFLICT RESOLUTION POLICIES

1. Appeals may be lodged as the result of one (1) of the following:
 - i) From a decision rendered by the Branch.
 - ii) From a decision rendered by a Member team, League or Association. The Appellant in this case, must have exhausted the appeal process of their respective team, League or Association.

2. Appeals may not be lodged as the result of one (1) of the following:
 - i) Any suspension involving a number of games, unless the suspension is for seven (7) or more games.
 - ii) Any decision of a Board or Member game protest.
 - iii) **When the accumulation sanction is used in the calculation to reach the seven (7) or more game requirement.**

3. An appeal shall:
 - i) Be brought within five (5) days from the date of the rendering of the decision. Such appeal shall be forwarded to the Head Office of the Branch by surface mail, courier, fax, email or hand delivered. The Executive Director shall notify the Appellant, in writing, of receipt of appeal.
 - ii) Be in writing.
 - iii) Be described, in numbered paragraphs, the decision appealed, the grounds for appeal, and the relevant facts. Pertinent documents, if any, must be attached.
 - iv) Be accompanied by cash payment or certified cheque payable to the Branch, a portion of which is a non-refundable administrative fee. The remaining fee shall be forfeited to the Branch if the Appellant is unsuccessful in their appeal and the Board shall have no power to refund such forfeited sum.

4. The Branch Office shall forward to the Respondent a copy of the appeal within two (2) days of receipt.

5. The Respondent shall, within two (2) days of receipt, respond to the Appellant:
 - i) In writing.
 - ii) By describing, in numbered paragraphs, their position including the grounds for the decision and the facts surrounding the decision.

6. The Appeal Pre-Screening Committee shall meet to review the Appeal Application Form to determine if there is sufficient grounds for the appeal.
 - i) The Appeal Pre-Screening Committee shall consist of the President, Vice- President and Executive Director.
 - ii) The Past President will serve as an alternate in the event of a conflict of interest or the unavailability of any of the above three (3) Committee Members.

7. All appeals shall be heard and a decision rendered within ten (10) days of receiving appeal unless mutually agreeable by both parties to extend timeline of appeal hearing.

- i) The Branch Appeal Committee shall be composed of the following: President, respective Convenor or designate, one (1) Life Patron and two (2) Directors from the Zone in which the appeal originated.

The Executive Director will be present and act in an advisory capacity and recorder of proceedings.

Committee make up may be altered in the event that rescheduling due to timelines is not possible.

- ii) Failure to respond within the timelines shall mean that the party who fails to respond is in agreement with the material provided by any other party and a decision ruled in favour of the Appellant.

8. Process to be followed in an appeal hearing:

- a) Chair calls hearing to order.
- b) Introduction of Chair, Branch Appeal Committee members and Appellant(s).
- c) Presentation by Appellant spokesperson.
- d) Branch Appeal Committee Members may ask clarifying or supplementary questions.
- e) Appellant(s) are excused from hearing.
- f) Introduction of Chair, Branch Appeal Committee Members and Respondent(s).
- g) Presentation by Respondent spokesperson.
- h) Branch Appeal Committee Members may ask clarifying or supplementary questions.
- i) Respondent(s) are excused from hearing.
- j) Deliberations by Branch Appeal Committee Members to render a decision.
- k) The Executive Director shall forward, in writing, to all parties, the written decision within 24 hours of the Branch Appeal Committee reaching their decision.

9. All decisions of the Branch Appeal Committee shall be final.

10. Appellant and/or Respondent, if not satisfied with the Branch Appeal Committee decision, may then appeal to Hockey Canada.

11. In order to preserve as far as possible, the purity of amateur hockey any recourse to the courts of any jurisdiction by any Member or individual before all rights and remedies of the Letters Patent and By-Laws of this Branch have been exhausted shall entail the immediate suspension and disqualification of any such Member or individual.

Approved by the Board of Directors: January 26, 2019

Replaces: May 14, 2016

Reviewed: Triennial

Definitions

1. The following terms have these meanings in the Policy:
 - a. “Complainant”- The Party alleging an infraction
 - b. “Respondent”- The alleged infracting Party
 - c. “Parties”- The Complainant, Respondent and any other individuals, person or organizations affected by the complaint.
 - d. “Days”-means business days (Monday to Friday, both inclusive) with the exception of Statutory holidays
 - e. “Individuals”- Members and registered participants defined within HNO’s bylaws, as well as individual employed by HNO or engaged in sanctioned activities of HNO including but not limited to players, coaches, bench staff, convenors, executive (directors and officers), on and off ice officials, volunteers, administrators and parents of players.
 - f. “Local Organization”- Refers to a member team, league or association of Hockey Northwestern Ontario.
 - g. “Panel”- the committee conducting the hearing, when a hearing is conducted by HNO this would refer to the Risk, Conduct and Safety Management Committee

Purpose

2. Membership in HNO, as well as participation in activities, brings many benefits and privileges. At the same time, individuals and participants are expected to fulfill certain responsibilities and obligations including, but no limited to, complying with HNO policies, bylaws, rules and regulations, and Codes of Conduct. Non-compliance by individuals may result in sanctions pursuant to this Policy.

Applications of this Policy

3. This Policy applies to all individuals.
4. This Policy applies to discipline matters that may arise during the course of HNO’s business, sanctioned activities including but not limited to, games, practices, dryland training, tryouts, training camps, travel associated with HNO activities and meetings.
5. This Policy does not prevent discipline from being applied, during a sanctioned event or competition, according to procedures in place for the particular event.
6. In fractions of the Hockey Canada Playing Rules are dealt with by the Suspension Policy. Further discipline may be applied according to this Policy.
7. Discipline matters and complaints arising within the business, activities, or events organized by entities other than HNO will be dealt with pursuant to the policies of these other entities unless requested and accepted by HNO as its sole discretion.

Reporting

8. All incidents must be reported via a properly completed Complaint Intake Form and submitted to HNO’s Executive Director within ten (10) days of the alleged incident. Anonymous complaints will not be accepted.

9. A Complainant wishing to file a complaint outside of the ten (10) day period must provide a written statement giving reason for an exception to this limitation. The decision to accept or not accept the complaint outside of the ten (10) days will be at the sole discretion of HNO. This decision may not be appealed.
10. At HNO's discretion, HNO may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, HNO will identify an individual to represent HNO.
11. In the event a Complaint is forwarded to HNO from the "Independent Third Party" HNO will notify the named complainant and allow them 10 days from the notification to submit a Complain Intake Form if they want to continue with their complaint.

Mediation

12. Upon the consent of the Parties, the dispute may be referred to HNO Dispute Resolution Policy with the objective of resolving the dispute.

Case Manager

13. Should HNO's Dispute Resolution Policy, if applicable, not resolve the dispute. The following steps will be initiated:
 - a. Once an incident is reported, the role of HNO's Executive Director is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians (if the person who has experienced the harassment is a minor) and the Branch President of the incident.
 - b. If HNO's Executive Director considers that he or she is unable to act in this capacity, the complaint shall be referred to the President.
 - c. HNO's Executive Director and President will review the incident to determine if it is to be dealt with as a primary or secondary infraction and the matter will be dealt with according to the applicable section relating to the primary or secondary infraction.
 - d. If informal resolution of the complaint is not appropriate or possible, the President will defer this matter to HNO's Risk, Conduct and Safety Management Committee.

Secondary Infractions

14. **Secondary** Infractions are single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, HNO or the sport. Examples of secondary infractions can include by are not limited to, a single incident of:
 - a. Disrespectful, abusive, racist or sexist comments or behaviour
 - b. Disrespectful conduct
 - c. Secondary violations of HNO's Codes of Conduct or Hockey Canada's Fair Play Codes
 - d. Neglecting attendance at HNO events and activities at which attendance is expected or required
 - e. Non-compliance with HNO's policies, procedures, rules or regulations
15. All disciplinary situations involving secondary infractions will be dealt with by the Local Organization:
 - a. Complaints received that meet the criteria of a secondary infraction will be directed to the local organization to be handled in accordance with its own procedures or procedures directed by HNO. Furthermore, HNO will provide a timeline not greater than ten (10) days for the local organization to file a report back with HNO on the outcome of the complaint.

16. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with the **Secondary** infractions will be informal (compared to the procedures for dealing with Primary infractions)
17. Penalties for **secondary** infractions, which may be applied singularly or in combination, include the following:
 - a. Verbal or written reprimand from the local organization to on the of the Parties
 - b. Verbal or written apology from one Party to the other Party
 - c. Service or other contribution to the local organization
 - d. Removal of certain privileges for a period of time
 - e. Suspension from sanctioned activities
 - f. Fines
 - g. Any other sanction considered appropriate for the offense
 - h. Discipline specific to the event or competition, if applicable
18. **Secondary** Infractions that result in discipline will be recorded by the local organization and all sanctions assessed must be reported to HNO's Executive Director. Repeat **secondary** infractions may result in further such incidents being considered a **primary** infraction.

Primary Infractions

19. **Primary** infractions are instances failing to achieve the expected standard of conduct that result, or have the potential to result, in harm to other persons, to HNO or the sport of hockey. Examples of **Primary** infractions include but are not limited to:
 - a. Repeated **secondary** infractions
 - b. Any incident of hazing
 - c. Incidents of physical abuse
 - d. Behaviour that constitutes harassment, sexual harassment or sexual misconduct
 - e. Pranks, jokes, or other activities that endanger the safety of others
 - f. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - g. Conduct that intentionally damage HNO's image, credibility, or reputation
 - h. Consistent disregard for HNO's bylaws, policies, rules and regulations
 - i. Primary or repeated violations of HNO's Codes of Conduct
 - j. Intentionally damaging HNO property or improperly handling HNO monies
 - k. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs or narcotics
 - l. A conviction for any Criminal Code offense
 - m. Any possession or use of banned performance enhancing drugs or methods
20. **Primary** infractions occurring in competition may be dealt with immediately, if necessary, by a person having authority. In such situations, discipline sanctions will be for the duration of the competition, training or activity or event only. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

21. **Primary** infractions will be handled using the Procedure for **Primary** Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, employment agreement or other formal written agreement takes precedence.

Procedure for Primary Infraction

22. HNO's Executive Director shall notify the Parties that the complaint is potentially legitimate, and the incident shall be dealt with as a Primary infraction. HNO's Executive Director and President shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Executive Director and President and may not be appealed.
23. HNO's Executive Director and President may refer the matter to the local organization to be dealt with as outline in this policy regarding **primary** infractions or defer the matter to HNO's Risk, Conduct and Safety Management Committee.
 - a. If deferred to the local organization, if they do not have disciplinary committee, the President shall form one. Reference to the HNO's Risk, Conduct and Safety Management Committee or the Panel will be equivalent to reference of the local organization's committee for the purpose of following this policy.
24. If the respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.

Investigation

25. When a Complaint Intake Form is presented to the Risk, Conduct and Safety Management Committee, the Committee Chair in consultation with the HNO President, shall appoint an individual to act as a Fact Finder. For serious matters, the Fact Finder should be experienced in harassment matters and investigation techniques and should be an outside professional.
26. The Fact Finder shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the Risk, Conduct and Safety Management Committee.
27. Within five (5) days of receiving the written report of the Fact Finder, the Risk, Conduct and Safety Management Committee Chair and the HNO President shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.

Hearing

28. If the Risk, Conduct and Safety Management Committee decides that the complaint shall be dealt with by means of a hearing, the Committee shall govern the hearing by such procedures as it may decide, provided that:
 - a. The Risk, Conduct and Safety Management Committee shall hold the hearing as soon as possible, but not more than ten (10) days after the Complaint Intake Form is first received by the HNO's Executive Director.
 - b. The individual being disciplined shall be given three (3) days written notice of

the date, time and place of the hearing. The Risk, Conduct and Safety Management Committee may decide to conduct the hearing in person or by telephone or video conference.

- c. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
 - d. Both Parties shall be present at the hearing.
 - e. The Parties may be accompanied by a representative, advisor or legal counsel at their own expense.
 - f. The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a notary of public.
 - g. Members of the Panel shall select from among themselves a Chair.
 - h. A quorum shall be all three (3) Panel Members and decisions shall be by majority vote where the Chair carries a vote.
 - i. The individual being disciplined shall have the right to present evidence and argument.
 - j. The hearing shall be held in private.
 - k. The Panel may request that witnesses to the incident be present or submit written evidence.
 - l. In fulfilling its duties, the Panel may obtain independent advice.
29. If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be at the sole discretion of the Panel to continue the review of the complaint in accordance with this policy.
30. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent HNO policy, such as those dealing with harassment, doping, personnel or event- specific matters.
31. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

Decision

32. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so the sanctions to be imposed. Within ten (10) days of the hearings conclusion, the Panel's written decision, with reasons will be distributed to all Parties, HNO's President and Executive Director. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the ten (10) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Sanctions

33. In applying sanctions, the Risk, Conduct and Safety Management Committee may have regard to the following aggravating or mitigating circumstances:
- a. The nature and severity of the complaint.
 - b. Whether the complaint involved any physical contact.
 - c. Whether the harassment was an isolated incident or part of an ongoing pattern.
 - d. The nature of the relationship between the Complainant and respondent.
 - e. The age, maturity or experience of the individual.
 - f. Whether the Complainant had been involved in previous incidents.
 - g. Whether the Respondent admitted responsibility and expressed a willingness to change.

- h. Whether the Respondent retaliated against the Complainant.
34. The Panel may apply the following disciplinary sanctions, singularly or in combination, for **primary** infractions:
- a. Verbal or written reprimand from HNO or the local organization to one of the parties
 - b. Verbal or written apology from one Party to the other Party
 - c. Service or other contribution to HNO or the local organization
 - d. Expulsion from HNO or the local organization
 - e. Removal of certain membership privileges
 - f. Suspension from HNO sanctioned activities for a designated period of time
 - g. Withholding of awards
 - h. Payment of the cost of repairs for property damage
 - i. Suspension of funding from HNO or sanctions from HNO (including tournament and travel permits)
 - j. Any other sanction considered appropriate for the offence
35. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
36. Primary infractions that result in discipline will be recorded and records maintained by HNO.

Suspensions Pending a Hearing

37. HNO may determine that an alleged incident is of such seriousness as to warrant suspension of an individual pending a completion of the criminal process, a hearing or a decision of the Panel.

Criminal Convictions

38. An individual's conviction for any of the following Criminal Code offenses will be deemed a primary infraction under this policy and will result in expulsion from HNO and/or removal from HNO's competitions, programs, activities and events upon the sole discretion of HNO:
- a. Any child pornography offences
 - b. Any sexual offences
 - c. Any offence of physical or psychological violence
 - d. Assault with a weapon, aggravated assault, assault causing bodily harm
 - e. Any offence involving trafficking of illegal drugs

Confidentially

39. The discipline and complaints process are confidential and involves only the Parties, the Case Manager(s), the Panel and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

40. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

Records and Distribution of Decisions

41. Primary and Secondary infractions that result in discipline, as well as decisions of any appeals, shall be recorded by the local organization or HNO depending on who is dealing with the complaint intake form.
42. Other organizations may be advised of any decisions and, if there was an appeal, the appeal decision.

Appeal Procedure

43. The decision of the Panel may be appealed in accordance with HNO's Appeal Policy.

References

HNO Codes of Conduct
HNO Dispute Resolution Policy
HNO Abuse, Harassment and Bullying Policy
HNO Appeal Policy
HNO Suspension List

Approved by the Board of Directors: November 4, 2023 Replaces: April 27, 2019 Reviewed: Biennial
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Purpose

1. HNO supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve dispute.
2. HNO encourages all individuals and parties to communicate openly, collaborate, and use problem solving and negotiation techniques to resolve their differences. HNO believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

Application of this Policy

3. This Policy applies to all disputes within HNO when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

4. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by HNO or the Local Organization to mediate or facilitate the dispute.
5. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
6. Should a negotiated decision, be reached, the decision shall be reported and approved by HNO or the Local Organization.
7. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of HNO's Discipline and Complaints Policy or Appeal Policy.
8. The costs of mediation and facilitation will be shared equally by the parties.

Final and Binding

9. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
10. No action or legal proceedings will be commenced against HNO or its individuals in respect of dispute, unless HNO has refused or failed to provide or abide by the dispute resolution processes set out in its governing documents.

Approved by Board of Directors: November 4, 2023

Replaces: April 1, 2018

Reviewed: Biennial

1. An appeal may be lodged in disputes involving:
 - i. An Association to Association transfer.
 - ii. Refusal by a Team, League or Association to release a player for the purpose of an Association transfer:
 - a. The Appellant must have exhausted the appeal process of their respective Team, League or Association.
 - b. When a player has registered for the current season, he may not appeal under this By-Law to secure his release for Association transfers.
 - c. Registration appeals are not permitted after January 10 of the current playing season.
 - iii. Tampering allegations between Teams, League or Associations.
2. All registration appeals under this policy must be accompanied by the following:
 - i. Notice of Appeal Form.
 - ii. Detailed rationale for appeal.
 - iii. Non-refundable administrative fee.
3. Tampering appeals must include:
 - i. All necessary supporting documentation, including player`s previous registration, information on residence or evidence as to residence and any other relevant documents and/or correspondence.
 - ii. Required fee as outline in the fiscal policy.
4. The HNO Office shall forward to the Respondent a copy of the appeal within two (2) days of receipt.
5. The Respondent shall, within two (2) days of receipt, forward its rebuttal by fax or email. If the rebuttal is not received prior to the requested deadline, the Respondent shall lose its right to make a rebuttal to the Registration Appeal Committee.
6. Committee Composition
 - I. The Registration Appeals Committee shall of a Chair, elected by the Board, the respective Convenor, a Director from the Zone in which the appeal originated and the Executive Director.
 - II. Committee make up may be altered in the event that rescheduling due to timelines are not possible.
7. Hearing Process
 - i. The Registration Appeals Committee shall conduct all hearings in the manner in which it sees fit, including but not limited to, written presentations only, teleconference or face to face hearings.
 - II. The hearing shall take place within five (5) days of receiving the rebuttal.
 - III. The Registration Appeal Committee will review the information submitted by both parties and make a decision, which will be transmitted to the parties within two (2) days from the time of the decision. The report of the Registration Appeals Committee shall be limited to whether the appeal has:

- A) Granted the player`s release.
 - B) Disallowed the player`s release.
 - C) Referred the decision back to the Team, League or Association.
 - D) Declared not within the Registration Appeals Committee`s jurisdiction.
 - E) No other information will be provided.
8. For minor players, all appeals filed, if granted, shall only be for the current playing season. Minor players shall be required to file a new appeal for any subsequent season and the Registration Appeals Committee shall consider any subsequent appeal as a new appeal and shall not be bound by any previous year`s decision.
9. All decisions of the Registration Appeals Committee shall be final.
10. Appellant and/or Respondent, if not satisfied with the Registration Appeals Committee`s decision, may then appeal to Hockey Canada.

Approved by the Board of Directors: May 14, 2016 New Policy Reviewed: Triennial

SAFETY POLICIES

Preamble

As a member of Hockey Canada, Hockey Northwestern Ontario (HNO) follows Hockey Canada's Anti-Doping and Doping Control program as described below.

Canadian Anti-Doping Program (CADP)

As a member of Hockey Canada, the Canadian Anti-Doping Program (CADP) applies to you.

It is important to know that by participating in activities sanctioned by Hockey Canada, you are subject to the CADP and, accordingly, may be selected for doping control.

The Canadian Centre for Ethics in Sport (CCES) is the custodian of the Canadian Anti-Doping Program, which governs anti-doping in Canada. The CADP consists of several components, such as in- and out-of-competition testing, education, medical exemptions and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.

Hockey Canada has adopted the CADP, which means that you can be confident that you are part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field.

While the CCES administers anti-doping for the Canadian sport community, you may also be subject to the rules of the International Ice Hockey Federation. [CLICK HERE](#) to learn more about IIHF anti-doping policies and procedures.

The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:

Doping Control

- Review the [sample collection procedures](#).
- Know your [anti-doping rights and responsibilities](#).
- Always [comply with a testing request](#) if you are notified for doping control.

Prohibited Substances & Methods

- Check all [medications and products](#) before taking them to ensure they do not contain ingredients that are banned in sport.
- Verify your [medical exemption requirements](#).
- Learn about the [doping risks associated with supplement use](#) and how to minimize them.

News

- [Sign up](#) to receive CCES media releases and advisory notes
- Follow the CCES on [Facebook](#) and [Twitter](#).

Report Doping

- Call 1-800-710-CCES or [fill in the online form](#).

Additional Resources and Information

- Read more about the [Canadian Anti-Doping Program](#).
- The [World Anti-Doping Agency](#) works towards a vision of a world where all athletes compete in a doping-free sporting environment.
- Become a member of the [True Sport Movement](#), based on the simple idea that good sport can make a great difference.

Contact

- Email: info@cces.ca

- Call: 1-800-672-7775
- Online: cces.ca/athletezone

[Canadian Anti-Doping Program \(CADP\) \(hockeycanada.ca\)](https://hockeycanada.ca)

Endorsed by Board of Directors: February 11, 2023
New Policy: Effective February 11, 2023
Reviewed: Updated when Hockey Canada updated policy

Purpose

The purpose of this policy is to clarify who is responsible to maintain the documentation of a return to play form as per the requirements of Hockey Canada’s Concussion Policy.

Adherence

When a player is suspected or deemed to have suffered a concussion, they are not permitted to play, practice or train until the player has completed the six-step return to play strategy and is medically cleared by physician.

Written clearance from a physician is required and must be provided to team coaches/trainer or association official.

Team officials and parent/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 physician.

As per Rule **2.2m**, Team officials are not permitted to allow an injured player to be on the players’ bench during a game or practice without Hockey Canada / HNO Hockey required protective equipment.

Discipline

Any team, association or individual who knowingly disregards their responsibility of requiring a physician’s written permission permitting a player to return to play following a concussion will be subject to suspension.

Approved by Board of Directors: February 11, 2023
Replaces: October 13, 2017
Reviewed: Annually

1. The following individuals who are associated with HNO teams, leagues and associations must adhere to the Policy:
 - Members of the Board of Directors
 - Full & Part Time Staff
 - Interns
 - Team Officials (including but not limited to coaches, trainers, and managers)
 - On-Ice Officials (18 years of age and older)
 - Billets
 - Anyone else who, through their duties on behalf of HNO, teams, leagues and associations may work with children
2. Each person must complete their own Criminal Records Check **and** Local Police Check including Vulnerable Sector Screening to ensure confidentiality through the local police or a third-party provider. Vulnerable Search Verification need only be completed at the time of initial registration or repeated if you have not been registered within the last year.
3. Each person will then send a copy of the Criminal Records Check **and** Local Police Check to the Hockey Northwestern Ontario (HNO) Office via email info@hockeyhno.com, via fax 807-623-0037 or by hard copy mail:
Hockey Northwestern Ontario
1224 Amber Dr
Thunder Bay, ON
P7B 6M5
Attention: Executive Director
4. Each Criminal Records Check and Local Police Check will be reviewed by the Executive Director who will advise the Risk & Safety Committee if there are any concerns.
5. If a negative Criminal Records Check or Local Police Check arises, the Risk & Safety Committee will determine whether the information obtained through the screening process precludes the applicant from being an appropriate candidate for the volunteer position or employment. See Adjudication Process below for procedure.
6. If the person feels that they have been unfairly dealt with by the Risk & Safety Committee, they may appeal to the Officers of the HNO Board of Directors.
7. If a volunteer or employee provides falsified or misleading information, the person will immediately be removed from their position and may be subject to further discipline in accordance with HNO policies.
8. Each person will have a Criminal Records Check and Local Police Check including Vulnerable Search Verification at the time of their initial registration. Then upon a three-year renewal schedule will only be required to have a Criminal Records Check and Local Police Check. All Criminal Record Checks and Local Police Check will be viewed as expired on May 31st, three years from the year issued.
I.E. A Criminal Record Check and Local Police Check completed in 2022 will be considered expired on May 31, 2025 for this policy. So, a new CRC & LPC would be required for the 2025-2026 season in this example.
 - a. Individuals can be requested to have Criminal Records Check and Local Police Check including Vulnerable Search Verification done prior to the end of the three (3) year term. Failure to do so will result in the individual's suspension until the requirement has been met.
 - b. All Criminal Records Check and Local Police Check will be kept on file for the duration of the individuals' involvement with Hockey Northwestern Ontario. The documents will be stored in a locked file cabinet within the HNO office.
 - c. Once a Criminal Record Check and Local Police Check has expired, it will be destroyed.
 - d. An individual who is not active within HNO during the previous hockey season is required to complete the Criminal Record Check and Local Police Check process

again. The start of their three (3) year term resumes upon their active participation. It does not carry over from the previous year(s).

9. Non-compliance or deficiencies will result in the loss of all privileges until compliance or deficiencies have been corrected.

Notes and Definitions

Criminal Records Check and Local Police Check:

A recognized Law Enforcement Agency or Third-Party Service Provider may complete the Criminal Record Check and Local Police Check with Vulnerable Sector Verification.

Initial Criminal Records Check and Local Police Check (CRC & LPC) must include the results of a Vulnerable Sector Verification (VSV). If a Third- Party Service Provider does not have the ability to complete a Vulnerable Sector Verification than a Local Police Service must be used for the initial CRC and LPC with VSV.

Paper Holder:

The Executive Director will be the paper holder.

Verification of Compliance:

a) Team, League, and Associations

Will only be able to register coaches, trainers, and managers into the Hockey Canada Registry (HCR) that have current valid Criminal Records Check and Local Police Check and Vulnerable Sector Verification as required by the policy. Individuals requiring one will need to forward the completed CRC/LPC to HNO, for the information to be recorded in the HCR by their team, league, or association.

HNO Members will be required to file their executives, any paid staff, and billets CRC& LPC and VSV as required by the policy into the HNO office no later than November 1st of the current playing season.

b) Referees

On Ice Officials re-certifying will need to have a valid CRC & LPC and VSV as required by the policy before they will be permitted to register for the re-certification course online. This will be a pre- requisite to register.

New Officials eighteen years of age and older will need to provide a valid CRC & LPC and VSV as required by the policy before they will be permitted to register for the Hockey University online officiating course.

c) HNO Staff and Directors

Compliance will be monitored by the branch Executive Director and verified by the President:

Failure of Compliance

Individuals who do not have a completed Criminal Records Check and Local Police Check as defined above will be suspended from participation with Hockey Northwestern Ontario, in any capacity, until such CRC & LPC has been completed.

Collection Process

- 1) At initial registration, the individual is to provide to the HNO office a current, Criminal Records Check and Local Police Check dated within the past six (6) months.
- 2) At the time of the three (3) year renewal the individual is to provide to HNO office a current, Criminal Records Check and Local Police Check dated within the past six (6) months.
- 3) HNO office staff will input the date of the record check into the Hockey Canada Registry (HCR) and file the paperwork received.

Interim Process

- 1) For those individuals requiring finger printing, they will be required to provide in writing, this requirement. They will present a copy of receipt or a letter from the respective Law Enforcement Agency or Third-Party Provider and be permitted to participate until this has been completed and they then receive a Criminal Records Check and Local Police Check and Vulnerable Sector Verification.

Adjudication Process

The following criminal offences will be reviewed by the Risk and Safety Committee:

- Assault with a weapon
- Aggravated assault
- Assault causing bodily harm
- Sexual Interference
- Sexual Assault
- Sexual exploitation
- Invitation to sexual touching, distributing, or possessing
- Making distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual offences to have contact with children
- Luring a child
- Possession for the purpose of trafficking
- Robbery
- Voyeurism

The following will be reviewed by the Risk and Safety Committee if it is less than ten years old:

- Assault
- Possession of a substance (as defined in the C.D.S.A) ILLEGAL
- Impaired driving
- Theft, fraud, or related offences
- Firearm related offences

Note: this is reference only and not a complete list of applicable offences

The following steps are provided to help in the adjudication of an individual should their Criminal Records Check and Local Police Check indicate a “hit”.

1. The committee will do a blind review, only knowing the desired volunteer role and the criminal conviction(s), not the identity of the individual. The committee will determine:
 - i. Approval based on information provided
 - ii. Approval with a condition(s) to volunteer
 - iii. Request more information in writing from the individual with the details surrounding their conviction, what led up to the conviction, past and present community involvement, current employment, etc.
 - iv. Request for a in person or conference call hearing to follow up on the written information
 - v. Rejection based on the individual being ineligible to volunteer
2. The Committee will provide to the individual and President of the Association, Team, or League they are volunteering with and Branch RIC in the case of officials, in writing, the outcome of the review.
3. All documentation from the review will be filed with the Paper Holder.

Recommended Offences Which Could Deem Individual Ineligible to Participate in Any Capacity

- Assault with a weapon
- Aggravated assault
- Assault causing bodily harm
- Sexual Interference
- Sexual Assault
- Sexual exploitation
- Invitation to sexual touching, distributing, or possessing
- Making distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual offences to have contact with children
- Luring a child
- Possession for the purpose of trafficking
- Robbery
- Voyeurism

Note this is reference only and not a complete list of applicable offences.

Recommended Offences Which Could Determine Individual Disqualification to Participate in Certain Capacities

- Assault
- Possession of a substance (as defined in C.D.S.A)
- Theft, fraud, or related offences (while in a position of trust)
- Firearm related offences
- Impaired driving
- Convictions pertaining to illegal substances

Note this is reference only and not a complete list of applicable offences.

Approved by Board of Directors: February 11, 2023 Replaces: June 1, 2018 Reviewed: Triennial
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Hockey Canada Concussion Policy

Purpose

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

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

Hockey Canada 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 of 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.

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

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

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



HOCKEY CANADA CONCUSSION RESOURCES

www.hockeycanada.ca/concussion

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 : _____
The player has had an initial visit with a physician (preferably one with knowledge in concussion management)	Date : _____ Initials : _____
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 : _____
The medical clearance note 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 : _____
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 : _____
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)	Date : _____ Initials : _____
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. Parent/Guardian Signature _____ Print Name _____ Date _____	Date : _____ Initials : _____

Notes: _____

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.

Appendix 3

CONCUSSION RECOGNITION TOOL 5[©]

To help identify concussion in children, adolescents and adults



RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS — CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

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

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- “Pressure in head”
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- “Don’t feel right”
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feelings slowed down
- Feeling like “in a fog”

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- “What venue are we at today?”
- “Which half is it now?”
- “Who scored last in this game?”
- “What team did you play last week/game?”
- “Did your team win the last game?”

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

© Concussion in Sport Group 2017

It is recommended that all registered players within Hockey Northwestern Ontario (HNO) wear intra-oral mouthguards. Should a player elect to wear an intra-oral mouthguard, it must conform to the specifications set fourth by HNO.

Intra-oral mouth guard specifications:

- 1) be of any colour;
- 2) not be clear or translucent in colour;
- 3) be of one (1) piece construction;
- 4) be easily sized by the participant or the participant's parents;
- 5) be of an even thickness from the front to the back of the device;
- 6) engage the biting surface of all of the teeth of the upper jaw and the lower jaw;
- 7) maintain alignment of the upper and lower jaw in a neutral position;
- 8) be able to be attached externally to the face mask or shield, or be form fitted or custom fitted to the teeth; and
- 9) will provide not less than **three (3) millimetres** of shock absorbent thickness between the teeth of the upper and lower jaw of a player

What The Standard Means

- 1) **Be of any colour** - The mouth guard may be of any colour, this is not an issue for H.N.O.
- 2) **Not be clear or translucent in colour** - An intra-oral mouth guard must be easily seen when the mouth of a player is opened. This is essential in order that on-ice officials can enforce the policy and for emergency medical services personnel to be able to rapidly determine if an injured player has a mouth guard in place.
- 3) **Be of one (1) piece construction** - The finished product must be a single object. Acceptable intra-oral mouth guards may be constructed of laminated materials, however the materials used in the construction of a mouth guard will not delaminate or separate while in normal use.
- 4) **Be easily sized by the participant or the participant's parents/guardians** – The instructions provided by a manufacturer or supplier of intra-oral mouth guards will provide players and parents/guardians with easily understandable instructions on how to size and fit a mouth guard to a player.
- 5) **Be of an even thickness from the front to the back of the device** - The thickness of the mouth guard between the upper and lower teeth shall be consistent from the back to the front of the device.
- 6) **Engage the biting surface of all teeth of the upper jaw and the lower jaw** - An approved mouth guard will come into contact with the biting surface of all of the teeth of both the upper and lower jaw when the mouth guard is properly inserted into the mouth. When fitting a mouth guard, special attention needs to be taken to ensure that to the rear most teeth are in contact with the biting surface of the mouth guard.
- 7) **Maintain alignment of the upper and lower jaw in a neutral position** - A mouth guard will, when fitted, hold the lower jaw in a natural or neutral position in relation to the upper jaw for the individual player. An approved mouth guard will not cause the lower jaw to be forced either forward or backward from its normal position.
- 8) **Be able to be attached externally to the facemask or shield, or be form fitted or custom fitted to the teeth** – The mouth guard must have a means by which it can be attached to the cage or visor that is attached to the player's helmet. Mouth guards that are "boil and bite" or custom fitted by a dentist, denturist, or dental hygienist do not require an external attachment or lanyard to connect them to the facemask or shield.
- 9) **A mouth guard is compliant** - When there is **three (3) millimeters** of thickness

remaining between the teeth of the upper and lower jaw. Any mouth guard where the thickness respectively is less than **three (3) millimeters** of thickness between the teeth of the upper and lower jaw is no longer compliant with the **specified** standard. Also, any mouth guard that has been chewed through or has cracks or breaks in its surface is no longer compliant and must be replaced.

Approved by the Board of Directors: April 21, 2024,
Replaces: June 8, 2013
Reviewed: Triennial

Policy: Neck Guards

Effective Date: November 4, 2023

All players from U7 up to and including Junior Hockey and all on-ice officials are required to wear a BNQ certified neck guard during all on-ice activities.

Approved by Board of Directors: November 4, 2023

Replaces: November 4, 2023

Reviewed: Triennial

Minor Hockey Tournaments and Short Term Exchanges/Events

Frequently at the minor hockey level teams will take advantage of billeting for young players for tournaments and team exchanges. This is an affordable and beneficial experience for players.

There are rewards in it for everyone. For billeting families, it means opening up your homes to young hockey players giving them an opportunity to share experiences within your family unit and for the player being billeted it is a chance to share different cultural and social experiences. For all of us, it is a time to make new friends, renew old friendships, share ideas, laugh and live in a different family situation.

To ensure a safe enjoyable environment for everyone involved Hockey Canada recommends the following:

Guidelines for Team Officials

Billeting families specific to tournaments and exchanges should have a young son or daughter involved with the event. In this case the family, at a minimum should complete a hosting family information form (**APPENDIX 1**) prior to the event.

If they do not have children involved the association hosting the event should consider integrating a screening process including the hosting family information form utilizing the Hockey Canada screening toolbox. This includes a criminal record check and a vulnerable person's check. The following link takes you to the Hockey Canada Screening Toolbox:

<http://members.hockeycanada.ca/screening/>

- Ensure that only responsible, reliable billets, who meet the standards outlined By Hockey Canada are chosen.
- Ensure that parents of the billeted players are made aware of the billeting families contact information and if possible that they meet the billeting family either by phone or personally.
- Inform billets of any special needs of the players they will be billeting, including illnesses, medication and dosage guidelines and any special dietary requirements. This can be recorder on the card displayed in **Appendix 2**
- Ensure that players are fully aware of their ability to contact team staff 24 hours a day if they have any issues with the host family. Cards with their team staffs contact information should be given to each player. (**APPENDIX 2**)
- Make players and host families aware of the guidelines below and ensure host families have full schedules for the team's events.
- Ensure host family has access to the player's medical insurance information in case it is required in an emergency. Ensure host family has emergency numbers for team staff and the billeted player's parents. (**APPENDIX 3**)

Guidelines for Host Families

- A player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender.
- Two players with more than a 2-year age difference should not share a bedroom. If this is unavoidable due to space in the home, a third person should be present, or the door should be left open at all times.
- No sexual contact will take place between visiting players and hosting players, the host family, or those who live with the host family. Transportation to and from sporting events will be overseen by the host athlete/family. Visiting players should not accept rides from anyone other than designated people.

- Make your billet feel at home with good family hospitality.
- Provide your billet with necessary meals as required based on the scheduled games, practices and outings.
- Team members should be advised that unauthorized “after hours” social functions are strictly forbidden. They may only attend functions designated by the Organizing Committee or organized by their team officials.
- If your billet does have permission to go out, give them a definite deadline by which to be home and know their whereabouts.
- Do not lend your billet money. Their team managers or they themselves are responsible for their pocket money.
- Do not lend your billet any motor vehicle.
- Team members will be expected to pay for any telephone calls, but it is important that your billet has access to a telephone to do regular check-ins with their parents.

Guidelines for Billeted Players

- When billeted in someone’s home be polite and courteous at all times.
- Remember “please” and “thank you”.
- Be considerate and offer to assist your hosts
- As a guest you are expected to follow the normal routine of your host family.
- Check and obey all house rules but do not be afraid to speak with your team coaches or your parents if you are unsure about anything.
- Always keep your hosts informed of your movements and if delayed unexpectedly, contact your hosts immediately.
- Do not borrow money or motor vehicles from your hosts.
- Ask before using the telephone unless it is an emergency situation.
- Remember that unauthorized “after hours” social functions are strictly forbidden.
- You may only attend functions designated by the Organizing Committee or organized by your team officials.
- Remember: You are a guest in someone else’s home!

Junior Hockey Long Term Billeting

It is recognized that some youth players do leave home to play hockey in a location away from their parents. In those circumstances, the organization or team typically arranges for the player to live with a host or billet family. Having youth players live outside their homes can increase risk to the player if insufficient guidelines are not adhered to. All organizations and teams that arrange for players to live with billet families shall have written policies and procedures in place to govern the arrangement. All billeting policies and procedures should reflect the following:

Guidelines for Administrators

Identify a billet coordinator for all teams, that billet players. See example job description in **Appendix 4**.

The billeting family should complete a hosting family information form (**Appendix 1**) prior to the event.

In addition the league and/or team should create a screening process using the guidelines identified in the Hockey Canada screening toolbox. This includes a criminal records check and a vulnerable person’s check for all Canadian citizens who are 19 years of age and older, and who are residing in the home. The following link take you to the Hockey Canada Screening Toolbox:

<http://members.hockeycanada.ca/screening/>

The following are the recommended steps which are outlined within the Hockey Canada Screening Toolbox to

accompany the hosting family information form referred to above:

1. In-home interview with all members of the family present
2. Reference Checks
3. Police Records Checks as outlined above
4. Orientation with respect league/team expectations
5. Supervision and Evaluation

Create clear guidelines for the host family and the player specific to household rules, curfews, mealtimes, chores, duties and responsibilities, and discipline is essential.

Ensure that players are fully aware of their ability to contact team staff 24 hours a day if they have any issues with the host family. Cards with their team staffs contact information should be given to each player. **(Appendix 2)**

It is recommended that players do not house with team staff

Guidelines for Host Families

As a Host Family your role is:

- To be a mentor, friend, counselor, and a good role model.
- To provide a clean, family-oriented environment.
- To provide nutritious meals and snacks.
- To provide a private bedroom.
- To listen and give encouragement.
- To support and build up their self-esteem.
- To treat the player as “one of the family”.
- To provide transportation if and when needed.
- To provide a Non-Smoking Household.

You also have a responsibility to:

- Report to the team Billet Coordinator at minimum on a monthly basis or as required by the team/league.
- Be familiar with team game and practice schedules and other events requiring player attendance
- Be fully knowledgeable of team guidelines and expectations governing conduct, educational standards and curfews
- Provide 3 balanced meals a day. The player must bear some responsibility for snacks, etc. The Billet Family will not be responsible for providing "athletic supplements", "protein powders", "specialized training diets", etc.
- Ensure that if you cannot provide players with their own room and in the event a player has to share a room, it will be with another team-mate ***and not any other household member.***
- Enforce strict curfews established by the team/league and report any player that breaks curfew.
- Ensure that players do not leave the town or city without permission from both the Billet Coordinator and the player's parents unless on a team function. A sample permission form is attached as ***Appendix 5.***
- Ensure players attend all classes, either high school or university, including after away games. All players must notify the team representative if they will be late or absent. Players should give billets a timetable of their classes.
- Ensure that players who are not in school find a part time job. Note they also may e required to attend other team functions during school days.
- Report any incidents involving player safety, security or well-being to the Billet Coordinator immediately.

- Report any concerns you have with the player to the Billet Coordinator.
- Report any positive input to the Billet Coordinator. (eg. player helped with their son's hockey practice, etc.)
- Ensure that underage players are not given access to alcoholic beverages
- Ensure the Host Family Emergency Contact Card (**Appendix 3**) is completed and if the player has medical emergency, billets are asked to take appropriate steps – i.e. go to hospital /call emergency services – first then contact team

Guidelines for Players

- Players must keep in mind that it is not a right to live at a billet's home but a privilege. Always Project a positive image of yourself and your team.
- Players must show gratitude and be helpful at all times.
- Players should keep their areas clean and clean up after themselves.
- Players should have their own spending money for day-to-day expenses.
- Players are responsible for their schooling.
- Players are expected to look for a job when not attending school.
- Players must notify the billet family regarding their whereabouts. Note that if leaving town.
- All players are to respect the meal times established by the billet family and be present and on time. Players should inform their billet families if they will not be home or on time for dinner. Players are expected to help out the billet families in the kitchen by assisting with meal preparation or meal clean up.
- Players are expected to follow all curfews and to advise their billet family if they will be out late.
- Sleepovers with partners are not permitted. Any overnight guest should be approved by the billeting family.
- Underage players will not consume alcohol.
- Billeted Players will report any issues of concern with their Billet Family to the GM, Coach or Billet Coordinator as well as to their parents.
- Players will advise their Billet Families of their team practice and game schedule.

APPENDIX 1 – HOSTING FAMILY INFORMATION FORM (Page 1)

Short term billeting (tournaments and exchanges)

Names of Family Members

Parent/Guardian #1 _____

Parent/Guardian #2 _____

Child and Age _____

Child and Age _____

Child and Age _____

Other Occupants _____

(Include relationship to family)

CONTINUE ON REVERSE

.....

Address: _____

City: _____

Postal Code: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

.....

Parent #1

Does parent #1 work outside home?

Yes-full time __ Yes-part time __ NO __

Parent #1 occupation: _____

APPENDIX 1 – HOSTING FAMILY INFORMATION FORM (Page 2)

Short term billeting (tournaments and exchanges)

Parent #2

Does parent #2 work outside home?

Yes-full time __ Yes-part time __ NO __

Parent #2 occupation: _____

.....

Players Sleeping Arrangements

The player being billeted will have a bedroom of their own? Yes No

Note: A player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender and there is no more than 2 years age difference.

.....

Miscellaneous Information

List of types of animals in house:

Any smokers in house: YES NO

.....

Signature

Signature of host family parent/guardian _____

Name (please print) _____

Phone _____

Date _____

APPENDIX 2 – PLAYER EMERGENCY CONTACT INFORMATION CARD

PLAYER EMERGENCY CONTACT CARD	
Team Staff #1 _____	Phone _____
Team Staff #2 _____	Phone _____
Team Staff #3 _____	Phone _____
Parent's Emergency # _____	
Host Families Emergency # _____	
Kid's Help Phone 1-800-668-6868	

Policy: Joint Team	Effective Date: December 11, 2021

APPENDIX 4 – Billeting Coordinator Job Description

Employer: _____ (Name of Hockey Team)_____

Job Summary: Coordinates arranging billets for hockey players

Duties:

Reports to and ensures on-going communication with the Team Manager.

- Arranges completion of written policies for billet families.
- Identifies potential billet families, conducts and documents interviews, ensures appropriate

qualifications, are present, commitments are understood by providing billet families with team

guidelines and that a Police Record Check is provided.

- Places players with billets in consultation with the Team Manager.
- Ensures remuneration for billet families is provided.
- Monitors relationship between the player and billet families on an ongoing basis to ensure commitments are met, reports all findings to the Manager and makes changes in consultation with the Team Manager.
- Ensure that players have their own rooms, study area, nutritious meals and laundry service and that players are adhering to the household rules set down by the billet family.
- Establishes and maintains communication with player's parents.
- Takes necessary action to correct any problems that may arise.

Time Commitment:

Must commit sufficient time in the off-season to identify and confirm billet arrangements. Time commitment is dependent on the number of billets required.

Commit from 8-10 hours per month during the competition season to monitor commitments

Qualifications and Skills:

- Superior interpersonal skills
- Organized
- Excellent judgment
- Current Police Reference Check
- Knowledge of the community

Screening Methods/Risk Assessment:

- Resume and interview required
- Police Record Check is necessary due to the high level of direct contact with young hockey players.

Working Conditions/Environment:

- Must be able to work from home
- Should have access to technology
- Be able to drive and have a valid Ontario Driver's License

APPENDIX 5 - Player's Permission to Travel Form

Player's Name: _____

Destination: _____

Date of Departure: _____

Date of Return: _____

.....

Signature of

Parent/Guardian _____ Date _____

Signature of

Team Coach/Manager _____ Date _____

Signature of

Billet Coordinator _____ Date _____

Signature of

Player _____ Date _____

Approved by the Board of Directors: February 11, 2023
New Policy
Reviewed: Triennial

Preamble

Volunteer- refers to individuals that are not compensated for the position they hold, and service provided to the team, league or association.

Paid Staff- refers to administrators, coaches, officials, or other individuals that are paid for their services to the team, league or association.

The intent of this screening policy is to cover both volunteer roles and the roles of paid staff.

Background

As organizations that provide services to children/youth we must do everything we can to provide adequate, appropriate, safe and well managed programs. We have moral, ethical and legal obligations both implicit and explicit to exercise reasonable care to protect the individuals in our programs. This includes a responsibility to screen any person who will have access to children and youth and this responsibility is incorporated under the "Standard of Care" concept.

"Standard of Care" is a legal principle that defines an organization's obligations to take reasonable measures to care for and protect their members. When those members are children/youth the duty becomes more intense and the standard of responsibility higher. Duty of care encompasses both moral and legal obligations and it is imperative to realize the courts will uphold that responsibility regarding screening in the context of their "Duty of Care".

A Team, League or Association and its' leaders are generally responsible and potentially liable for the activities done in its name including hiring and retaining volunteers and/or paid staff.

What is/What isn't Screening?

Screening is not just about identifying sex offenders or doing police record checks. It is about the need for appropriate, considered, comprehensive selection of volunteers and/or paid staff who will be working in a position of trust.

Screening is the process used by an organization to select and evaluate individuals who will provide services for them. Screening takes place before people join the association and continues until they leave.

Through an effective screening program, we are attempting to identify those who might cause harm to our children - harm not only in the physical sense but in the moral and ethical sense. We must decide what standards are appropriate and necessary for the person doing the job and then strive to ensure those standards are met and maintained with care and consistency. We also have an obligation to ensure that our volunteers and paid staff are properly hired, trained, supervised and evaluated.

How Do We Screen?

Screening follows the basis steps of risk management - we identify the risks attached to any position, assess the significance of those risks and implement standards to eliminate the risks.

Before you begin to screen volunteers or paid staff within your organization you need to develop a good screening policy and a definitive process by which to assess the level of “risk” that each position entails. The ten elements of screening will assist you in establishing the policy and process that work best for your Team, League or Association.

1. Job Design - Clearly identify the positions within the organization and group them according to “low”, “medium” or “high” risk activity. For example, the association ice scheduler would fall in the low risk category while coaches who have power over young athletes and have opportunities to be alone with children would fall into the high-risk category.
2. Job Descriptions - The job description defines the parameters of each specific position and clearly establishes responsibilities, lines of communication, supervision, etc. - the ground rules as to what the individual can expect and what is expected of him/her. If you are unsure of a positions risk level, they should be categorized in the high-risk category.
3. Application Form - This valuable screening tool collects basic information - name, address, experience, etc. - and gives the association permission to conduct reference checks and criminal record checks.
4. Recruitment Process - All too often we recruit our haphazardly because we are under pressure to fill the position, so we can “get on with it”. This action leaves us vulnerable as having “pressured” an individual to assume a position we are then often hesitant to apply proper screening measures.

Establish a proper recruitment process within your association - regularly post a list of the positions, send letters to the membership, have job descriptions and applications on hand always and invite questions from the membership - be prepared not desperate!

5. Interviews - The interview provides the opportunity to speak with the potential candidates face to face about their background, skills, experience, attitudes and philosophy. It assists you in determining whether that individual is suitable for your organization and that specific position.

The “Freedom of Information and Protection of Privacy Act” contains kinds of information that may be collected about an individual and to whom that information may be disseminated.

6. Reference Checks - References will confirm the background and skill of the person and provide an outside opinion on the suitability of the person for the position. The application form should state that the references should be someone who can be objective (not a family member) and if the candidate is to be working closely with children one of the references should be someone familiar with their work with children.
7. Police Record Checks Including Vulnerable Sector Screening - A police record check including vulnerable sector screening, although important, cannot be used as a stand-alone screening tool. A positive response indicates only one thing- the person has been convicted of a crime. The other steps of the screening process, as identified in this document are also important in ensuring the candidate is acceptable for the position applied for within your organization.

Saying this, there is value in that it lets volunteers, paid staff, members and the community know that you are serious about protecting the children in your care and conscientious about selecting the right volunteers and paid staff.

Every Team, League and Association needs to have a clear policy on hiring individuals with criminal records. The policy may state, for example that a panel will assess all persons with a record or it may say that no one with a criminal record will be hired. The policy must be clearly communicated and consistently applied.

8. Orientation and Training - Our responsibility does not end once the individual is “hired” or selected for a role but continues through that individual’s entire involvement with the association. The orientation process allows the association a chance to see the individual in action and to further assist that individual in gaining necessary information relating to their specific job, to the structure, rules and philosophy of the association.

New hires or selections should be provided with adequate opportunity for ongoing training both internal and external to the association. Where mandatory training is required specific details such as program content, time required, etc. should be clearly communicated.

9. Supervision/Evaluation – Evaluation of the job performance should occur at least once a year. The purpose of an evaluation process is:
 - a) to ensure a standard level of practice
 - b) to improve the experiences of the individual and the athlete
 - c) to improve an individuals’ experiences with their role
 - d) to protect all participants – volunteers/paid staff and athletes

It is extremely difficult to let volunteers or paid staff go but by formalizing our screening process we ensure that standards are applied fairly and consistently among all volunteers/paid staff and that things are not taken personally. Any cause for concern requires immediate action and dismissal with cause is appropriate.

10. Participant Follow Up - Ask the children/youth how they feel about their experiences, their reaction to the people around them and the way they are treated.

Included is a checklist to utilize when working through the process of screening volunteers and paid staff who will “work” directly and indirectly with children and for whom you need to decide of their suitability in becoming a productive member of your Team, League or Association.

Orientation Checklist

- Job parameters clearly described
 - job description
 - Code of Conduct
- Limits to authority clear
- Association policies and procedures clear
 - copy of Constitution and Bylaws
 - rule books
- Rights and Responsibilities clear

- Contract established and signed
- Orientation completed
- Training ongoing
 - mandatory training explained
- Supervisor and lines of communication clearly identified
- Regular supervision carried out
- Regular evaluation completed
- Regular feedback from participants
- Random spot checks
- Documentation kept on incidents

Approved by the Board of Directors: February 11, 2023

Replaces: May 12, 2018

Reviewed: Triennial

1. No participant (player, team official, off-ice or on-ice official) may use tobacco products, chewing tobacco, smokeless tobacco, or e-cigarettes during any league, play-off, exhibition or tournament games or practice sanctioned by Hockey Northwestern Ontario.
2. Any player or bench staff or official found to be using tobacco products, chewing tobacco, smokeless tobacco or e-cigarettes during a game will be ejected from that game.

Approved by the Board of Directors: February 11, 2023

Replaces: October 13, 2017

Reviewed: Triennial

HOCKEY OPERATIONS POLICIES

Policy Name: Emergency Goaltender		Date of Approval November 1, 2024	Effective Date: November 1, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee		Replaces Previous Versions December 7, 2019
Review Cycle Biannually			
Responsible Minor Committee	Accountable	Consulted	Informed HNO Members

Hockey Northwestern Ontario may allow during any scheduled Exhibition, League, or Tournament Game the use of a goaltender from another hockey team of equal or lower Division or Category if medical evidence or extenuating circumstance shows that an emergency goaltender is required by the Hockey Team concerned.

Pre-Requisites for Obtaining an Emergency Goaltender

1. Medical evidence or extenuating circumstance must show that a replacement goaltender is required by the Hockey Team in question.

Extenuating Circumstance include but are not limited to the following:

- a) Registered goaltender(s) absence due to family or school events.
 - b) Affiliated goaltender(s) unavailability due to registered team's commitments.
2. All attempts to utilize an affiliated goaltender must be exhausted.
 3. The Emergency Goaltender must be from another Hockey Team of equal or lower Division or Category. For minor hockey, it is recommended the Emergency Goaltender comes from within the teams Minor Hockey Association; however, goaltenders from outside the Association may be permitted.
 4. Only one Emergency Goaltender will be allowed per game.
 5. Teams that choose to register only one goaltender to their hockey team for the hockey season may only apply for an Emergency Goaltender if medical evidence or extenuating circumstance show that the registered goaltender and all affiliated goaltender(s) are not available. These teams will not be permitted to access an Emergency Goaltender for the purpose of having a backup on the bench.

Use of the Emergency Goaltender

1. If approved as a backup, the Emergency Goaltender will be permitted to dress, warm-up and sit on the bench during the game in which they have been approved for.
2. The approved "Emergency Goaltender Request" form must accompany the team throughout the duration of the game.
3. If approved as a backup, the Emergency Goaltender may only enter the game if the team's registered goaltender becomes sick and/or injured during game play.
4. Should the approved Emergency Goaltender enter the game, an injury report must accompany the game sheet and be submitted to the HNO Branch within twenty-four (24) hours of the game's completion.

Criteria for HNO Approval

1. The Emergency Goaltender's registered Hockey Team's Coach or Manager must sign the "Emergency Goaltender Request" form.
2. The date, location, and opponent for the games in which the Emergency Goaltender would be used for must be listed.
3. Rationale for the Emergency Goaltender must be clearly explained and completed on the "Emergency Goaltender Request" form.

4. Once all signatures have been gathered, and all areas on the “Emergency Goaltender Request” form have been filled in, the completed form will be sent to the HNO Executive Director for final approval. If the Executive Director is unavailable, a Director of the respective Zone shall approve the Emergency Goaltender Request.

Related Documents

1. Emergency Goaltender Request Form.

1. Protests and all evidence in support thereof must be signed by the President and Secretary of the protesting team, League or Association and forwarded to HNO.
2. Protests and evidence in support thereof must be in the hands of the Executive Director within 48 hours of the advertised time of the match protested and must be accompanied by a deposit, which sum shall be forfeited to HNO should the Board, whose decision shall be final, disallow the protest, and the Board shall have no power to refund such forfeited sum. Where distance is a consideration, a faxed or emailed copy of the protest and evidence in support of, to the Executive Director, within 48 hours will be accepted. The cheque or e-transfer must be at the Head Office within four (4) days.
3. A copy of the said protest and evidence must be served upon the protested team, League or Association by the protesting team, League, or Association within 48 hours after the said match.
4. Notice may be sent through recorded mail or email. The notice will be deemed to have been received by the intended recipient on the date of delivery if sent by recorded mail, or on the date of transmission if sent by email.
5. The team, League or Association protested shall be allowed thirty-six (36) hours to file a defence and evidence with the Executive Director, which must be accompanied by a deposit to be forfeited to the Branch should the Board allow the protest.
6. A copy of the defence must also be sent to the protesting team, League, or Association, at least thirty-six (36) hours before the time fixed for the hearing of the protest by the Board.
7. Each of the teams, League or Associations interested may be represented at hearings of the protest.

INSUFFICIENT TIME

In the event that the scheduling of games does not permit sufficient time to comply with the timeline outlined above, that is, when playoffs are about to commence or are underway and there is less than 48 hours between games, then the protesting team, League or Association shall make a protest, accompanied by a deposit immediately following the game to the person appointed by HNO to be in charge of the game at that particular locale. This person shall immediately convene a meeting with the team, League or Association officials involved and record all facts pertaining to the case. These facts shall be immediately reported to the board of directors for consideration.

PROTEST DISALLOWED

If the protest is not allowed then the team, League or Association protesting shall forfeit the fee.

Reviewed: May 14, 2023

Board of Directors Approved: June 10, 2023

Reviewed: Triennial

5.6 Forfeiture Policy

- 5.6.1 A game is forfeited when:
 - 5.6.1.1 A team does not appear for that game.
 - 5.6.1.2 When a game is declared forfeited due to the non-appearance of the team (Hockey Canada Rule 10.14d), the team in attendance shall be declared the winner and the score recorded as 5-0. The incident shall be reported to the League / Association President to take any further actions as may be authorized in the organization's Constitution, By-Laws, and Regulations.
 - 5.6.1.3 A team refuses to start play (Hockey Canada Rule 10.14).
 - 5.6.1.4 When a game is declared forfeited in accordance with Hockey Canada Rule 10.14c, 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 to the time the forfeit was declared. The incident shall be reported to the League / Association President.
 - 5.6.1.5 A team is unable to continue play due to having insufficient players [fewer than a goaltender and three (3) other players].
 - 5.6.1.6 When a game is declared forfeited due to a team having insufficient players to continue 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. The incident shall be reported to the League / Association President.
 - 5.6.1.7 Both teams are unwilling or unable to continue the game.
 - 5.6.1.8 When a game is declared forfeited due to both teams being unwilling or unable (insufficient players) to continue the game, the score shall be recorded as 0-0 with no points awarded either team. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the League / Association President.
 - 5.6.1.9 A team played a game with one (1) or more ineligible players.
 - 5.6.1.10 When a game is declared forfeited due to a team playing with one (1) or more ineligible players, the non-offending team shall be declared the winner and 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. Should the game in question be part of a tournament, the offending team shall automatically be relegated to the final position in any preliminary round robin series (if applicable) or to the final position in the tournament standings. The use of an ineligible player shall be reported to the Branch President.

5.6.1.11 In games played under the direct jurisdiction of the Branch (i.e., Branch playoffs), all reports will go to the Branch President.

5.6.1.12 In games played under the direct jurisdiction of the HC (i.e., Regional or National playoffs), all reports will go to the Hockey Canada Officer responsible for that level of hockey.



HOCKEY CANADA LICENSED SKILL DEVELOPMENT PROGRAM POLICY

Approved – June 10, 2020

1. POLICY PURPOSE

- 1.1 Hockey Canada Licensed Skill Development Program certification is the required certification for skills coaches to deliver training within the Province of Ontario. The certification process may take up to 6 months, and includes in-class training, the completion of post-seminar tasks, and field evaluation.

2. DEFINITIONS

- 2.1 License Period – the timeframe from September 1 through to August 31 in any given year.
- 2.2 Hockey Canada Licensed Skills Development Specialist – means an individual who has completed the HCLSDP as a Hockey Canada Certified Goaltender Instructor, Hockey Canada Certified Skills Instructor or a Hockey Canada Subject Matter Expert, and is authorized by HNO to deliver specialized hockey training (skills, goaltending, or skating).
- 2.3 Hockey Canada Licensed Skill Development Operation – means a group of Hockey Canada Licensed Development Specialist that are operating collectively to provide skill instruction with a maximum of one (1) Hockey Canada Certified Skills Instructor, one (1) Hockey Canada Certified Goalie Instructor and

- (1) Skating Specific Instructors pursuant to 4.4 below.
- 2.4 Hockey Canada Trained Skills Instructor – means an individual hockey skills development specialist who has completed the in class portion of the Hockey Canada Skills Instructor certification program, and who is in the process of completing the other elements of the HCLSDP necessary to receive certification.
 - 2.5 Hockey Canada Certified Skills Instructor – means an individual hockey skills development specialist who has completed the Hockey Canada Licensed Skill Development Program certification requirements, including in class training, seminar post tasks and field evaluation, and who is eligible to become a Hockey Canada Licensed Development Specialist.
 - 2.6 Hockey Canada Trained Goaltender Instructor – means an individual goaltender development specialist who has completed the in class portion of the Hockey Canada Goaltender Instructor certification program, and who is in the process of completing the other elements of the HCLSDP necessary to receive certification.
 - 2.7 Hockey Canada Certified Goaltender Instructor – means an individual goaltender development specialist that has completed the Hockey Canada Licensed Skill Development Program certification requirements for Goaltenders, and who is eligible to become a Hockey Canada Licensed Development Specialist.
 - 2.8 Hockey Canada Subject Matter Expert – means an individual hockey subject development specialist who is working with professional hockey athletes (National Hockey League and American Hockey League) and is licensed by Hockey Canada to work with Hockey Canada Registered Participants.

3. PROGRAM OBJECTIVES

- 3.1 To have Skill Development Programs (Licensees) throughout the province that are qualified, skilled and capable of running the highest quality programs on the ice for Minor Hockey Associations (MHA's) Coaches and Players
- 3.2 To provide additional training for all players and coaches (beginners/advanced, recreational/competitive)
- 3.3 Educate Licensees on all Hockey Canada and HNO programs as well as the teaching of skills and development to MHA's Coaches and Players
- 3.4 Train and certify in NCCP Instructional Streams
- 3.5 Deliver approved curriculums as set out by Hockey Canada Development, Men's High Performance.
- 3.6 Increase the number Licensees within HNO.
- 3.7 Enhance the relationship between Licensees, HNO, and its MHA's by improving the accessibility of Licensees.
- 3.8 Allow Licensees to be marketed as approved Hockey Canada Licensed Skills Development Specialists
- 3.9 To provide on-going professional development opportunities to Licensees
- 3.10 Focus on individual skill development.
- 3.11 To ensure all participants engaging private skill development are covered by Hockey Canada insurance.
- 3.12 To establish a Gold Medal standard operating procedure for instructors of youth hockey training programs

4. LICENSEE CATEGORIES

- 4.1 Hockey Canada Licensed Skill Instructor
 - 4.2 Hockey Canada Licensed Goaltender Instructor
 - 4.3 Hockey Canada Subject Matter Expert Instructor
 - 4.4 Skating Specific Instructors
 - 4.4.1 To be licensed under the HCLSDP to operate learn to skate and power skating programs Hockey Canada Licensed Skating Specific Instructor, an instructor must:
 - 4.4.1.1 Be a Hockey Canada Skills Instructor (trained, certified or licensed);
 - 4.4.1.2 Have completed the CANSKATE Power Skating Course or Hockey Canada Skills Skating 1, and 2 and be working within a Hockey Canada Licensed Development Operation; or
 - 4.4.1.3 Be a Hockey Canada Subject Matter Expert Instructor.
-

5. TYPES OF LICENSEE PROGRAMS

- 5.1 Skill Development sessions individual and group
 - 5.2 Hockey School / Day Camp (if not hockey only additional insurance rider may be required)
 - 5.3 Coach Mentoring Sessions provided for sanctioned hockey associations.
-

6. HOCKEY CANADA ROLES & RESPONSIBILITIES

- 6.1 Develop application and assessment program
 - 6.2 Develop National training program
 - 6.3 Assist Branch training program where applicable
 - 6.4 Support Branch / Licensee with development resources
 - 6.5 Develop tracking and evaluation controls and protocols
 - 6.6 Support Licensee with logo recognition and promotion
-

7. HNO ROLES & RESPONSIBILITIES

- 7.1 Lead training with support from Hockey Canada where applicable
- 7.2 Identify and approve Licensees
- 7.3 Oversee Licensee to ensure program delivery is meeting expectations
- 7.4 Support Licensee with logo recognition
- 7.5 Promote designated licensed programs
- 7.6 Provide ongoing professional development to Licensee
- 7.7 Provide training and resources to Licensee on the teaching of skills and concepts

related to the Hockey Canada Gold Medal Pathway

- 7.8 Monitor Licensee and support staff to ensure the maintenance appropriate certification and credentials

- 7.9 Develop application and audit process of Licensees and support personnel
- 7.10 Support Licensee with logo recognition
- 7.11 Promote designated licensed programs
- 7.12 Support ongoing professional development to Licensee
- 7.13 Support the registration of players within Licensee programs
- 7.14 Monitor Licensee and support staff to ensure the maintenance appropriate certification and credentials
- 7.15 Oversee Licensee to ensure program delivery is meeting expectations
- 7.16 Promote Licensees to MHA's, Coaches and Players
- 7.17 Provide ongoing professional development to Licensee
- 7.18 Registration of participants

8. LICENSING REQUIREMENTS

FEE		REQUIREMENTS
Licensee	<ul style="list-style-type: none"> • \$1500/yr 	<ul style="list-style-type: none"> • Annual Licensing fee • Completion of Hockey Canada Skill Development Program • Maintain certification through professional development and certification maintenance • Per the Licensee agreement a set number of hours per year of Skill Development sessions to HNO or an MHA at a mutually agreeable rate with approval of HNO • Deliver Hockey Canada and HNO programming • Support and deliver instructional stream clinics once approved to do so by HNO • Online registration of all Players and Coaches prior to on-ice participation • Annual report of all on-ice training • Rowan's Law Training • Gender Identity and Expression Training • Vulnerable Sector Check / Criminal Record Check • Respect in Sport: Activity Leader • Hockey Canada Ethics in Hockey or Coaching Association of Canada programs (Making Ethical Decisions, Leading Drug Free Sport, Conflict

		<p>Management)</p> <ul style="list-style-type: none"> • Market themselves to MHA’s players and coaches • Cannot develop or organize teams to enter formal competition against other programs (Licensees or teams sanctioned by HNO)
Additional Coaches or Instructors	<ul style="list-style-type: none"> • \$50/year for each additional on ice coach supporting the Licensee that is not registered with HNO during the Insurance Period in which the coach is engaged with the Licensee. • \$0/year for each additional on ice coach supporting the Licensee that is registered with HNO during the Insurance Period in which the coach is engaged with the Licensee. 	<ul style="list-style-type: none"> • Annual Insurance Fee (if applicable) • Cannot lead any HCSDP on-ice activity without a HCSI on ice • Rowan’s Law Training • Gender Identity and Expression Training • Vulnerable Sector Check / Criminal Record Check • Respect in Sport: Activity Leader • Hockey Canada Ethics in Hockey or Coaching Association of Canada programs (Making Ethical Decisions, Leading Drug Free Sport, Conflict Management)
Players	<ul style="list-style-type: none"> • \$50/year for each player not registered with HNO during the Insurance Period in which the player has engaged training with the Licensee. • \$0/year for each player registered with HNO during the Insurance Period in which the player has engaged training with the Licensee. 	<ul style="list-style-type: none"> • Rowan’s Law Acknowledgement
Professional Athletes	<ul style="list-style-type: none"> • \$0/year but not covered under Hockey Canada Insurance 	<ul style="list-style-type: none"> • Any Hockey Canada Skills Instructor that works with Professional Athletes must ensure that the athlete has their own insurance as Hockey Canada insurance will not apply to the professional athlete.

9. LINCENSEE TRAINING

9.1 Training Modules

9.1.1 Certified Skating / Skill Development Programs

9.1.2 Certified Goaltending Development Programs

9.2 Tasks

- 921 Post tasks – “In-Process”- completed over a period of time
- 922 Licensing renewal requirements for when Hockey returns to normal – next season
- 923 In person training / evaluation to complete certification / licensing agreements

10. CERTIFICATION PROCESS

- 10.1 A Licensee will be considered Trained upon completion of the in-class portion of the Hockey Canada Skill Development Program
- 10.2 All Trained Licensees have six (6) months to become certified from the date of achieving Trained status
- 10.3 A Licensee will forfeit their right to deliver programming should they not fully certify within the timeframe established in 11.2
- 10.4 HNO, in its sole and unfettered discretion, may extend the time allotted for a Licensee to become fully certified
- 10.5 The Licensee is financially responsible for fees incurred by HNO for additional assessment necessary for the Licensee to become fully certified. This may include, but is not limited to, second (or subsequent) Field Evaluations, Marking of Written Assignments, or personalized mentorship
- 10.6 The Licensee is financially responsible for fees incurred by the HNO for any assessment that occurs beyond the six (6) month certification window and is deemed, by HNO, to have been delayed or caused by the Licensee
- 10.7 Any Licensee that has been deemed to have plagiarized a Written Assignment will automatically forfeit their Trained status and not eligible to deliver programming as an approved Licensee

11. CERTIFICATION MAINTENANCE & PROFESSIONAL DEVELOPMENT

- 11.1 Each Licensee is required to recertify every five (5) years from the year they become fully certified.
- 11.2 A Licensee must attain ten (10) Professional Development points to recertify within that five (5) year period.

Policy Name: Hockey Canada Registry HCR		Date of Approval November 14, 2024	Effective Date: November 1, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee	Replaces Previous Versions June 11, 2022	
Review Cycle Triennial			
Responsible Minor Committee	Accountable Member Association	Consulted	Informed

1. All teams within Hockey Northwestern Ontario (HNO) must register annually all players and team officials in the Hockey Canada Registry (HCR).
2. All minor hockey registrants must register with Associations using the HCR.
3. HNO defines registered for players within *By-Law Seven: Definitions*:
 - i. “Registered” means when a fee has been paid and the participant has been registered in the HCR, the participant will be deemed a constituent or amateur player of that Team, League, or Association. Players attending a tryout and having not been selected, are not considered to be registered.
4. Players and team officials are not considered registered until they have been duly validated in the HCR by the Executive Director for the current playing season.
5. Players and Team Staff must be approved in the HCR prior to December 1st unless otherwise stated in HNO Policies (i.e. Tournament Policy).
 - a. Team staff must have all minimum requirements pursuant to *Regulation E: Training Requirements for Coaches, Trainers and Officials* prior to participating in any team activity.
 - b. After December 1st, if a team staff has not obtained all coach qualifications necessary for their respective team staff position, the individual will be ineligible to participate in any team activity until they are signed up to the clinic that would complete all required qualifications.
 - c. Players will be ineligible to participate in any team activity if they are not registered to a team in the HCR after the December 1st deadline.

Mission Statement

The Hockey Trainer's Certification Program will endeavor to provide the amateur hockey volunteer a simple, effective approach to the prevention and management of injuries in hockey, understanding risk management principles and the Respect In Sport Activity Leader Program.

The Hockey Trainers Certification Program (HCTP) strives to be an educational program for the purpose of increasing communication, awareness, personal knowledge and as a result enhancing a safe, positive environment with respect and encouragement for hockey volunteers and participants in Ontario.

- 1) All teams must have a Hockey Trainers Certification Program Trainer on their bench or coaching staff. There will be no exceptions – no Trainer, no game. Certified Trainers must be registered with Hockey Northwestern Ontario.
- 2) **Trainers must have one (1) primary team. Trainers cannot be the primary trainer for more than one (1) team.**
- 3) Any one of all carded team Officials may become certified as team Trainers.
- 4) Certification requirements for all teams shall be as per Regulation E(5) and (6).
- 5) Recertification is required after a three-year period. The recertification should be a refresher design, not a complete course.
An on-line recertification program is available to Level 1 Trainers only.
- 6) A line on the game sheet, complete with Hockey Trainers Certification Program number, will ensure that teams have a Hockey Trainers Certification Program person present for all games.
Trainers entered on a game sheet must be present at the venue for the duration of the game. Trainers will only be allowed to not be present in the event they are required to leave the venue for a medical emergency in respect to a player or Team Official.
Should a listed Trainer not be present for the duration of the game, exclusive of leave for a medical emergency as above, the Head Coach will be suspended for one (1) game.
- 7) Hockey Northwestern Ontario requires that there be a Hockey Trainers Certification Program person at all practices.
- 8) Teams who compete in any Inter-Branch competition will play within the sanctions set by their own Branch.
- 9) Any Hockey Canada team from out of Branch who enters a Branch tournament must have a certified Trainer. Teams from out of Branch who do not have a certified Trainer will be assigned a Trainer by the Tournament Organizer.
- 10) One (1) Trainer present for the duration of the game is sufficient to allow the game to continue.

Options: Certification at Level 2 is achieved by one of the following methods:

- 1) Recognition of a Standard First aid or Advanced First Aid card from an Ontario WSIB recognized FADO (First Aid Delivery Organization) or when a member association hosts a Standard or Advanced First Aid course. The FADO's recognized by the HTCP and its members for the purpose of providing First Aid, CPR and AED training are listed with the Ontario WSIB. NOTE: Emergency First Aid is not accepted as a Level 2 upgrade/renewal.
- 2) Upon successfully completing the approved HTO program (HTCP Level I) any individual who has the following professional qualifications, certified to work in Canada and is practicing, can be granted Level 2 status: - Registered Nurse - Occupational Health Nurses - Chiropractors - Physicians - Basic Trauma Life Support (B.T.L.S.) - EMCA certified - CATA/NATA - Military Medics (valid for 2 years from end of service data) (Qualifications must be licensed in Canada) - Physiotherapist - Dentist - Registered Respiratory Therapist (RRT) - Podiatrist Level 2 Expiration Date Expiration dates continue to apply to Level 2 equivalencies and may not exceed three (3) years with the expiration date no later than August 31/YR. If the First Aid card expires during the hockey season (September 1 to April 30) then the Level 2 certification shall be backdated to no later than August 31/YR. If the First Aid card expires between May 1 and August 31 then the actual date of certification expiry will be the date of expiry of the First Aid card.

The HTCP and its member 2 associations recognize that if no expiration date is stated on the FA card, the member associations will assume the FA card is valid for two (2) years. There are some FA instruction companies that provide for a three (3) year expiration. For professional qualifications, the universal expiry date of August 31/YR will apply.

Level 2 Requalification Those who have Level 2 status may continue to renew by ensuring they keep their qualifications updated with the applicable member association by providing proof of requalification. Member Associations may at their discretion, extend the period of requalification within a reasonable timeframe and under normal circumstances not to exceed October 31/YR. Regardless of this extension, the universal expiry date remains August 31/YR.

NOTE: If lapsed past the requalification timeframe, a participant will be considered NEW and must complete the HTCP Level 1 full course. Level 2 Approval Procedure To facilitate the approval of Level 2 renewal/upgrade, applicable proof of qualification (FA certification or approved professional designation) must be submitted via the applicable governing HTO member association.

Approved by the Board of Directors: February 11, 2023 Replaces June 1, 2020 Reviewed: Annually
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Policy Name: Joint Team Policy		Date of Approval November 1, 2024	Effective Date: November 1, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee		Replaces Previous Versions December 11, 2022
Review Cycle Biennial			
Responsible Minor Committee	Accountable	Consulted	Informed

Purpose

This policy has been developed to help associations continue to operate hockey programs for youth in their community, while being able to join other associations to provide meaningful games in tournament and exhibition play.

This policy **has not** been created to allow for the formation of all-star teams **or** to allow teams to leave players at home for the purpose of increasing their competitive advantage at tournaments by teaming up with other associations stronger players.

Associations that are not following the spirit and intent of this policy will lose the privilege of using this policy and may face further sanctions.

What is a Joint Team?

Two or more associations that combine for a total of not more than 20 registrants in the same division may combine within the same geographic zone to form an “A” team (house league) in that division for the purposes of participating in sanctioned “A” tournaments and exhibition games. Approval for such will be considered annually by the Minor Committee.

Conditions of a Joint Team

- I. Associations wanting to create a Joint Team need to complete the Joint Team Form (see appendix) starting November 1st of the current hockey season and submit it the Branch Office.
- II. The Minor Committee will review and respond to all applications within ten (10) days of receipt of application.
- III. Travel outside of the Branch is not permitted.
- IV. Travel Permits are applied for through the portal.

Registration Process

- I. Players will be rostered with their Home Association in the Hockey Canada Registry and may practice within their Home Association.
- II. Between the associations operating the Joint Team, HNO Regulation (E) must be satisfied by the coaches, bench staff and trainer.
- III. Changes made to the roster after initial approval need to be submitted to the minor committee for approval.

Related Documents

- 1. [Joint Team Application Form](#)

Purpose

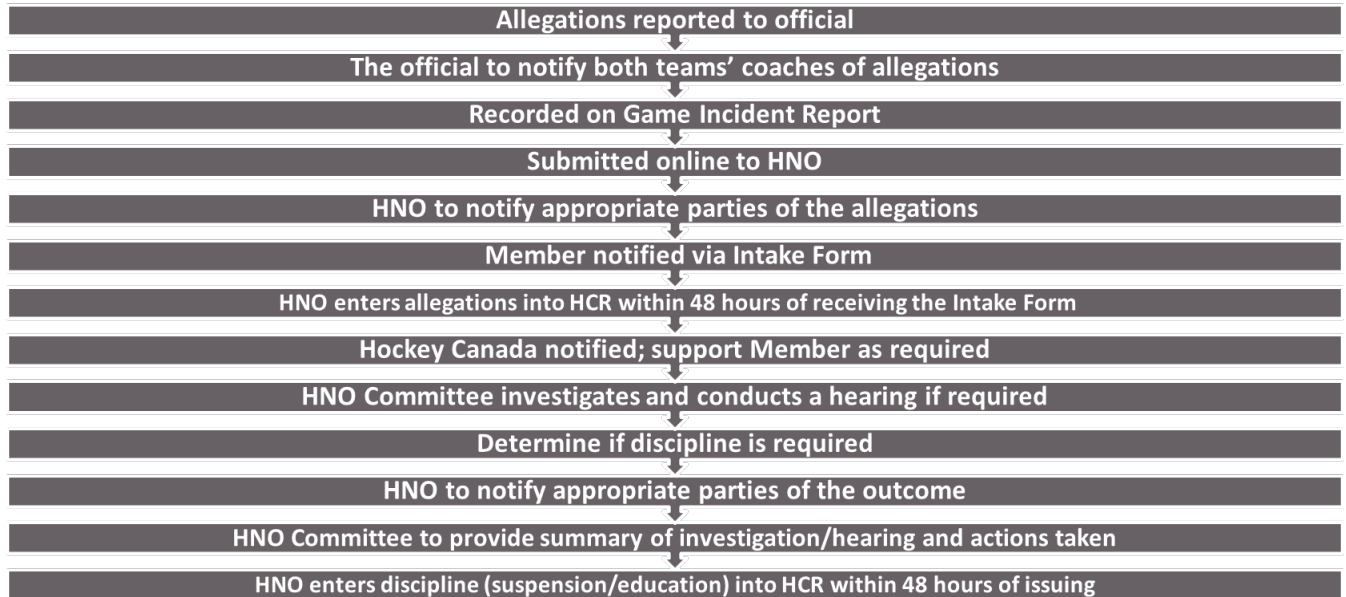
To develop a process to track reported incidents of Maltreatment, specifically of discrimination, including verbal taunts, insults or intimidation based on discriminatory grounds (race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, or language) consistently and accurately.

This will allow us to establish a baseline of where these incidents occur, in order to take progressive steps and affirm our stance against all forms of discrimination through education and action.

Work-Flow Process – On Ice Penalties

- The above workflow is on-ice penalties called under the Maltreatment Playing Rule 11.4. All penalties called under Playing Rule 11.4 will require a hearing.
- HNO will conduct the hearing and will notify all appropriate parties, including but not limited to:
 - The offending player or bench staff (parent/guardian if under the age of 18)
 - The appropriate staff from both teams
 - On-ice official (parent/guardian if under the age of 18) who submitted the incident report
 - The individual discriminated against (parent/guardian if under the age of 18)
- HNO will notify all appropriate parties of the outcome (suspension/discipline), including but not limited to:
 - The offending player or bench staff (parent/guardian if under the age of 18)
 - The appropriate staff from both teams
 - The individual discriminated against (parent/guardian if under the age of 18)
- HNO to enter the suspension into the HCR within 48 hours of issuing.

Work-Flow Process – On Ice Allegations

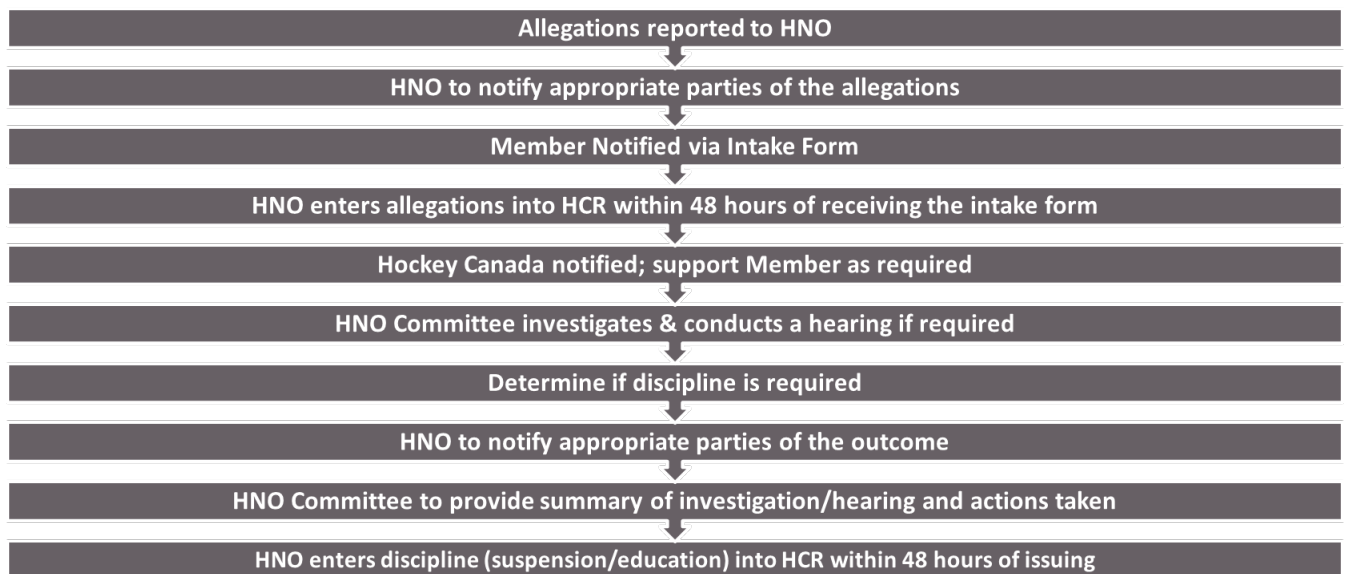


The second workflow deals with situations where an on-ice allegation of discrimination is reported to the on-ice official during the game, but the official(s) did not hear the incident. The key considerations and differences from the first workflow are:

- When an allegation is reported to the on-ice official that is not penalized (since it was not heard), it must be reported to both teams' Coaches, and they are notified that it will be documented in the Game Incident Report.
- HNO will notify all appropriate parties of the allegations, including but not limited to:
 - The alleged offending player or bench staff (parent/guardian if under the age of 18)
 - The appropriate staff from both teams
 - On-ice official (parent/guardian if under the age of 18) who submitted the incident report
 - The individual alleged to have been discriminated against (parent/guardian if under the age of 18).
- HNO will receive the allegation on a standard intake form to ensure it has all the necessary information to be entered into the HCR.
- HNO will record the allegation within the proper section of the HCR within 48 hours of receiving the Intake Form and Game Incident Report.
- Hockey Canada will receive notice that an allegation has been entered into the system and will support HNO as required.
- HNO will investigate the allegation and determine if a hearing is required.
- If a hearing is determined to be required, HNO will notify all appropriate parties, including but not limited to:
 - The offending player or bench staff (parent/guardian if under the age of 18)

- The appropriate staff from both teams
- On-ice official (parent/guardian if under the age of 18) who submitted the incident report
- The individual discriminated against (parent/guardian if under the age of 18).
- Discipline can include suspension and/or educational requirements to be completed.
- HNO will notify all appropriate parties of the outcome (suspension/discipline), including but not limited to:
 - The offending player or bench staff (parent/guardian if under the age of 18)
 - The appropriate staff from both teams
 - The individual discriminated against (parent/guardian if under the age of 18)
- The suspension will be entered into the HCR by HNO within 48 hours. Allegations proven to be false will be removed from the HCR.

Work-Flow Process – Complaints of Discrimination Outside of Gameplay



The third workflow deals with complaints received outside of the gameplay setting and includes on-ice allegations not reported to the on-ice official.

- Unlike the first two workflows where the on-ice official initiates the reporting process, the allegations outside of gameplay can be reported to HNO through the standard intake form.
 - These reports can come from various sources, including parents, players, coaches, safety persons, administrators etc.
- The remainder of the workflow is very similar to the workflow for on-ice allegations in terms of the process of notifications, data entry, and investigations to determine discipline.

Approved by the Board of Directors: February 22, 2022
 Replaces: August 31, 2021
 Reviewed: Annually

Overview

As one of the 13 Members of Hockey Canada, the governing body of amateur hockey in Canada, Hockey Northwestern Ontario is committed to offering the best development programs. Hockey Canada and its Members have invested significant resources in the development of officials, coaches, administrators and players countrywide. We have a committed strategy toward a cohesive long term athlete development (LTAD) model, and we feel our programs are second to none in sport.

The LTAD model is intended to optimize athlete development and performance. Excessive on-ice activity, particularly in high-intensity games may: (a) hinder athlete development; (b) cause repetitive strain injuries and (c) lead to athlete burn-out. The LTAD model sets out specific parameters for weekly on-ice participation, to ensure that players are not over competing and under training and have sufficient time for rest and recovery. The goal of the LTAD model is to keep as many players playing at as high a level as possible for as long as possible.

Hockey Canada's LTAD model includes a competitive stream and a recreational stream. The model is age appropriate, with increasing levels of on-ice activity (games and practices) as an athlete grows older. Players within the same age group engage in different levels of on-ice activity, depending on the stream in which they are participating.

The commitment level required to play on a team that is eligible to compete for a Regional or National Championship is significant. Under the LTAD model, an athlete participating at the competitive level as a 15-year-old will, on average, be on the ice at least four times per week during the hockey season. That frequency can increase even further for Junior aged players.

III. Non-Sanctioned Hockey and its Impact on the LTAD Model

Despite, or perhaps because of, our success in delivering quality programming throughout Canada, other organizations operating outside our structure form leagues from time to time that offer various levels of amateur hockey programming. These "non-sanctioned" organizations do not support the development of Hockey Canada or Member programs. Further, they operate with limited, or no consideration to the impact of their programs on minor, junior, senior, adult recreational hockey, officiating development, female hockey, coaching development or administrator development in Canada. These Non-Sanctioned Leagues choose instead, in many instances, to utilize resources already developed by Hockey Canada and its Members.

Because these Non-Sanctioned Leagues operate outside of our structure, Hockey Canada has no way of ensuring that those Leagues implement many of the fundamental safeguards inherent in Hockey Canada programs and the LTAD model. Those Leagues may not be using the same Playing Rules that Hockey Canada has implemented to protect player safety and may not provide adequate insurance for their participants. Hockey Canada also cannot ensure that the quality of play in these Leagues matches the level advertised.

IV. Definitions

"Bench Staff" means coaches, assistant coaches and trainers.

"Cut-Off Date" means September 30 of the hockey season in question.

“League” means a Non-Sanctioned League.

“**Non-Sanctioned League**” includes any amateur hockey league that operates in Canada outside the auspices/sanctioning of Hockey Canada, or in any other country outside the auspices/sanctioning of the Member National Association of the International Ice Hockey Federation in that country. This currently does not include summer hockey leagues/teams, adult recreational hockey leagues/teams, high school hockey, college or university hockey, and/or hockey schools.

“**Participate**” means to engage, knowingly or otherwise, in an activity within a Non-Sanctioned League that could only be engaged in within Hockey Canada if the participant was properly registered on the Hockey Canada Registry. Such activity includes, without limitation, playing, managing, coaching, officiating, or acting as a trainer.

“**Participation**” in a Non-Sanctioned League will be considered to have occurred if the individual takes part in one game (including an exhibition, tournament, league or playoff game) after the Cut-Off Date.

IV. Consequences of Supporting or Participating in a Non-Sanctioned League Hockey Canada respects the right of every individual at the beginning of each hockey season to choose between participating in a league sanctioned by Hockey Canada, or in a Non-Sanctioned League. Participating in both a Non-Sanctioned Hockey League and a sanctioned league, however, is inconsistent with the LTAD model, particularly for players and Bench Staff in Hockey Canada’s competitive stream. Every individual who makes the choice to Participate in a Non-Sanctioned League, therefore, must understand the ramifications of that choice on their ability to participate in Hockey Canada’s programming, as described in greater detail below.

A. Players Participating in a Non-Sanctioned League in Canada

- 1) In recognition of the high level of commitment required from players participating in the competitive stream under our LTDP model, Hockey Canada Regulation M.3 only allows those players to register with one team, if that team is eligible to compete for a Regional or National Championship. Consistent with those Regulations, any player who chooses to participate in a Non-Sanctioned League after the Cut-Off Date will be ineligible to register with or affiliate to a Hockey Canada team that is eligible to compete for a Regional or National Championship for the remainder of that season, subject to paragraph (2) below.
- 2) Notwithstanding the consequences listed in paragraph 1), any player who Participates in a Non-Sanctioned League after the Cut-Off Date and ceases that Participation at some point during the hockey season, is entitled to seek early reinstatement of their privileges within Hockey Canada prior to February 10 by appealing to Hockey Canada’s Non-Sanctioned Hockey Reinstatement Committee, which may grant early reinstatement only if it is satisfied that: (a) special circumstances exist; and (b) the player seeking reinstatement will not be displacing a player from the team of the roster he or she is seeking to join. **Any player who Participates in a Non-Sanctioned League after the Cut-Off Date and is seeking reinstatement, shall be ineligible to register with, or affiliate to, any team that is eligible to compete for a National Championship for the remainder of the season. No team that is eligible to compete for a National Championship may rely on Regulation G.10 to prevent the player from returning to Hockey Canada programming in a lower Division or Category through the reinstatement process.**

- 3) In an effort to be as inclusive as possible, and in recognition of the fact that a lesser commitment level may be required of players not playing on a Regional or National championship eligible team, the provisions of this section IV.A shall only apply to players who are seeking to play on teams are eligible to compete for a Regional or National Championship. In accordance with Hockey Canada By-Law 10.2 Members shall have the right to apply the policy more restrictively, as described in section V of this Policy, to meet the unique program delivery issues within their respective geographic regions.

B. Players Participating in a Non-Sanctioned League Outside Canada

Hockey Canada's Regulations prescribe the manner in which players are permitted to move from teams registered with other Member National Associations (MNA) of the International Ice Hockey Federation (IIHF) to Hockey Canada. For leagues that choose not to register with the Member National Association in their country, Hockey Canada must implement appropriate measures to control orderly player movement from those leagues to Hockey Canada teams. Any individual who participates in a Non-Sanctioned League outside Canada after the Cutoff Date, and wishes to register with any Hockey Canada team after the Cut-Off Date must follow the reinstatement process described in section IV.A.2 above.

C. Non-Player Participants (Bench Staff)

Hockey Canada believes that it is important for its Registered Participants, particularly those involved in the game in the competitive stream, to subscribe to and support the principles found in the LTAD Model. This includes Bench Staff, who are expected to be role models for the players, and champions of the LTAD model. If a non-player Participant chooses to Participate in a Non-Sanctioned League after the Cut-Off Date, they will not be permitted to be a member of the Bench Staff of any Hockey Canada team for the remainder of that season.

D. Non-Player Participants (Officials)

On-Ice Officials, including referees and linesmen, are representing Hockey Canada when they officiate Hockey Canada sanctioned games. It is expected, therefore, that they will be strong supporters of Hockey Canada's LTAD model and will not generally engage in officiating in Non-Sanctioned Leagues. If any Official chooses to officiate Non-Sanctioned League games, that participation may be taken into account in determining whether that Official will be granted assignments for Hockey Canada sanctioned programming for the remainder of that season.

V. Further Restrictions re. Non-Sanctioned Hockey

Members may implement more restrictive Non-Sanctioned Hockey policies for Divisions and Categories of hockey that do not compete for Regional or National Championships. Any Member implementing such a policy must take appropriate measures to ensure that no player who has Participated in a Non-Sanctioned League after the Cut-Off Date, is able to play on a team that is eligible to compete for a Regional or National Championship, either through registration with, or affiliation to, that team, for the remainder of that season, without following the reinstatement procedure described in section IV.A.2 of this Policy.

VI. Other Considerations

This Policy should only be applied to individuals who are Participants in Non-Sanctioned

Leagues. A parent or sibling should not be prevented from participating fully in Hockey Canada programming solely because their child, brother or sister is playing in a Non-Sanctioned League. As the governing body of amateur hockey in Canada, and in the interests of bettering the game of hockey in our country, Hockey Canada recognizes that its mission to lead, develop and promote positive hockey experiences, extends to the sharing of its expertise with anyone who might benefit from it, including those who have chosen to Participate in hockey programming in a Non-Sanctioned League. Individuals should be permitted to participate in Hockey Canada coaching, officiating, and trainer clinics, therefore, even if they are currently Participating, or intend to Participate, as a coach, official, or trainer in a Non-Sanctioned League. Members may wish to consider charging Participants in Non-Sanctioned Leagues a higher fee for these clinics, as a means of illustrating the value of being a Registered Participant of Hockey Canada.

The consequences described above will remain in effect even if the Non-Sanctioned League or team folds, or the Participant is released, suspended or fired from that League or team.

HNO will implement the Hockey Canada “Non-Sanctioned League Policy” and in addition has strengthened the application of that policy as set out below.

Any League, Team, HNO Hockey Association, Staff Member or Board Member which supports a non- sanctioned event, is subject to the following consequences:

Consequences of Supporting or Participating in a Non-Sanctioned Program

Any HNO Hockey Association, Executive of an HNO Hockey Association or HNO Team Staff who Participates in a Non-Sanctioned Program, during the HNO Season that is in conflict of an HNO Program is subject to the following consequences.

- a) Suspension
- b) Removal of all H.C. accreditation and qualifications

For greater certainty, “supporting or participating” includes, but is not limited to, participating, or assisting directly or indirectly through advertisement, promotion, ticket sales, volunteer activities, coaching, assigning Officials.

Policy Enforcement:

For HNO Hockey Associations, Staff and Board Member
- Always

For Registered Individuals:
- Starting September 1st and ending April 15th annually.

Player Participation Clarification

This Policy is not designed nor intended to prohibit players from participating in recreation skates, Hockey schools or any other activity.

Approved by the Board of Directors: November 4, 2023
Replaces: February 6, 2021
Reviewed: Annually

Sanctioning Requirements

The purpose of this form is for HNO Members applying to run an event outside of the regular playing season. The following requirements must be met:

- The event must be run between April 15th and September 1st.
- All coaches must be over the age of 16.
- All coaches must have a valid CRC/VSC, Rowan's Law, Respect in Sport, and Gender Expression completed.
- Any event that includes U7 and U9 hockey must abide by the half-ice gameplay model in the U7 and U9 Pathway Policies.
- The event must be in accordance with all HNO Policies.
 - All HNO Policies can be found at this [LINK](#).
- Any player or Team Staff that was not registered in the previous playing season will be subject to the current Hockey Canada and HNO fee.
- The cost to operate a Spring/Summer League or Tournament is \$10 per team.
- Any HNO Member found not abiding by these requirements will lose sanctioning for the event and be subject to further disciplinary sanctions.
- All sanctioning approvals are contingent on the attached registration forms being completed in full prior to the event taking place.

Contact Information

First Name _____

Last Name _____

HNO Member _____

Email _____

Home Phone _____ Cell Phone _____

Event Information

Please check the type of event:

- Hockey School / Skill Development
- Spring/Summer League
- Tournament
- Other:

Please check all the age divisions included in this event:

- U7 U13
- U9 U15
- U11 U18

Start date:

Concluding Date:

Brief Description of Event:

Submit completed forms to jfetter@hockeyhno.com Allow five business days for approval.

Office Use Only

Approved Deny

Date:

Team Name:

Player Full Name	Date of Birth (mm/dd/yy)	Registered Team 2022/23 Season	Division

Team Staff:

Team Staff Full Name	Date of Birth (mm/dd/yy)	Registered Team 2022/23 Season	Division

Event sanctioning issues:

As part of Hockey Canada requiring Branch approval on the following items, I am proposing the following policies to allow the Branch Executive Director the ability to provide member teams, Leagues and Associations the ability to be involved in these activities.

Outdoor Rink Policy

Hockey Northwestern Ontario allows its member teams, Leagues and Associations to use outdoor facilities under the following conditions.

1. The Trainer or Head Coach must inspect the Ice surface and deem it safe and acceptable (use of the HNO Facility Safety Checklist is required).
2. The Trainer or Head Coach must inspect the Boards and gates to make sure they are secure and safe.
3. Member registered Coaches and players only are allowed to participate.
4. All Branch and Member team, League and Association rules and guidelines apply.

Team travel to the United States and Internationally Policy

1. Member teams, Leagues and Association must ensure their constituent teams have applied for a Travel Permit and Branch and Hockey Canada approval for international travel.
2. Opposing teams must be registered with the Federation of the country visited.
3. Full equipment must be worn.
4. **Players and team staff who are travelling out of the Country are only insured up to Hockey Canada's insurance cap in Canadian dollars provided they have extended out of country/provincial health coverage for Sport Related Injuries.**

Minor Games Between Periods at Junior and U Sports Games Policy

1. Hockey Northwestern Ontario allows its member teams, Leagues and Associations to allow its minor aged players to participate in Between Period Games at sanctioned Junior and U Sports games.
2. The Branch office must be notified of the Team, Arena, and Date.
3. Players must wear full equipment.
4. The participating team staff must provide proper on and off ice supervision as necessary.
5. **Participating team staff must wear helmets if they are on the ice between periods.**

Approved by the Board of Directors: February 11, 2023

Replaces: April 27, 2019

Reviewed: Triennial

OVERVIEW

This policy is in relation to Minor Hockey players participating with other Minor Hockey teams in the capacity of coach and/or volunteer. It has become evident in recent years that older Minor Hockey players partake in practices with teams of lower divisions to assist and volunteer.

MINOR HOCKEY PLAYERS COACHING MINOR HOCKEY

As per Hockey Canada's National Coaching Certification Program, all certified coaches must be a minimum of 16 years of age by December 31st of the current season.

All coaches must be carded members of the applicable team and approved by H.N.O.

MINOR HOCKEY PLAYERS VOLUNTEERING WITH OTHER MINOR HOCKEY TEAMS (LOWER DIVISION)

Registered players may volunteer with a team at practices. They may only be demonstrators and are not permitted to partake in any drills/scrimmages.

Volunteer players must be at minimum, one age division (i.e.. U18, U15 etc) higher than the team that they are volunteering with.

Volunteer players must wear as a minimum a CSA helmet, full facial protection, neck guard, mouth guard and hockey gloves.

Member teams, Leagues or Associations may mandate that such volunteers wear full gear. Hockey Northwestern Ontario only requires the minimum outlined.

MINOR HOCKEY PLAYERS VOLUNTEERING WITH OTHER MINOR HOCKEY TEAMS (HIGHER DIVISION)

Players are **not permitted** to volunteer/participate at any time in practices/scrimmages with a team in a higher division.

This does not include players who are registered "Affiliated Players" with a higher category team.

Players who are carded members (approved by H.N.O.) of a higher division team than their applicable age category, are permitted to participate in practice.

GENERAL

- All team members must wear full gear for all practices.
- Players that may be returning from an injury and may only be skating with their team must wear full gear, there are no exceptions.

Approved by the Board of Directors: February 11, 2023

Replaces: January 24, 2015

Reviewed: Triennial

Policy Name: Over 20 Players on a Team		Date of Approval September 21, 2024	Effective Date: September 21, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee		Replaces Previous Versions May 14, 2023
Review Cycle Triennial			
Responsible HNO Minor Committee	Accountable HNO Membership	Consulted	Informed HNO Membership

1. The application to register a team above the maximum number would be initiated by the President of the local Minor Hockey Association. In the application, the President must provide a rationale explaining the request for a variance from the team formation regulations.
2. The application must include a roster of team members with each player's name, address and date of birth included.
3. Applications shall be submitted online through the portal.
4. The Minor Committee shall review the request based on the following timelines:

Applications Received by:	Will be Reviewed by:
October 1 st	October 15 th
November 1 st	November 15 th
December 1 st	December 15 th
No Requests shall be accepted beyond December 1st	

All applications approved by Hockey Northwestern Ontario that allow a roster above 20 players will have the following conditions applied:

1. That the team may only dress 20 players (18 players and 2 goalies) for any exhibition, tournament, league, or play-off game.

Hockey Northwestern Ontario understands and appreciates the responsibility the Local Associations have in providing opportunities for all players to enjoy the game; however, the intent of this policy is **not** to bolster player numbers to have enough to form a team or to make a team more competitive. The intent of the policy is to accommodate players in their development and participation in hockey.

Pre-Requisites for Obtaining Overage Status:

- a. An Overage Player applying under the criteria for (c), (d), (e) (f) and (g) may only be one (1) year older than the age category in which the player applies for.
- b. A player who has a physical or mental disability, supported by documentation.
- c. A player who has significantly weaker hockey skills than those players within the player's eligible age category.
- d. A new player (never registered, never played before) whose skill level is significantly inferior to those players within the player's eligible age category.
- e. A player from a community for whom there is no team to play on within the player's age category and for whom there is not a team within 50km distance from the player's home association.
- f. A player who is eighteen years of age (18) and currently registered full time in high school.
- g. A player who does not meet the criteria listed above but seeks special dispensation from the policy. A request under this clause must include detailed rationale and a [completed-on ice evaluation](#).

Overage Participants other than those applying under **(b)** must meet criteria (a) as well as one other criterion in (c) to (g). *Applicants cannot participate in a younger category until approval has been received from Hockey Northwestern Ontario.*

NOTE All Requests **MUST** be clearly completed. The application **MUST** specifically refer to the criteria on which the application is based. Any application that does not clearly refer to at least two (2) criteria shall not be considered for approval. Applicants are advised that the rationale should be detailed and fully inclusive with all pertinent information clearly explained. Applicants may be required to provide supportive documentation that would strengthen the substance of the application.

1. Overage Player Application shall be entered by the President through the [HNO portal system](#).
 - a. Applications made on the criteria of (c) & (g) must include an on-ice evaluation of the player on the [appropriate form](#).
 - i. If complaints arise about a player's skill level who has been accepted as an overage player based on (c) during the season HNO may request a follow up on ice evaluation of a practice and game by an evaluator appointed by HNO at the cost of the minor hockey association.

- ii. The minor committee will take the results of the follow up on ice evaluation into consideration before deciding on the players' overage status going forward.
- iii. *Evaluators must meet the certification requirements per Hockey Northwestern Ontario Regulation E (8) Training Requirements for Coaches, Trainers, and Officials, and have at least three (3) years' experience in coaching.*
- iv. Associations making false or unfounded complaints about a player based on (c), will be billed the cost of any evaluations that took place as part of their complaint.

2. Applications will not be accepted prior to September 1st or beyond December 1st.

3. The procedure used for assigning overage players within an Association must be written and communicated to the player and parents involved.
4. Overage applications will not be considered if the reasons given include (1) dislike of coach or team members (2) assigned ice times (3) parent's wish.
5. When a player has been allowed to participate at a younger age the player must be identified in the HCR as Approved (Overage) on the team roster.
6. Copies of gamesheets in which an Overage player has received a major or match penalties must be forwarded to the Association President and the Branch Office. It is the responsibility of the home team Referee-In-Chief or appointed person to make sure that it is done as soon as possible.
7. Players who have received approval from HNO based on (f) are not eligible for provincial, inter-branch, branch, and national playoffs.

The following conditions must be adhered to maintain overage participation. Overage Status may be revoked at any time when it is deemed that the actions of the player are not in the best interests of those affected by his/her actions. If the player's hockey skills have developed in such a manner where participation as an overage is no longer justified, consideration should be given to having the player placed in their age-appropriate division.

- Overage players should be in the bottom half of the team in penalty minutes.
- Overage players who receive a match penalty or a major suspension will have their Overage Status revoked immediately.
- Overage players are not eligible as affiliates to a higher Division or Category.

Reviewed: May 14, 2023

Approved by Board of Directors: June 10, 2023

Reviewed: Biennial

Policy Name: Player Movement		Date of Approval November 1, 2024	Effective Date: November 1, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee		Replaces Previous Versions June 10, 2023
Review Cycle Annually			
Responsible Minor Committee	Accountable HNO Membership	Consulted	Informed

1. Player movement permitted:

- a. Minor hockey players shall be allowed to play for any Association within HNO. The player must follow all HNO regulations and qualifications under Hockey Canada regulations.
- b. Minor hockey players shall be automatically released at the conclusion of each season.

2. Player movement not permitted:

- a. Players six (6) years of age or younger as of December 31 of the current season may only be registered to and play for U7 program. They are not permitted to affiliate to a higher division of hockey.
- b. Players seven (7) or eight (8) years of age as of December 31 of the current season may only be registered to and play for a U9 program.

PROGRAM OVERVIEW

The Respect in Sport program is an online certification program designed to protect our youth as well as enhance HNOs mandate of providing a safe and fun environment for all participants.

Respect in Sport Parent

A program providing information on parents' natural influence over a child, the coach or leader's role in an activity, the role parents play in their child's enjoyment of a sport or activity and protecting your child when they are outside of your immediate control. The program also provides parents with tools to evaluate their own behavior by highlighting 5 key "behavioural traps" frequently exhibited by parents, particularly in competitive sports. It demonstrates negative behaviours and provides ideas of how a situation may be better handled, includes valuable information from subject matter experts delivered in a clear and concise fashion, and asks questions of parents based on scenarios presented.

Specific Topics Include:

- o 5 common negative parent behaviours
- o Child development/nutrition and hydration/rest/injuries
- o Interacting with coaches, officials, and other parents.

THE MANDATE

Effective the 2022/2023 season, at least one parent or guardian of a participant of each household at the U9, U11, U13, U15 and U18 levels, regardless whether first or second year of participation and those parents or guardians of new registrants at the U18 levels, must take the on-line "Respect in Sport Parent Program".

The Respect Group Inc. "Parent Program" shall be completed by at least one parent/guardian per family of all U9, U11, U13, U15 and U18 players and new Branch registered players in U18.

The parent/guardian from each household must take the online course by November 1st of the current season. With this implementation of this program it will foster and develop a culture of mutual respect in HNO and serve as an effective risk management tool as well as contributing to the overall safety and enjoyment of the game by all participants.

A platform of proactive education for each of the stakeholders that have a direct impact on the youth in our game. The parents/guardians of our players represent a key step towards achieving our vision.

Role	RIS Program	Details
Parent/Guardian (Novice, Atom, Peewee & New registrants from Bantam to Midget)	Parents Program	1 hour online course \$12.00 cost per family

Rationale:

- o An opportunity to empower all of the good parents in the organization.
- o Emphasis that it is a positive program to make good parents better. Not a reaction to media reports or a tool for discipline.
- o A program provided by Hockey for the greater good of all parents in the wider community.
- o HNO will show leadership as a Branch in ensuring parents/guardians have received education, and a consistent message.
- o A strong step toward the long-term goal of social and culture change.
- o Reward for progressive organizational growth and improvement of the experience for our membership versus risk of very limited negative repercussions.

Administration:

- o Respect Group has worked with Hockey Canada to create and implement a simple HCR connection utility.
- o Training webinars will be available for registrars, including a simple accountability guide for the association “administrators”. The Respect Group will be able to assist those with “Administrator” rights within the Respect in Sport Parent Programs, including navigation in the Admin side of the program.
Webinars are about 30 minutes in duration.
- o Access to the public validation tool for Association administrators/registrars, enabling the tracking of your participants and generating reports. (HNO will administer access for registrars). Direct support will also be available to administrators needing to locate records in the HCR.
- o Increased Respect Group Inc. support staff to support increased activity.
- o Double server capacity to improve performance and stability.

PRICING MODELS FOR PARENT EDUCATION

Two potential pricing models have been developed by Respect Group.

PayPal (Most common):

\$12 per family (one parent certified per family and other parent, step parents, grandparents, kids, etc. can take the program for free by using certified parent username and password).

Organization Pay:

Associations may pre-pay for access codes in bulk for distribution to your members. To set up a bulk purchase contact the Respect Group directly: Mark Allen, mallen@respectgroupinc.com

The cost remains \$12 per family (as above).

ROLE OF HNO MINOR HOCEKY ASSOCIATIONS

It is the responsibility of the local Minor Hockey Association to establish the best strategy to implement this requirement based on the needs of the Association. The Association may wish to consider some of the strategies identified below on the path to ensuring compliance. HNO and Respect Group are committed to supporting the Member Minor Hockey Associations to develop and implement strategies to ensure compliance.

Respect in Sport Parent Program

Prior to, or at time of registration, make your members aware of the Respect in Sport Parent requirement. This can be done through the usual communications channels your association would typically use (i.e. website, newsletter, registration package, etc.)

If in-person Registration is conducted, a letter indicating the program can be distributed to parents. This can also be included in online registration messaging.

Ongoing monitoring (through your Association Registrar) during the course of the season to assess compliance level. If low levels of compliance identified, communicate this to Team Officials using your existing communications strategies with teams, reiterating the importance of the Program, and reminding of compliance date.

Some Associations may opt to make completion of the parent program a condition of player registration.

FREQUENTLY ASKED QUESTIONS-PARENT PROGRAM

I have completed the Respect in Sport Activity Leader Program, is this sufficient for satisfying the parent program as well?

No. It is necessary for parents that have completed the Activity Leader Program and/or Speak Out in the role of Team Officials to also complete the Parent Education Program. This program is tailored to the Role of the parent, providing information specific to the parental involvement, while the Activity Leader program has a different focus. During the introduction of the module, the difference are outlined. While there are some commonalities in messaging, the message is positive, and is only reinforced through repetition.

Why am I required to complete the Program?

In addition to being an HNO condition of participation, it provides tools to deal with various situations that could arise in the course of your child's participation in hockey, both as a parent, and in any leadership role you may have. This is a positive program to make good parents better, and will empower all of the good parents in the organization. Beyond hockey, this will contribute to the greater good of all parents in the wider community. This is also a significant step toward the long-term goal of social and culture change.

What will happen if I do not complete it by the specified compliance deadline?

After the deadline for compliance, participation may be denied until such time as the program has been completed.

How do I complete the Parent Program?

The program can be accessed through the HNO website (www.hockeyhno.com) or directly at <https://hnoparent.respectgroupinc.com/>. It is a one hour online curriculum with both audio and visual features that allows flexibility and does not have to be completed in one session.

Is this required every year?

No, once you have completed it you are certified and there are currently no plans for requalification/recertification.

What if the household/individual has no access to a computer/internet?

Most public libraries provide internet access. Additionally, your local minor hockey association may also be able to assist by providing opportunities to use their computer(s) if they have one in their office and a convenient time can be arranged to access. Other options include schools and friends.

What if I have dial-up internet connection?

The program is designed to be accessible by either high speed or dial-up

What if I do not have strong computer literacy skills?

The utmost attention to detail was taken to ensure the program was designed to make the program user friendly. If issues do arise there is online help available as well as a 24/7 1-800 support number

Approved by the Board of Directors: June 11, 2022

Replaces: February 6, 2021

Review: Biennial

Policy Name: Registration to Multiple Teams		Date of Approval September 21, 2024	Effective Date: September 21, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee		Replaces Previous Versions February 10, 2024
Review Cycle Annually			
Responsible Minor Committee	Accountable HNO Membership	Consulted	Informed Members, Associations

PREAMBLE

Effective July 1, 2018, Hockey Canada’s Regulations have changed and players not competing in regional or team’s championship (Hockey Canada Regulation M.3), can be registered to multiple teams in a season.

Hockey Northwestern Ontario needs to have a structure in place to manage this type of registration to protect the current by-laws, regulations and policies. The intent of this policy is to provide the framework for how multiple registrations will be permitted within Hockey Northwestern Ontario.

This policy does not impact on affiliation, it only deals with the ability to register the same player to multiple teams in a playing season.

APPLICATION OF POLICY

1. Divisions & Categories Not Permitted

- 1.1 Teams at the Junior A and AAA level will not be permitted to have players register to multiple teams in a playing season as per Hockey Canada Regulation M.3.
- 1.2 Junior B teams will not be permitted to have players registers to multiple teams in a playing season.
- 1.3 Bona Fide AA teams declared as per HNO Regulation C.3 (c) will not be permitted to have players register to multiple teams in a playing season.

2. Divisions & Categories Permitted

- 2.1 Teams at the A level of play or lower declared as per HNO Regulation C. 3 (d) will be permitted to have players register to multiple teams in the same association in a playing season.
- 2.2 Multiple registrations in different minor hockey associations within HNO will not be permitted. (exception: where an association has only one (1) registered team in an age division and is not eligible to affiliate to another team, may use the Registration to Multiple Teams policy with the closest neighbouring Association).
- 2.3 Female players will still be permitted to register with an HNO Minor Hockey Association and an OWHA association within the same season.

- 2.4 Players eligible for multiple registration as per 2.1 of this policy must meet the age requirements defined by Hockey Canada for U9, U11, U13, U15, U18 or U21 hockey.
- 2.5 Players that are eligible for U7 hockey in the current season are not eligible for multiple registrations.
- 2.6 Minor Hockey Associations permitting players to register with multiple teams must ensure all HNO by-laws, regulations and policies are adhered to, and the registration does not violate or attempt to violate them.
- 2.7 Minor Hockey Associations may restrict this type of player movement within their association.

Preamble

Hockey Northwestern Ontario (HNO) is committed to providing a clear and transparent selection process for team staff and players for high performance programming and officials for regional, provincial and national events.

This policy will cover the selection process for HNO's team entry into the OHL Gold Cup event. This will include the process for staff and player selections.

It will also outline the selection process for officials representing HNO at regional, provincial and national competitions.

HNO Under 16 Staff Selection**Eligibility**

- i. All candidates must be in good standing with HNO and support our mission, vision, values, by- laws, regulations and policies.
- ii. Candidates for the role of Head Coach and Assistant coach must be registered to a team within HNO for the current season of the Gold Cup Event.
- iii. All staff must meet the minimum requirements for training and certification as outlined in regulation F. and have a valid criminal record check on file with HNO.
 - a. High Performance coaches that have completed the written assignment and still require a field evaluation may be considered at the discretion of the selection committee.
- iv. Among the items that will be considered will be a candidate's experience working with High Performance athletes, development knowledge, technical and tactical knowledge, coaching skills, and personal attributes.

Process

1. The Program of Excellence Selection Committee will be comprised of:
 - a. Minor Convenor
 - b. Development Convenor
 - c. Junior Convenor
2. The Selection committee will have staff resource of:
 - a. Technical Director
3. The selection committee will select a chair from among themselves.
4. The selection committee will be responsible to determine if the team staff (Head Coach, Assistant Coaches, Trainer, Equipment Manager and any other staff required) will be selected via a hand-picked selection or an application and interview process.
 - a. The timelines for staff selection will be recommended to the selection committee by the staff resource.
 - b. The Director of Operations position will be filled by the Technical Director unless otherwise stated by the selection committee.

5. If the hand-picked process is used the Technical Director and chair will identify names meeting the eligibility criteria outlined above to bring to the selection committee for approval.
6. If an interview process is used the selection committee and Technical Director will complete the interview and selection process. Only candidates meeting the eligibility criteria listed above will be considered to be selected for an interview. The committee will make a short list of eligible candidates to interview.
7. Once a Head Coach is identified and accepted the role, they will assist the committee in providing feedback on eligible assistant coaches.
8. Once the assistant coaches, trainers, equipment manager and any other required staff are selected and have committed to the role. All other candidates that were interviewed will be informed of their status within the process.
9. Once the full staff is selected it will be provided to the board of directors before being released publicly.
10. The tenure of the staff will be only for the current Gold Cup event.

Appeals

11. Should a situation arise that a candidate feels they are treated unfairly, they are entitled to file an appeal using the Appeal policy. An appeal will only be heard based on the merits of the above eligibility and process not being followed.

HNO Under 16 Player Selection

Eligibility

- i. The player must be eligible to play for Team Canada at the international level.
 - a. Note Dual Citizen players will be eligible to compete for Team HNO, at the discretion of Hockey Canada and the Ontario Hockey League.
- ii. The player must be the required birth year to compete in the Gold Cup event.
- iii. The player must be medically fit to compete in the pre-event training camp and at the Gold Cup.
- iv. The player must not be under any disciplinary action or investigation of disciplinary action.
- v. The player must support our mission, vision, values, by-laws, regulations and policies including codes of conduct.
- vi. The player must not have any outstanding dues or fees to any member of Hockey Northwestern Ontario.
- vii. Among the items that will be considered will be the players:
 - physical abilities,
 - technical skills,
 - tactical understanding,
 - potential to develop into a high-performance player at the National Level,
 - attitude
 - work ethic.
 - On ice and off ice performance at U15 Camp and identification camp

Process

12. The Technical Director will start to evaluate players that participate in the annual Under 15 Camp, as a first point of identification.
13. The team staff and Technical Director will be responsible for scouting eligible players within the jurisdiction of Hockey Northwestern Ontario during the course of the playing season.

- a. The Technical Director will work with Hockey Canada and the Ontario Hockey League regarding the requirement of any dual citizen players to be included on the roster.
 - b. The Technical Director will work with the Executive Director to determine any players whose parents reside within HNO that are playing outside our jurisdiction that would be eligible for the Under 16 Team.
14. The team staff selected by the selection committee will be responsible for selecting the players for team within the timelines established by the Gold Cup event.
- a. The team staff may use the Ontario Hockey League and any of its individual clubs' regional scouts for information regarding prospective players.
15. The staff will have the option to hand pick a team or hold an identification camp.
- a. An identification camp will not have more than 40 participants and will charge a fee to attend, to cover of the camp costs.
 - b. Any players that are still participating with their club team would be excused from participating at the identification camp and would still be eligible to be selected on the team.
 - c. Players that are invited to the identification camp and can not participate due to injury would still be eligible to selected on the team.
16. The final roster will be reviewed by the Ontario Hockey League as required in the Gold Cup Technical Package.
17. Players named to the team that are unable to participate due to injury or other circumstances will be replaced from the pool of emergency players provided by the event itself.

Appeals

18. Should a situation arise that a candidate feels they are treated unfairly, they are entitled to file an appeal using the Appeal policy. An appeal will only be heard based on the merits of the above eligibility and process not being followed.

Officials Selection

Eligibility

- i. All candidates must be in good standing with HNO and support our mission, vision, values, by- laws, regulations and policies including the officials code of conduct.
- ii. The official must be a certified official within HNO for the current season.
- iii. The official must hold the level required within the Hockey Canada Officiating Program (HCOP) to be considered a referee or linesman to work the desired camp, championship or event.
- iv. Among the items that will be considered will be candidates experience, technical and tactical knowledge, potential to advance within the HCOP and personal attributes.

Process

19. HNO's Referee-in-chief (RIC) will select officials to nominate to participate in the following:
- a. Hockey Canada's Officiating Program of Excellence
 - i. These selections will be based on the criteria given from Hockey Canada for participation in the program.
 - b. OHL Gold Cup

- i. These selections will be based on the criteria given from the event for participation.
 - c. Ontario Winter Games
 - i. These selections will be based on the criteria given from the event for participation.
- 20. HNO will cover the cost of any entry fees or travel fees not subsidized by the event itself based on the terms of the fiscal policy.
- 21. When regional, provincial or national competitions are held within Hockey Northwestern Ontario the referee-in-chief will schedule the officials for these events.
 - a. The selections are based on the HCOP Level System and performance along with
 - b. Input from supervisors along with league, association referee-in-chiefs.
 - c. The selections will be provided to the Chair of the event and the Executive Director one week prior to the event starting.
- 22. The referee-in-chief would have the first right of refusal to act at the referee-in-chief of the event if required by the event technical package.

Appeals

- 23. Should a situation arise that a candidate feels they are treated unfairly, they are entitled to file an appeal using the Appeal policy. An appeal will only be heard based on the merits of the above eligibility and process not being followed.

References

Appeal Policy
Fiscal Policy

Approved by the Board of Directors: May 12, 2018 New Policy Reviewed: Biennial
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Player Selection Policy (Team Ontario & Officials)

April 1, 2018

1. PREAMBLE

- 1.1 The three members (“the Members”) of Hockey Canada in the province on Ontario:
 - 1.1.1 Ontario Hockey Federation
 - 1.1.2 Hockey Northwestern Ontario
 - 1.1.3 Hockey Eastern Ontario
- 1.2 The High-Performance Committee (HPC) is a committee of the Members to oversee the selection of our elite athletes to form teams who will participate in Provincial and National Events for male hockey.

2. HIGH-PERFORMANCE COMMITTEE

- 2.1 The committee will consist of:
 - 2.1.1 President or designate of the Ontario Hockey Federation (OHF)
 - 2.1.2 President or designate of Hockey Northwestern Ontario (HNO)
 - 2.1.3 President or designate of Hockey Eastern Ontario (HEO)
 - 2.1.4 Director of Hockey Operations or designate for the Ontario Hockey League (OHL)
 - 2.1.5 A staff person from one of the three (3) members as determined by the HPC will act as the Staff Resource (non-voting).
- 2.2 The HPC will select a chair from among themselves. The chair of the HPC will have a vote when consensus cannot be reached.
- 2.3 Each HPC member except the Staff Resource will have one vote in cases where consensus cannot be reached.

3. MANDATE

- 3.1 The committee is tasked with hiring staff for Canada Winter Games in the following positions:
 - 3.1.1 Director of Operations
 - 3.1.2 Coaches
 - 3.1.3 Trainers
 - 3.1.4 Any other personnel as required

4. CANADA WINTER GAMES APPLICATION PROCESS

- 4.1 Establish timelines for accepting applications for Director of Operations, Coaches and Trainers for the Canada Winter Games men's team.
- 4.2 Applications will be submitted to the Staff Resource of the HPC.
- 4.3 Advertise through the members that the HPC is accepting applications.
- 4.4 Applications will be distributed to HPC by the staff resource for review.
- 4.5 Conference call will be held to short list the candidates for each of the categories.
- 4.6 Short list is confirmed with applicants being selected for interviews.
- 4.7 Interviews to be completed by HPC.
- 4.8 Once completed HPC select the Director of Operations, Coaches and training staff for Team Ontario.
- 4.9 Successful candidates contacted and informed of their selection.
- 4.10 Press release sent out by all three members announcing the management, coaches and training staff for Team Ontario.
- 4.11 Director of Operations and coaching staff hold meetings to review assignments as they begin to identify and evaluate potential athletes that will form Team Ontario.
- 4.12 Team Ontario staff will attend all Under 15 regional camps compiling a working list of athletes who have the skill set necessary to make Team Ontario.
- 4.13 Team Ontario staff will meet post U15 camp review and evaluation of the athletes have been identified.
- 4.14 A short list of thirty to thirty-five (30-35) athletes will be targeted for further evaluation with their club teams during the months of September, October and November.
- 4.15 Team Ontario coaching staff and management hold a final meeting to select the final roster and three (3) alternatives for Team Ontario.
- 4.16 Final roster submitted to the Canada Winter Games committee within the timeframe required.

Policy Name: AA Development Stream Program Policy		Date of Approval November 1, 2024	Effective Date: November 1, 2023
Approved by: HNO Board of Directors	Prepared by: Minor Committee	Replaces Previous Versions June 10, 2023	
Review Cycle Annually			
Responsible Minor Committee	Accountable HNO Member Minor Hockey Associations	Consulted	Informed Members, Associations, Leagues

1. Associations from the East and West Zones shall be allowed to form a team(s) under the *AA Development Stream Program Policy* using registered 'A' players from within their respective zones.
2. Associations with bona fide 'AA' teams will not be able to create 'AA' teams under this policy.
3. Team composition shall not exceed 20 players - 18 skaters, 2 goalies, and no less than 11 players – 10 skaters, 1 goaltender. There shall be no deviation from this team make up.
4. Players must be rostered on an "A" team before being approved on an *AA Development Stream Team*. Overage players are not eligible.
5. A Team Roster, listing a maximum of 20 players, Team Officials, and governing Association must be submitted to the Executive Director and approved prior to playing any exhibition games or tournaments. The deadline to register an *AA Development Stream Team* is January 15 at 7pm Eastern Time. After this date, the roster shall become frozen, and no further changes will be allowed. No *AA Development Stream Team* Roster will be accepted after January 15 at 7pm Eastern Time.
6. Coaches and Bench Staff must meet the requirements of HNO Regulation E: "*Training Requirements for Coaches, Trainers, and Officials*" for AA teams to be approved on the roster. Teams failing to meet the requirements of Regulation E for AA hockey will not be approved.
7. Those players selected to play, must have their home Association's President's signature on the *Specially Affiliated Player List Form* prior to being placed on the Team Roster.
8. The Association governing an *AA Development Stream Team* will ensure that players fulfil 'A' commitments prior to participation on the 'AA' team (e.g., 'A' tournament scheduled on same weekend as 'AA' with 'A' team scheduled to participate. 'A' team will have priority over 'AA'.) This will ensure that the "A" program will not suffer due to the formation of an *AA Development Team*. *AA Development Teams* are not permitted to ask for permission for players to miss "A" team games or practices to participate with the *AA Development Team* under any circumstances.
9. *AA Development Stream Teams* will be allowed to participate in up to a maximum of ten (10) exhibition games.
10. *AA Development Stream Teams* will be allowed to participate in up to a maximum of four (4) tournaments per season plus the AA Tournament of Champions for a total of five (5) AA tournaments. The Tournament Host Association shall be informed, prior to entering the tournament, of 'Specially Affiliated' status. The Tournament Host shall have the authority to deny admittance to tournament. Under no circumstance will an *AA Development Stream Team* be

permitted to enter the “A” division of a tournament or any division below “AA”.

11. Teams are to apply for travel permits and exhibition game requests through the online platforms accepted by the branch. The branch office will inform the Minor Convenor of requests for tracking purposes.

12. Team Roster must be approved by Hockey Northwestern Ontario office prior to applying for a travel permit.

Any Association operating *AA Development Stream Team* that are found to be acting in violation of any part of this policy will lose the right to offer an *AA Development Stream Program* for the minimum of the next playing season. The Head Coach may also be suspended for up to one (1) year.

Related Documents

1. Specially Affiliated Player List Form

Policy Name: Select Team Policy		Date of Approval November 1, 2024	Effective Date: November 1, 2024
Approved by: HNO Board of Directors	Prepared by: Brian Patterson		Replaces Previous Versions
Review Cycle Pilot Project			
Responsible Minor Committee	Accountable	Consulted	Informed

Introduction

What is “Select Hockey” - A category of minor hockey which to be eligible, a player must be registered with a recognized (sanctioned) “A” organization and accordingly be an active participant in the corresponding house league in a recognized (sanctioned) schedule of house league programming. All age categories from U11 to U13 are eligible to form a “Select Team” to participate in Hockey Canada sanctioned exhibition games and tournaments.

Select teams are eligible to play against other Select teams within their zone. They can also participate in AA level exhibitions and AA tournaments. They cannot play games against A level teams or in A level tournament.

This policy works in conjunction with the Speciality Affiliated Team program policy by way of allowing associations a way to support more competitive player pathways.

Pilot

This policy is an effort to pilot “Select” Hockey in the west zone of HNO. The policy is intended to help bridge the player development gap between recreational and competitive hockey streams with a focus on allowing players to stay close to home.

The pilot shall last 2 seasons starting in 2024 and ending in 2026. Its goal will be able to track how many teams, how many players, where they’re from and how much more ice time they receive. Ideally, we are also able to track how many players graduate to an “AA” team the following year.

Details

1. Associations from the West Zones shall be allowed to form “Select” teams using registered 'A' players from within their respective zones.
2. Any association, even those with a bona fide ‘AA’ team can create “Select” teams under this policy. Only 1 Select Team can be formed per association.
3. Team composition will consist of a maximum of 20 players as per Hockey Canada regulation. There shall be no deviation from this team make-up.
4. Team composition will consist of a minimum of 11 players - 10 skaters, and 1 goalie.
5. Players must be rostered to a lower level of competition before being approved on a Select team.

6. A Select Team Roster, listing all players, Team Officials, and governing Association must be submitted to the Executive Director and approved prior to playing any exhibition games or tournaments. The deadline to register a Select team is January 15 at 7 pm ern Time. After this date, the roster will become frozen, and no further changes will be allowed. No Select Team Rosters will be accepted after January 15 at 7 pm easter time.
7. Coaches and Bench Staff must meet the requirements of HNO Regulation E: "Training Requirements for Coaches, Trainers, and Officials" for Select Teams to be approved on the roster. Coaches must meet the requirements of Community Level Coaches, which must be a minimum of Coach 2- Coach Level "trained".
8. Those players selected to play, must have their home Association's President's signature on the Select Team Roster Form prior to being placed on the Select Team Roster.
9. The Association governing a Select Team will ensure that players fulfil 'A' commitments prior to participation on the Select team (e.g., 'A' tournament scheduled on same weekend as Select with 'A' team scheduled to participate. 'A' team will have priority over Select.) This will ensure that the "A" program will not suffer due to the formation of a Select team. Select Teams are not permitted to ask for permission for players to miss "A" team games or practices to participate with the Select team under any circumstances.
10. Select Teams will be allowed to participate in up to a maximum of ten (10) exhibition games.
11. Select Teams will be allowed to participate in up to a maximum of four (4) tournaments per season. The Tournament Host Association shall be informed, before entering the tournament, of "Select team" status. The Tournament Host shall have the authority to deny admittance to the tournament. Under no circumstance will a Select team be permitted to enter the "A" division of a tournament. Select teams are not eligible to enter the HNO Tournament of Champions.
12. Teams are to apply for travel permits and exhibition game requests through the online platforms accepted by the branch. The branch office will inform the Minor Convenor of requests for tracking purposes.
13. Team Roster must be approved by Hockey Northwestern Ontario Office prior to applying for a travel permit.
14. Any Association operating Select teams that are found to be acting in violation of any part of this policy will lose the right to offer a Select team for the minimum of the next playing season. The Head Coach may also be suspended for up to one (1) year.

Questions/decisions:

1. Can a select team roster players from outside it's residency, but within their respective zone? **Yes.**
2. Can a select team play in a local/zone AA tournament? **Yes.**
3. Can a select team play exhibition games against AA teams? **Yes.**
4. Can a player be affiliated to a AA team as well? But not multiple Select teams. **Yes.**

5. What divisions does the pilot look to include? **U11/U13**
6. How many games and tournaments are they limited to? **Same as the Special Affiliate policy.**
7. What are the coach qualification minimums? **Community level coaches.**
8. Can a team be rostered as part of the Specialty Affiliated Team Program AND select? **Yes.**
9. Can Overage Players be rostered as part of Select Team? **No**
10. Can Select Team participate in the Tournament of Champions? **No**

PLOT PROJECT

Policy Name: Suspension List		Date of Approval November 1, 2024	Effective Date: November 1, 2024
Approved by: HNO Board of Directors	Prepared by: Minor Committee		Replaces Previous Versions
Review Cycle Annually			
Responsible Minor Committee	Accountable HNO Minor Hockey Associations	Consulted	Informed

The following are minimum suspensions that shall be imposed for infractions, which occur in all Branch exhibition, league, play-off, and tournament games.

Additional suspensions can be imposed wherever conditions and circumstance warrant. These suspensions are in addition to game incurred.

It is the responsibility of each Team Manager and/or Coach to ensure their players/Team Officials sit out their appropriate suspensions. When in doubt as to the relevant suspension, contact your respective League or Association.

If you are unable to contact your respective League or Association, sit player(s)/Team Official(s) in question out until clarification can be obtained.

Match Penalty Reports shall be forwarded to the Branch Office for possible further review.

Gross Misconducts 11.4: Any penalty for a discriminatory or racial slur must be sent to the Branch Office and will be tracked yearly. And may be subject to further review.

The Suspension List has been designed to be the minimum suspensions to be levied for first time occurrence during the hockey season. To reduce the possibility of having excessive punishments being levied, please do not make these suspensions more severe as part of normal operations.

However, when dealing with repeat offenders, the Suspension List includes sections for accumulations of infractions for players and sanctions against coaches. The accumulations are in addition to the suspension for the infraction. These accumulations are taken directly from Hockey Canada's Supplement Discipline for minor and female hockey.

Last 10 Minute column refers to a Game Misconduct in the last ten minutes of third period or overtime. This carries an automatic one game under rule 4.8 (c) which has been accounted for in this column,

Reporting:

It is the responsibility of the Tournament Organizer and or the Minor Hockey Association to forward trackable Penalties and Accumulation Sanctions to the HNO Executive Director within 48 Hours of the game in which the Trackable penalty and or Accumulation sanction has occurred.

All incident reports to be conducted via the online incident reporting form and submitted to the HNO Director of Officiating within 24 hours of the incident

SECTION 1 - MALTREATMENT

Rule #	Type	Penalty	Suspension	Last 10 Minutes
11.1(e)	Game Misconduct	Unsportsmanlike Conduct	1 game	2 games
11.2(e)	Game Misconduct	Abusive Behavior	2 games	3 games
11.2(f)	Gross Misconduct	Abusive Behavior	3 games	4 games
11.3(c)	Match	Spitting	5 games	n/a
11.4	Gross Misconduct	Discrimination	Indefinite Suspension (Minimum 5 Games)	n/a
11.5(c)	Match	Physical Harassment of Officials	Indefinite Suspension	n/a
11.5(e)	Game Misconduct	Physical Harassment of Officials	1 game	2 games
Progressive Suspensions - Player or Team Official				
Rule #	Penalty		Suspension	Last 10 Minutes
11.1(e)	Receives 2 Game Misconducts under Rule 11.1 in a season		2 games	3 games
11.1(e)	Receives 3 or more Game Misconducts under Rule 11.1 in a season		Indefinite Suspension	n/a
11.2(e)	Receives 2 Game Misconducts under Rule 11.2 in a season		4 games	5 games
11.2(e)	Receives 3 or more Game Misconducts under Rule 11.2 in a season		Indefinite Suspension	n/a
11.2(f)	Receives 2 Gross Misconducts under Rule 11.2 in a season		Indefinite Suspension	n/a
11.4	Receives 2 or more Gross Misconducts under Rule 11.4 in a season		Indefinite Suspension	n/a
11.5(e)	Receives 2 or more Game Misconducts under Rule 11.5(e) in a season		Indefinite Suspension	n/a

SECTION 2 - MAJOR PENALTIES

Rule #	Type	Penalty	Suspension	Last 10 Minutes
7.1(b)	Major	Attempt to injure or Deliberate Injury	1 game	2 games
7.2(b)	Major	Boarding	1 game	2 games
7.3(b)	Major	Body Checking	1 game	2 games
7.4(b)	Major	Charging	1 game	2 games
7.5(b)	Major	Checking from Behind	1 game	2 games
7.6(b)	Major	Head Contact	1 game	2 games
7.8(b)	Major	Kneeing	1 game	2 games
7.9(b)	Major	Roughing	1 game	2 games
8.3(b)	Major	Interference	1 game	2 games
8.4(b)	Major	Interference from the Bench	1 game	2 games
8.5(b)	Major	Interference with the Goaltender	1 game	2 games
8.7(b)	Major	Clipping	1 game	2 games
9.2(b)	Major	Cross-Checking	1 game	2 games
9.3(b)	Major	Slashing	1 game	2 games
10.5(b)	Major	Throwing or Shooting Stick or Object	1 game	2 games
10.8(b)	Major	Refusing to Start Play	See other (Section 5)	n/a
Progressive Suspensions - Player				
Any player receiving 2 Majors in same season for any of the above infractions			2 games	3 games
Any player receiving 3 Majors in same season for any of the above infractions			4 games	5 games
Any player receiving 4 Majors in same season for any of the above infractions			Indefinite Suspension	n/a
Progressive Suspensions - Coach				
Any team receiving a combination equaling 3 penalties in the same game from a Major penalty, Match penalty or fighting infraction.			1 game	n/a
For a 2nd violation of a team receiving a combination equaling 3 penalties in the same game from a Major penalty, Match penalty or fighting infraction.			3 games	n/a
For a 3rd violation of a team receiving a combination equaling 3 penalties in the same game from a Major penalty, Match penalty or fighting infraction.			Indefinite Suspension	n/a

SECTION 3 - MATCH PENALTIES

Rule #	Type	Penalty	Suspension	Last 10 Minutes
7.1(c)	Match	Attempt to Injure or Deliberate Injury	Indefinite Suspension	n/a
7.2(c)	Match	Boarding	3 games	n/a
7.3(c)	Match	Body Checking	3 games	n/a
7.4(c)	Match	Charging	3 games	n/a
7.5(c)	Match	Checking from Behind	3 games	n/a
7.6(c)	Match	Head Contact	3 games	n/a
7.8(c)	Match	Kneeing	3 games	n/a
7.9(c)	Match	Roughing	3 games	n/a
8.3(c)	Match	Interference	3 games	n/a
8.4(c)	Match	Interference from the Bench	3 games	n/a
8.5(c)	Match	Interference with the Goaltender	3 games	n/a
8.7(c)	Match	Clipping	3 games	n/a
8.8(c)	Match	Slew Footing	3 games	n/a
9.1(c)	Match	Butt-Ending	3 games	n/a
9.2(c)	Match	Cross Checking	3 games	n/a
9.3(c)	Match	Slashing	3 games	n/a
9.4(c)	Match	Spearing	3 games	n/a
10.5(c)	Match	Throwing or Shooting Stick or Object	3 games	n/a
Progressive Suspensions - Player				
Any player receiving 2 Match penalties in same season for any of the above infractions			5 games	n/a
Any player receiving 3 Match penalties in same season for any of the above infractions			Indefinite Suspension	n/a

SECTION 4 - FIGHTING PENALTIES

Rule #	Type	Penalty	Suspension	Last 10 Minutes
7.10(b)	Major	Fighting - First Offence	1 game	2 games
		Fighting - Second Offence	2 games	3 games
		Fighting - Third Offence	4 games	5 games
		Fighting - Fourth Offence	Indefinite Suspension	n/a
7.10(b)	Pre/Post Game Altercations			
	Major + GM	Any player involved where Majors and Game Misconducts are assessed.	2 games	3 games
	Major + GM	Coach of team whose players are so penalized.	Indefinite Suspension	n/a
7.10(c)	Match	Fighting – wearing rings or tape to inflict punishment.	3 games	n/a
7.10(e)	Game Misc.	Player who joins in a fight or acts as a peacemaker.	2 games	3 games
7.10(e)	Game Misc.	Player who takes part in another or secondary fight during the same stoppage of play.	2 games	3 games
7.10(f)	Gross Misc.	Fighting or joining a fight with or as a team official	3 games	4 games
7.11(a)	Instigator of a Fight			
	Minor	First Offense	1 game	n/a
	Minor	Second Offense	3 games	n/a
	Minor	Third Offense	Indefinite Suspension	n/a
	NA	The coach of team whose player is penalized for a third offence of Instigator or Aggressor.	3 games	n/a
<i>Rule 7.11(a) Note: If a player is assessed both penalties in the same altercation, they would be suspended for both offences.</i>				
7.11(a)	Aggressor of a Fight			
	Minor	First Offense	1 game	n/a
	Minor	Second Offense	3 games	n/a
	Minor	Third Offense	Indefinite Suspension	n/a
	NA	The coach of team whose player is penalized for a third offence of Instigator or Aggressor.	3 games	n/a
<i>Rule 7.11(a) Note: If a player is assessed both penalties in the same altercation, they would be suspended for both offences.</i>				
10.4(e)	Game Misc.	Player identified as first to leave the players' or penalty bench during a fight or for the purpose of fighting.	3 games	4 games
10.4(e)	Game Misc.	Coach of a team whose player is identified as first to leave the players' or penalty bench during a fight or for the purpose of fighting.	3 games	4 games
10.4(e)	Game Misc.	Coach whose player is not identified as the first to leave the players' or penalty bench during an on-ice altercation.	1 game	2 games

SECTION 5 - OTHER

Rule #	Type	Penalty	Suspension	Last 10 Minutes
4.8(c)	Game Misc.	Any player or team official who is assessed a Game Misconduct penalty in the last 10 minutes of regular playing time, at any time in overtime, or after the conclusion of the game will automatically be suspended for a minimum of the next regular league/play-off game or seven days. Note: The 1 game suspension under Rule 4.8(c) is in addition to any suspensions applied under the minimum guidelines.	1 game	n/a
10.8	n/a	Refusing to Start Play	Indefinite Suspension	n/a

Reference: Hockey Canada Minor/Female Minimum Suspensions. June 2024

SECTION 6 - GROSS MISCONDUCTS

Rule #	Type	Penalty	Suspension	Last 10 Minutes
4.9	Gross Misc.	Travesty of the game	3 Games	
4.9	Gross Misc.	Any gross misconduct assessed to a player or team official not otherwise covered within these guidelines	3 games	
4.9(b)	Gross Misc.	Any player or team official who is assessed a Gross Misconduct penalty in the last 10 minutes of regular playing time, at any time in overtime, or after the conclusion of the game will automatically be suspended for a minimum of the next regular league/play-off game. Note: The 1 game suspension under Rule 4.9(b) is in addition to any suspensions applied under the minimum guidelines.		1 Game
7.6 (c)	Gross Misc.	Head butt by Team Official	4 Games	
9.1 (c)	Gross Misc.	Butt ending by Team Official	4 Games	
9.4 (c)	Gross Misc.	Spearing by Team Official	4 Games	
10.6 (f)	Gross Misc.	Any Player refusing to remove facial protector (identification)	3 Games	
10.6 (f)	Gross Misc.	Removing helmet to fight	3 Games	

10.4(f)	Gross Misc.	Any player or team official who, having been removed from the game due to a Game Ejection, Game Misconduct, Gross Misconduct, or Match penalty, returns to the ice surface or becomes involved with or disrupts the game in any way.	Indefinite Suspension	n/a
11.2 (f)	Gross Misc.	Obscene gesture	3 Games	
Progressive Suspensions - Player or Team Official				
Penalty		Suspension	Last 10 Minutes	
In addition to the minimum suspension, any player who receives a second gross misconduct infraction in the same season (other than 11.4)			5 games	NA
Any player or team staff who receives two or more Gross Misconducts under Rule 11.4.			Indefinite suspension pending a hearing	NA

NOTE: Junior Leagues shall use the Hockey Canada Junior A Supplement for Discipline.

1. Suspensions of six (6) games or less will not be appealable to HNO.
2. Player and Team Official suspensions will be only served through "meaningful" games. A meaningful game is a regular League, exhibition game sanctioned by the branch before the game in which the suspension was earned, play-off (League or Inter-Branch) or sanctioned tournament game.
3. Exhibition games that are scheduled after a suspension occurs and non-sanctioned games shall not be used for the serving of suspensions under any circumstances.
4. Individuals under suspension, other than that assessed for a violation of **Hockey Canada Rule 11.4**, are allowed to participate with their teams, at the discretion of their League or Association, but may not participate in any regular League, play-off, or tournament games, inside or outside the Branch until their suspension has been serviced in its entirety.
5. Any individual who is under suspension by a Hockey Canada Member, League or Association is suspended from all involvement in Hockey Canada activities. Any individual under suspension who does participate in Hockey Canada activities will be subject to discipline by Hockey Canada, HNO or their respective League or Association.
6. Suspensions at one level of hockey apply to ALL levels of hockey within HNO.
6. Suspended individuals must serve their suspension through the team with which they are registered or of which they are the property, unless the individual's team has been eliminated from or is not participating in further play that season and the individual is to remain with the affiliated team for the balance of the season (e.g., affiliated players cannot, except under these circumstances, serve their suspensions with the affiliated teams).
7. Any individual under suspension, other than that assessed for a violation of Hockey Canada Rule 9.6, that has been carried over from a previous season shall not be prohibited from participating in any tryout activities (except sanctioned pre-season exhibition games). The suspension will recommence at 12:01 a.m. the day of the first meaningful game of the team for which the individual is registered.
8. Hockey Canada Regulation O - Discipline of Club, Teams, Players, and Officials:

- a. Any team using a suspended player in play-off, League, exhibition, or tournament games shall be liable to immediate suspension.
 - b. Any person responsible for a team having used a suspended player shall also be suspended.
 - c. Any team found guilty of having used any ineligible player in any League, play-off, exhibition, or tournament game, shall lose any points earned in any game in which the ineligible player participated. The player and/or team officials shall be liable to further disciplinary action in accordance with Regulation O.
9. HNO's Suspension List has strengthened Rule 4.6 (c) to a mandatory 1 game suspension regardless of the number of days until the next league/play-off game.

Tournament Participation

1. AA Tournament of Champions will be held for U11, U13, U15, and U18 Divisions of play.
2. The Tournament will be open to Bona Fide AA teams and Special Affiliated AA teams from the East and West Zone as per the Special Affiliated AA team policy.
3. Participation in the AA Tournament of Champions is optional. Deadline for team registration is December 1st.
4. All teams entered must be in good standing with HNO.
5. An Entry Fee will be charged to U11 teams of twelve-hundred dollars (1200) and U13, U15, U18 a fee of fourteen-hundred dollars (1400).
6. Teams must pay for the Tournament of Champions at the time of registration. Cancellations received in writing before **December 15th**, will receive a full refund less a five-hundred-dollar (\$500) cancellation fee. There shall be no refunds after December 15th.
7. All teams must submit team rosters and numbers at the time of the registration.
8. All team coaches and trainers must meet Regulation E. regarding Certification.
9. AA Tournament of Champions will take precedence over any other Tournaments, League, or Playoff games, does not apply to Specially Affiliated Teams.
10. HNO Carded High School teams are eligible for the U18 AA Tournament but are not permitted to use players older than those that qualify for U18 hockey in the current season.
11. Travel Permits are not required for the Tournament of Champions.

Tournament Host

1. **HNO will declare by April 1st if they will be hosting the Tournament of Champions.**
2. If HNO chooses to delegate a host for the tournament, associations wishing to host the Branch Championship must submit a hosting application by **June 1st**, preceding the event. The Minor Hockey Associations selected as the host locations will be required to put up a two hundred- and fifty-dollar (\$250) performance bond within thirty (30) days of being granted the event. Any association failing to fulfill its obligations as the host of the Tournament of Champions will forfeit the performance bond along with an additional seven hundred and fifty dollar (\$750) fine.
3. The HNO Minor Committee will select the Sites for the Tournament of Champions by July 1, preceding the event.
4. All Host Sites are responsible to send out team packages including arena maps, hotel information, and contact person for the host at least thirty (30) days before the event. HNO will provide a template package to use to create the team package.
5. All proposed schedules for the HNO Tournament of Champions must be approved by the Minor Committee and follow the HNO templates. Consideration should be given to those teams who must travel the farthest distance. Local teams may play games on the Thursday evening. The Minor Committee reserves the right to adjust the tournament schedule. Schedules must be submitted to the Minor Committee by February 1st. The Minor Committee will review the schedule within seven (7) days. The schedule must be

provided to the participating teams no later than February 15th.

HNO Obligations

1. Provide a list of teams and contact information for those that declare for the Tournament of Champions to the host association by December 5th.
2. Approve the tournament schedule within ten (10) days of February 1st.
3. Provide a template for the team packages before they are distributed.
4. Provide a Championship Trophy to the Winning Team for presentation and allow the team to keep the trophy until June 1st.
5. Provide a Championship Banner to the Winning Team on the ice after the championship game.
6. Provide Champion and Finalist Medallions for presentation at the conclusion of the tournament.
7. Ensure an HNO Director or Appointee will be present at the event.

Host Association Obligation

1. Submit a two hundred and fifty-dollar (\$250) performance bond within thirty days of being awarded the event which will be forfeited if obligations are not met.
2. Collect payments from declared teams by December 15th.
3. Send out a team package at least thirty (30) days before the event.
4. Submit the schedule based on the HNO templates by February 1st for approval.
5. Send out the event schedule by February 15th.
6. Secure and pay for all ice time used.
7. Schedule and pay all on and off ice officials for the event.
8. Must guarantee sufficient accommodations are available for out-of-town teams.
9. Financially responsible for prizing for Consolation winning teams.
10. Financially responsible for player of the Game Awards.
11. Opening & Closing Ceremonies (if applicable).
12. Any Banquets or other events associated with the tournament.
13. Consistent communication with HNO's Executive Director and Zone Director leading up to and including during the event.

Approved by the Board of Directors: August 15, 2023.

Replaces: October 1, 2022.

Reviewed: Annually.

Tournament Requests

1. Tournament Request form(s) must be completed and submitted through the online PORTAL prior to the Hockey Northwestern Annual General Meeting.
2. International requests shall be submitted to the Executive Director prior to the Hockey Canada Annual General Meeting.
3. If it is necessary to change a tournament date(s), a new request must be submitted in the Portal and the previous request needs to be cancelled. Nothing is finalized until confirmation is issued by the Executive Director or the appropriate Convenor.

Tournament Sanctions

4. Tournament Sanction Permits received by the Annual General Meeting will be issued within ninety (90) days of the HNO Annual General Meeting.
5. A Tournament Sanction Permit will not be issued to any Association who has an outstanding account with Hockey Northwestern Ontario (HNO).
6. A Tournament Sanction may be revoked if the association does not have an approved team roster(s) in the HCR ten(10) working days prior to the start of the tournament.
7. A list of delinquent Associations will be published so Associations will be aware that a Sanction Permit is not being issued, therefore not an approved tournament.
8. As per Hockey Canada Regulation J.9 all sanctioned tournaments will be played only under official Hockey Canada Playing Rules. Failure to comply with J.9 will result in two hundred and fifty dollars (\$250) fine and possible loss of future Tournament Sanctions. U7 Jamborees and U9 tournaments will be played under the game play rules within Hockey Northwestern Ontario's policy for those divisions of hockey.
9. The official permit, sanctioning a tournament, shall be on a form approved by Hockey Canada. It will be available for download from the portal for the Host Association and shall be duly posted at the tournament site.
10. Any permit sanctioning of a tournament by HNO may be withdrawn if it is found that the Hockey Canada and HNO regulations are not followed.
11. Subsequent Sanction Permits may not be issued to any Host Association who has been found to have conducted a sanctioned tournament which has not conformed to Hockey Canada and HNO regulations which apply.
12. All International tournaments (teams from outside Hockey Canada or USA Hockey) must be sanctioned by Hockey Canada. An application form must first be submitted by the Association requesting the tournament to HNO. Once approved by the Branch, HNO shall submit the request to Hockey Canada to gain the Hockey Canada sanction.
13. International tournaments which include only teams from Hockey Canada and USA Hockey do not require sanction by Hockey Canada but do require HNO approval. However, all International tournament sanction fees will apply.
14. No sanctioned tournament shall accept entries from any team which is not a member of Hockey Canada, IIHF or USA Hockey.

15. No entries shall be accepted from any territory outside the jurisdiction of Hockey Canada without the written permission of the governing body of that territory, who must agree, in writing, to enforce any disciplinary action taken by the Hockey Canada or the member branch (Hockey Northwestern Ontario) against the team or any member of the team.

Tournament Operations

16. Tournament invitations/advertising must include the following information:
 - a. type of tournament (B, A, AA, AAA, etc.).
 - b. If body checking is permitted in the U15 & U18 Divisions
 - c. tournament sanctioned by HNO and Hockey Canada
17. Every player competing in any sanctioned tournament must be registered with that team in the Hockey Canada Registry (HCR) or on an approved roster from the appropriate IIHF Federation and approved by the branch/federation registrar. *All participating teams must submit an approved roster from the Hockey Canada Registry or IIHF Federation at all tournaments.*
18. Every coach, trainer and manager must be registered with that team in the HCR and must meet the requirements of HNO regulations E. They all must be approved on the team roster presented at the tournament. Any coach, trainer and/or manager that are ineligible in the HCR are not allowed behind the bench during the tournament.
19. HNO Directors shall have the right to inspect Sanction Permits, HCR approved rosters, travel permits and other pertinent information regarding the operation of tournaments
20. **Travel Permits from out of branch teams shall be submitted to HNO within 24 hours of the final game of the tournament.**
21. Associations hosting a tournament, which permits a team to participate without handing in a valid travel permit, shall also be assessed a two hundred and fifty dollar (\$250.00 plus HST) fine.
22. Associations hosting a tournament, which permits a non-sanctioned team or players to participate, will lose the ability to host a tournament for a minimum of one year.

Tournament Discipline

24. All games in a sanctioned tournament shall be refereed by Officials holding current registration and level as recognized by HNO.
25. The Association hosting the tournament is responsible for disciplinary action during the tournament in accordance with HNO's Suspension Policy.
 - a. **The following documentation is required to be into the HNO office twenty-four (24) hours following the final tournament game:**
 - i. **Completed Suspension Report**
 - ii. **All game sheets and incident reports**
 - iii. **Failure to turn in the required documentation will result in a two hundred and fifty dollar (\$250.00) fine and possible loss of future Tournament Sanctions.**
26. Suspension Reports will be forwarded by the HNO office to the respective HNO Zone Director and Minor Hockey Association of the team(s) which the suspension(s) was issued.
27. Where an indefinite suspension has been imposed, a copy of the official Game Report with all necessary supporting evidence and any recommendations regarding the suspension, shall be forwarded to the Home Association of the team(s), involved and to the HNO Office within twenty-four (24) hours of the final game of the tournament.
 - a. It will be the Home Associations responsibility to have a hearing and make a ruling on the suspension. The HNO Office and host association of the tournament shall be notified of

the outcome of the hearing within twenty-four (24) hours of the decision.

28. It is the responsibility of the Association hosting the tournament to ensure the game sheets are properly filled out and signed by team officials and on ice officials.

Tournament Payment and Documentation

29. HNO shall have the authority to impose a tournament sanction fee of \$5.00 per team.
30. For each Inter-Branch tournament there shall be a minimum sanction fee of \$10.00 plus \$50.00 per team from outside Canada and \$10.00 per team from Hockey Canada Branches.
31. For each International tournament there shall be a minimum sanction fee of \$100.00 plus \$50.00 per team from outside Canada and \$10.00 per team from outside the HNO Branch.
32. **Upon completion of tournament, the following must be completed within ten (10) days after the tournament:**
 - i. **Tournament Payment must be reconciled in the Portal.**
 - ii. **Copies of approved rosters and travel permits from teams outside of the HNO Branch must be submitted to the HNO office.**
 - iii. **Associations that do not comply with the timelines above will be subject to a \$100.00 fine and possible loss of future tournament sanctions.**
33. If a tournament is cancelled, for any reason, the Executive Director is to be notified immediately. Failure to do so within ten (10) days after the scheduled tournament will result in a \$25.00 fine.

Participating Teams Responsibilities

34. No team registered with HNO shall be permitted to play in any sanctioned tournament unless it has the written permission of HNO on a certified Travel Permit Form. Travel Permits are required for all tournaments and exhibition games. Associations caught playing exhibition games or tournaments without a travel permit will be assessed a two hundred dollar (\$200.00) fine.
35. No team registered with HNO shall be permitted to play in any non-sanctioned tournaments. All tournaments must be sanctioned by the appropriate Hockey Canada branch, USA Hockey, or the appropriate IIHF federation.
36. It is the responsibility of each team to turn in an approved HCR roster at the tournament along with a travel permit. Only approved rosters can be printed from the HCR. We recommend excluding the contact information from the approved roster to be turned in.
37. It is the responsibility of each team to turn in any game sheets from exhibition games and tournaments outside of HNO that have a major penalty, match penalty, or gross misconduct within twenty-four hours of the exhibition game or last game of the tournament.
38. Teams are responsible to ensure their home association and/or league where applicable are aware of any suspension to players or coaches/bench staff in tournament play and are responsible to ensure the suspension is served in its entirety.
39. Every coach, trainer and manager must be registered with that team in the HCR and must meet the requirements of HNO regulations E. They all must be approved on the team roster presented at the tournament. Any coach, trainer and/or manager that are ineligible in the HCR are not allowed behind the bench during the tournament.
40. Teams travelling outside of the country or province should purchase out of country/province insurance.

<p>Approved by the Board of Directors: April 20, 2024 Replaces: February 10, 2024 Reviewed: Annually</p>
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U7 PROGRAM & JAMBOREE POLICY

3/1/17

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Approved by the Board of Directors: March 25, 2017

New Policy

Reviewed Annually

March 27, 2017
NR019.17

HOCKEY CANADA PUTS AGE-APPROPRIATE PROGRAMMING AT FOREFRONT FOR 2017-18 SEASON

New policy mandates cross-ice and half-ice hockey for U7-aged players

CALGARY, Alta. – Hockey Canada wants all of Canada on the same page when it comes to the delivery of its U7 Program – traditionally a player’s first brush with organized hockey at the ages of five and six.

Although the U7 Program – originally developed more than 35 years ago – always recommended cross-ice or half-ice small-area games, its delivery has varied from community to community. Beginning in the upcoming 2017-18 season, a new Hockey Canada policy now mandates that U7-aged players receive age-appropriate programming on cross-ice or half-ice surfaces.

“You would never put a five- or six-year-old child on a full-size soccer pitch, or expect them to play basketball without any adjustments made for their size. Hockey is no different,” said Paul Carson, vice- president of membership development for Hockey Canada, who notes that while some provinces and communities already deliver cross-ice programming at the U7 level, others have always utilized full ice for practices and games.

“The U7 Program was developed to allow kids to have fun, learn skills, and develop confidence,” said Carson. “Re-sizing the playing surface to cross-ice or half-ice means more puck-touches, which result in more chances to practice puck-control and shooting, as well as overall more movement and motor skill-development – twisting, turning, balance, coordination, agility. Their field-of-play matches their size, and these players hone in on their skill-development in a way that larger ice surfaces just aren’t conducive to.”

The differences in skill-development opportunities with cross-ice or half-ice hockey are significant: players receive five times more passes and take six times more shots. They’re called on to have to make more decisions more quickly, and are overall more engaged in the game.

Special boards and bumpers have been developed that allow for quick and easy division of a regular-sized rink into two half-ice surfaces or three cross-ice rinks, with options to create different small-area configurations. Not only does re-sizing the playing surface allow for U7-aged players to develop their hockey skills more effectively, it also allows communities to maximize their ice time by safely putting more teams and games on the ice at one time.

Hockey Canada and its 13 members across the country are coordinating on a communication plan to ensure hockey administrators and coaches receive the resources required to align with the new mandate.

Resources such as the [Hockey Canada Network](#) – a best-in-class skill-development resource geared to coaches – features information on the purpose of cross-ice hockey and how to run effective on-ice sessions for the five- and six-year-old U7 age group.

Instruction on delivering age-appropriate programming will also be available to coaches trained in the National Coaching Certification Program (NCCP) Coach 1 – Intro Coach. This clinic, delivered by Hockey Canada’s 13 members, is geared towards coaches of entry-level players to provide resources that will aid in the implementation of skill-development and game play.

Hockey Canada has also produced a [video](#) that features renowned sport scientist Dr. Steve Norris; Olympic, World Cup, world, and Stanley Cup champion Sidney Crosby (Cole Harbour, N.S./Pittsburgh, NHL); Memorial Cup, World Cup, and IIHF World Championship-winning coach Bill Peters (Three Hills, Alta./Carolina, NHL); and Olympic gold-medalist and two-time IIHF Women’s World Championship silver-medalist Brienne Jenner (Oakville, Ont./Calgary, CWHL) describing the importance of small area games and cross-ice/half-ice hockey.

For more information on Hockey Canada and the [U7 Program](#), please visit [HockeyCanada.ca](#), or follow along through social media on [Facebook](#) and [Twitter](#).

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FOR MORE INFORMATION:

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VISION

TO BE THE SPORT OF CHOICE IN NORTHWESTERN ONTARIO PROVIDING AN ATMOSPHERE FOR EVERYONE TO ACHIEVE THEIR GOALS

MISSION

LEAD PROMOTE AND ENCOURAGE POSITIVE HOCKEY EXPERIENCES

Hockey Northwestern Ontario has operated the U7 Program for years as the formal structure for the operation of hockey for players six years and under, and is to be implemented by all Minor Hockey Associations in Northwestern Ontario.

PHILOSOPHY AND OBJECTIVES:

- 1. Create a safe and positive environment for players to experience the sport.**
- 2. Incorporate physical literacy, fair play, co-operation, and FUN into the sport.**
- 3. Teach basic hockey skills so players can enjoy the sport.**

An U7 Program’s success will be measured by the level of enjoyment and development achieved by the players. To optimize those levels of enjoyment and development, it is necessary for dedicated adults to learn to play a large role as effective leaders and teachers who will create the safe, fun, learning, challenging and motivating environment for players.

HOCKEY NORTHWESTERN ONTARIO’S U7 PROGRAM	
Category Name	All hockey open to players 6 years of age and younger will be classified as U7.
Playing Surface	All ice sessions (practices and games) are to be cross-ice or half-ice of the regulation playing surface. For practices station work is encouraged.
Surface Dividers	It is not mandatory, but recommended to divide the ice with rink dividers. Note: A few cones or other objects are sufficient to divide the surface
Puck	Blue 4oz puck to be used and other implements such as tennis balls, soccer balls and rubber chickens
Modified Game Rules	No offside or icing to be called.
Game Operations	No timekeepers or scorekeepers are needed
Goalies	No goalie equipment is required. Use of goal stick is optional. Use of smaller net or cones is recommended.
Curriculum	Hockey Canada Network App
Coach Support	Recommended to identify a Coach Mentor and support system for coaches.

MINOR HOCKEY ASSOCIATIONS - THE KEYS TO SUCCESS

The U7 Program is designed for five and six-year-old players, but it is suitable for any entry level hockey player. The program clearly lays out the specific guidelines based on human growth and development to ensure a youngster's start in hockey consists of having fun, learning skills while developing confidence.

There is nothing realistic about having young children learning to play the game on a full ice surface the same way adults play the game. The most ideal representation of "real hockey" for young players is playing cross ice or on a modified playing surface regardless if the arena ice surface is large or small.

Minor Hockey Associations must commit to the U7 program and be prepared to support it. The commitment involves creating an implementation plan and maintaining that plan as the way of operating U7 hockey in your association.

The structure of the U7 Program is different from those normally offered, because it does not focus on playing "standard" games. Thus, there will be critics who will challenge the Minor Hockey Association and advocate for a more traditional approach. However, it is important to remind all "doubters" that the U7 Program has been designed by subject matter experts who specialize in child development; therefore, the format will be different than that utilized for older players and adults. An effective U7 program must be designed with the best interest of the players and should not be used as a form of adult entertainment.

Support must come in several sources and from a variety of people. For the Minor Hockey Associations, it is essential that support is provided:

- Identify and recruit volunteers to manage and run the program. **A ratio of one volunteer per five participants is ideal.**
- Appoint an experienced administrator, and hold information/update sessions within the association.
- Provide additional training and support for coaches beyond the minimum requirement. **This can be achieved by having additional coaches complete the Coach 1 Intro to Coach Clinic or purchasing the Hockey Canada Network App for coaches to access the proper teaching material.**
- Identify an experienced individual or committee to act as mentors in the program to assist throughout the season.
- Ensure communication exists between the U7 Program and other areas of the association. **The players, coaches and parents in the U7 Program are the future of your association.**

- Develop a plan to sell the program to the parents. Get them on your side. **Options include information sessions, e-newsletters, and player surveys.**

RECRUITING VOLUNTEERS

Coaches and other volunteers in the U7 Program must be positive, energetic, creative and patient. The Coach 1 Intro to Coach Clinic will emphasize many of the attributes necessary to conduct the program successfully. It is not necessary that potential coaches have previous experience in teaching hockey skills, although that would be an asset. At the beginning level, on-ice coaches may range from an interested parent or sibling who offers to come out to offer encouragement to a seasoned coach who can demonstrate the skills covered in the manual. If the interested coach is at least 16 years of age they are eligible to take the Coach 1 Intro to Coach clinic.

Associations must be innovative in their recruitment of U7 Program volunteers. It can be a grooming area for the association's future coaches, administrators, and players. A strong nucleus of volunteers is essential as several roles must be filled to effectively operate the program and deliver the curriculum. However, a single individual may be able to fill one or more roles. The basic framework or structure of the personnel required to implement the U7 Program is: Program Administrator (IP Convenor), Head Instructor (Coach), Support Instructors (Coaches) and a coach mentor.

PROGRAM ADMINISTRATOR

The program administrator is directly responsible for planning, organizing and administering the implementation and delivery of the U7 Program. The program administrator may be an executive member of the association or may simply be the liaison to the association's executive. In many associations, this person may be designated as the IP Convenor.

The qualifications that are expected from the Program Administrator are:

- Understand the fundamental elements of the U7 Program
- Possess a commitment to the established goals of the Program
- Possess strong organizational, interpersonal and communication skills
- Can conduct group presentations
- Can liaise with board members, volunteers, instructors, and parents
- Has demonstrated adequate ability to commit the required time to the delivery of the U7 Program
- Working knowledge of Hockey Canada Network App

Potential Job Description

A typical description for the program administrator (or convenor) may contain these responsibilities:

Pre-Season

- Prepare operating budget for review and adoption by minor hockey association's board. This budget may include estimates for expenditures and revenues for:
 - Ice Rental
 - Equipment (blue pucks, pylons, instructor track suits, whistles, etc.)
 - Supplies (pens, paper, binders, lesson manuals or Hockey Canada Network App)
 - Training Fees (Coach 1- Intro to Coach Clinic, Respect in Sport Activity Leader Program, Hockey Trainer's Certification Program)
 - Promotional Supplies (posters, photocopying)
 - Advertising (local media)
 - First Aid Supplies
 - Instructor Recognition
 - Sponsorship
- Secure ice time in conjunction with minor hockey associations for practices and modified games
- Prepare and implement recruitment procedures for participants, instructors, and head instructors
- Co-ordinate the registrations of participants
- Assist in selection and training of head instructors
- Promotion of Coach 1- Intro to Coach clinics to instructors
- Conduct a PARENT ORIENTATION MEETING to familiarize parents of participants with the objectives of the U7 Program and how it is to be implemented
- Conduct or acquire a presenter to deliver a Long-Term Player Development Parent Presentation as part of the orientation meeting

On-Ice Delivery

- Coordinate the initial evaluation of participants for grouping in the appropriate skill level
- Confirm arena facilities/schedules and provide copies to all parties
- Liaise with the minor hockey association's board and Head Instructor and on-ice instructors, the parents of the participants
- Co-ordinate special events (photos, jamborees, festivals, etc.)

Post Season

- Submit recommendations to the board of the minor hockey association with respect to any changes that could improve programming
- Prepare equipment and supplies for storage
- Undertake any necessary actions for preparation for the next season.
- If possible, send out an end of season survey to the parents for feedback on the program

ON ICE INSTRUCTORS

On-Ice instructors are generally recruited from the U7 Program parent group. In some situations, the on-ice instructors may also be volunteers from other segments of the community including students (at least 16 years of age). Instructors deliver the U7 Program curriculum on the ice to the participants as scheduled by the administrator.

The qualifications within a typical recruitment advertisement may contain the following:

- Possess a coaching and/or hockey background OR a strong desire to begin to learn instructional techniques in the delivery of fundamental hockey skills
- Possess an enthusiastic attitude and desire to work with beginner hockey players
- Strong Communication skills
- Possess a commitment to the goals and philosophy of the U7 Program

NCCP TRAINING FOR U7 INSTRUCTORS

To ensure a positive experience for the children, a specific coach clinic, Coach 1- Intro to Coach has been created designed for on-ice instructors. The clinic focuses on communication, teaching skills, leadership, skill development, lesson organization and risk & safety management.

The Coach 1 Clinic is part of the National Coaching Certification Program and consists of three sections:

1. Hockey University Coach ½ Online Module
2. Classroom Session
3. On-Ice Session

Other requirements for on ice instructors:

	Coach 1 – Intro to Coaching	Respect in Sport – Activity Leader	Trainer	Criminal Record Check/Vulnerable Sector Check	Gender Identity & Expression
U7 Program	1 Instructor/ 10 players	All on ice instructors must complete prior to going on the ice	Each U7 program must have a certified trainer	All on ice instructors must complete prior to going on the ice	All on ice instructors must complete prior to going on the ice

It is strongly recommended that all on-ice instructors take the Coach 1- Intro to Coach clinic.

SEASONAL PLAN

The U7 Program is a curriculum of skill development designed to introduce beginning players to the skills of the game of hockey. One of the keys to running a successful U7 Program is to build a curriculum into a complete seasonal plan. The seasonal plan for an association with 100 players in the U7 Program will differ considerably from that of an association having only 12 players.

The local constraints of the program will play a role in the unique design of an association's seasonal plan. Elements to consider include:

- Association size
- Allotted ice time
- Number of Instructors
- Age level of hockey entry
- Number of entry level players

Number of Practices	Start Date Practices	Developmental Season	Start Date Games	Regular Season	Jamborees
35-40	Sept/Oct	20 practices	December	20 practices 10 modified game sessions	2-3 cross ice jamborees

Every association building an U7 Program will have its own design. The goal however is the commonality of using the curriculum of the U7 Program along with the Hockey Northwestern Ontario guidelines to build a strong foundation of skills that allow players to enjoy hockey for a lifetime.

U7 REGISTRATION

To properly administer the U7 Program, an MHA must register the players, administrator and on ice instructors as one program or group in the Hockey Canada Registry. This should occur at the start of the season to ensure proper insurance coverage for everyone involved in the U7 program. This type of registration allows the administrator and instructors flexibility to move players within the program based on the skill development during the season. It also allows for different combinations of teams for jamborees based on several factors including ability and availability of players.

Players six (6) years of age or younger as of December 31 of the current season may only be registered to and play for U7 program. They are not permitted to affiliate to a higher division of hockey.

GROUPING OF PLAYERS- PROGRAM DESIGN

In Program Design players are instructed as one large group. Instructors are responsible for all the players in the program, rather than only a pre-selected number. Instructors may be responsible for station work involving their area of expertise. During the session, the instructors would instruct all the players as they moved through his/her station.

Modified games would take place with a random selection of players. These “teams” would constantly change.

The benefits of this design are:

- All players receive instruction from a variety of instructors.
- Players get to associate with a maximum number of other players on the ice
- Easier to adjust if player attendance fluctuates
- This design lends itself to station work
- The same instructors teach consistent curriculum

Associations may group players of approximately the same skill level on the ice at the same time or have players with a mixture of skill levels who use station work for a skill. The latter scenario is a perfect design for a small association.

By splitting the ice effectively and using station work, associations will be able to accommodate up to 60 players on the ice at one time.

GROUPING OF PLAYERS- TEAM DESIGN

In Team Design, an instructor or group of instructors is assigned several players (a team) in the early part of the season. The instructional group would then be responsible for conducting the U7 Program curriculum to their group of players. The player’s groups for

the most part would be intact for the season. Ice schedules may have several these “player groups” on the ice at the same time but when attending to the curriculum, the same instructors instruct the players.

Note: instructors of various groups may work together to share the surface and run stations.

Example: 36 players on the ice with groups of 12 dressed in red, blue, and white jerseys. After a group warm up they would be instructed their section of the ice by their instructor.

The benefits of this design are:

- Player groups are predetermined
- Players form a more intimate identity in a small group
- Players receive consistent instruction from their identifiable leaders
- Easy transfer into mainstream hockey where this player group becomes a “team”

As you read the two groupings, you can probably imagine several designs that would be a combination of the two models. As with many of the ideas presented, the options must be thought as a continuum rather than one or the other. In this case, the two ends of the continuum are Program and Team. You might choose some midway design.

Example:

Program Design ← ----- → **Team Design**

Sample A: Your association may also choose to operate Program Design with the first-year players and progress to Team Design as players ready for entry into mainstream hockey. This is a common practice.

Sample B: Program Design could be used for the early part of the season, and then at the suitable time player could be regrouped into team groups. This transition could be made at different times for different groups, depending on age and ability.

BALANCED TEAMS- GAMES

When more than one team is made up, such teams should be balanced and play against each other throughout the season to favour fair competition in the same association and whenever possible in jamborees. The responsibility lies with the associations involved and when a significant difference appears amongst teams a rebalance of the teams should take place.

WAYS TO MODIFY THE GAME

Modify the Ice Surface

- Half Ice (divided at red line)
- Cross ice (divided at the two blue lines)

Modify the Equipment

- Use pylons for goals
- Use small nets
- Use rink dividers as benches on the ice
- Use target, artificial goalies, or no goalies
- Use blue 4oz puck

Modify Players Playing the Game

- Match skill strength for opposing players
- Change the numerical advantages (i.e. 5 players vs. 4 players)
- Change the numbers playing (i.e. 5v5, 4v4, 3v3 etc.)

Modify the Basic Rules

- No stats
- Players must make a certain number of passes before shooting
- Players may score a limited number of goals
- Numerical strength may not be even
- No penalties
- Use buzzer system for line changes

Emphasize Skill

- Players can only skate backwards
- Players must only pass backhand
- All players rotate to all positions including goal
- Goals only scored on shots outside a certain radius

Instruction during the Games

- Have instructors on the ice
- Stop the game to instruct if needed

LONG TERM PLAYER DEVELOPMENT

What is Long Term Player Development?

Hockey Canada's Long Term Player Development is an eight-stage model based on the physical, mental, emotional, and cognitive development of children and adolescents. The model emphasizes doing what is right for the player at their appropriate human development stage.

FUNDamentals 1- is geared towards both male and female players aged 5 and 6 years old.

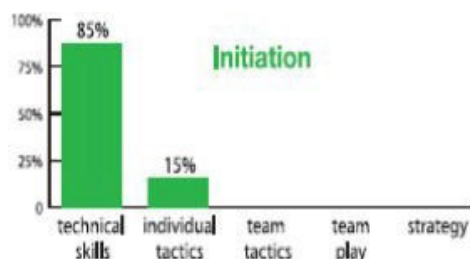
The focus at this stage is on the development of physical literacy. Fundamental movement skills should be mastered and motor development emphasized and participation in many sports and activities is encouraged. For optimal skill acquisition, the basic hockey skills of skating and puck control are to be introduced. FUN competition through modified games, relay races and small area games should be introduced.

The skill of skating speed can be developed quickly with players this age. Coaching should focus on developing skating speeds in repetitions of less than 5 seconds. The ABC's of **A**gility, **B**alance and **C**oordination should be emphasized through the teaching of skills and small area games.

Ensure that the skills the players acquire during the FUNDamental stage will benefit them when they engage in physical activities thus enhancing their quality of life and health.

Hockey Canada recommends in the stage of FUNDamentals that players spend 85% of their time on the introduction and development of technical skills. Technical skills include such things as skating, puck control, passing, shooting etc. These skills should be explored and taught through a variety of FUN and engaging ice sessions that utilize station work, relay races, small area games and other modified games. The other 15% of the time is recommended to be used to explore individual tactics of the sport.

Individual tactics consist of combining 2 or more technical skills to gain an advantage or take away an advantage from an opponent. At the FUNDamental stage, there is no benefit based on human growth limitations to spend any time on team tactics, team play or team strategy.



WHY CROSS/HALF ICE?

Cross/half-ice hockey is an important part of age-appropriate training for U7 and even U9 players. Using a smaller surface offers several benefits including increased puck touches for players, increased puck battles; puck carries will learn to avoid more players in a smaller area. All of these benefits are extremely important to the long-term development of players. Other sports have used modified surfaces for years: baseball with smaller diamonds and closer pitcher's mounds, small soccer fields and nets, shorter nets in basketball, closer tees in golf, cross court tennis.

Cross/half-ice hockey is based on a model of practicing and playing across the 85-foot width of the ice surface compared to the full 200 feet length of the ice surface that older players or professionals would use.

The cross/half- ice hockey model has been used by several other countries in hockey for several years. It has been tested that children who begin their training in this environment have an outstanding hockey experience. Parents may ask the questions why should my child play cross ice or I want my child to play "real hockey".

To help address this question, let's think about a child trying to skate with a puck while performing a drill the entire 200 feet from one end to another. How long will this take? How much energy will this require? Or think about the puck getting dumped down the ice to have the "fastest" skater be the one to touch it. Do these situations cause more children to be involved in the action? Touch the puck? Or have to make decisions?

Benefits of Cross/ Half Ice Hockey

- More efficient use of ice time
- Size of the rink is proportional with the size of the players
- Small size nets can make the nets proportional to the players
- More children playing at once
- Increased number of puck touches, more children will experience touching the puck more often
- Creates excitement similar to a "real" game played by adults
- Both less and more skilled players will benefit from the smaller space
- More repetition/ frequency in drills
- Children remain active in between shifts in neutral zone with various activities
- Children have more energy, compared with chasing the puck 200 feet
- Creates a feeling of being an important part of the action because of the small size
- Decision making skills are enhanced and must be made more frequently

- Individual techniques are developed more quickly
- More opportunities for shooting the puck
- Increased speed of the game

MYTHS ABOUT CROSS/HALF ICE HOCKEY

Myth #1: To develop understanding of positional play and off-sides, players should play full ice hockey.

Truth:

- Not only can positional play and off-sides be taught with cross/half-ice hockey, it can be taught more efficiently than in a full-ice environment.
- When the puck is dropped, positional play becomes a player's relationship to the puck, the opponent, and the net. These elements are key components of the small area games. By teaching these concepts in the context of small area games (spacing, gap control, angles, support, body positing) players not only learn the concepts, but also learn them more efficiently thanks to increased repetitions.
- Regarding off-sides, it can be easily taught by using a marker and drawing a line across the middle of a cross ice environment. This line represents the offensive blue line. And, positional play can be taught more efficiently through cross ice play, since the number of zone entries is dramatically increased in a cross-ice scenario.

Myth #2: Long Term Player Development (LTPD) fails in youth goalie development. Kids need to be identified as goaltenders and taught goaltending specific skills at young ages.

Truth:

- Almost none of the NHL's top goaltenders began playing between the pipes until they were at least 9 years of age. Finland, which is viewed as a model for producing great goaltenders, doesn't let kids play full time in goal until age 10. Goaltending experts worldwide state that at 8 and under, it's far more important to develop overall athleticism and skating ability than goaltending technique.

CROSS ICE VS. FULL ICE STATISTICS

CROSS ICE HOCKEY VS FULL ICE HOCKEY

6x more shots on goal/player

5x more passes received/player

2x more puck battles/player

2x puck touches/player

2x more pass attempts/player

2x more change of
direction/pivots

1.75 shots/minute vs 0.45
playing full ice

Official results from analytic testing conducted on IP players

CROSS ICE/HALF ICE JAMBOREES

What is a Jamboree?

A jamboree is a fun hockey event played on an age appropriate playing surface with age appropriate equipment, designed to develop skills and is open to registered players in U7 Program.

When: U7 Programs may participate in Jamborees starting December 1st. U7 Programs are not permitted to participate in out of Branch activities.

Objectives:

- i. Provide an age appropriate playing surface and equipment for skill development to grassroots hockey players
- ii. Provide a fun competition for grassroots athletes
- iii. Promote fun, fair play, sportsmanship, and the U7 Program

Participation Guidelines:

- i. There will be no exhibition games granted
- ii. A jamboree must consist of three or more U7 Programs
- iii. U7 Teams are permitted to request to travel to one (1) out of Branch Jamboree/exhibition game under the following conditions:
 - a. The request is submitted to the HNO office using the HNO U7/U9 Out of Branch Travel Application Form.
 - b. The Jamboree is sanctioned under Hockey Canada.
 - c. The Jamboree format is played using the half-ice format and is aligned with HNO's U7 policy.
 - d. The Jamboree is within 250km from the home association.
 - e. No travelling to the USA unless approved by the Board of Directors

Eligibility:

- i. Associations who actively subscribe to and utilize the Hockey Canada Program. It is recommended by HNO that Host Association include all their club team or U7 Program participants when organizing their event.
- ii. If a player is registered in U7 Program, that player can only participate in a Jamboree.

Sanctioning:

- i. Host Associations must apply for a sanction to host a Jamboree in the same manner as a tournament.
- ii. Jamborees are sanctioned based off cross ice/half play and the use of blue pucks.

Jamboree Format:

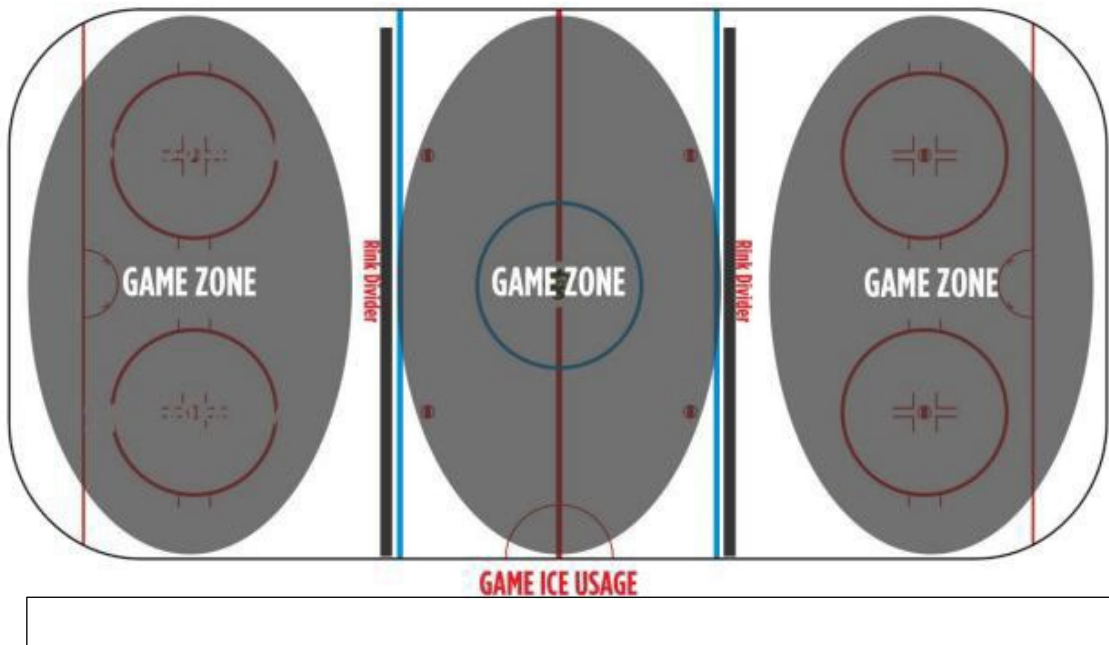
- Cross Ice /Half ice Games Play Only
- No score keeping
- No officials
- No face-offs after goals
- No permanent goalies
- No goalie equipment
- No specific skater positions

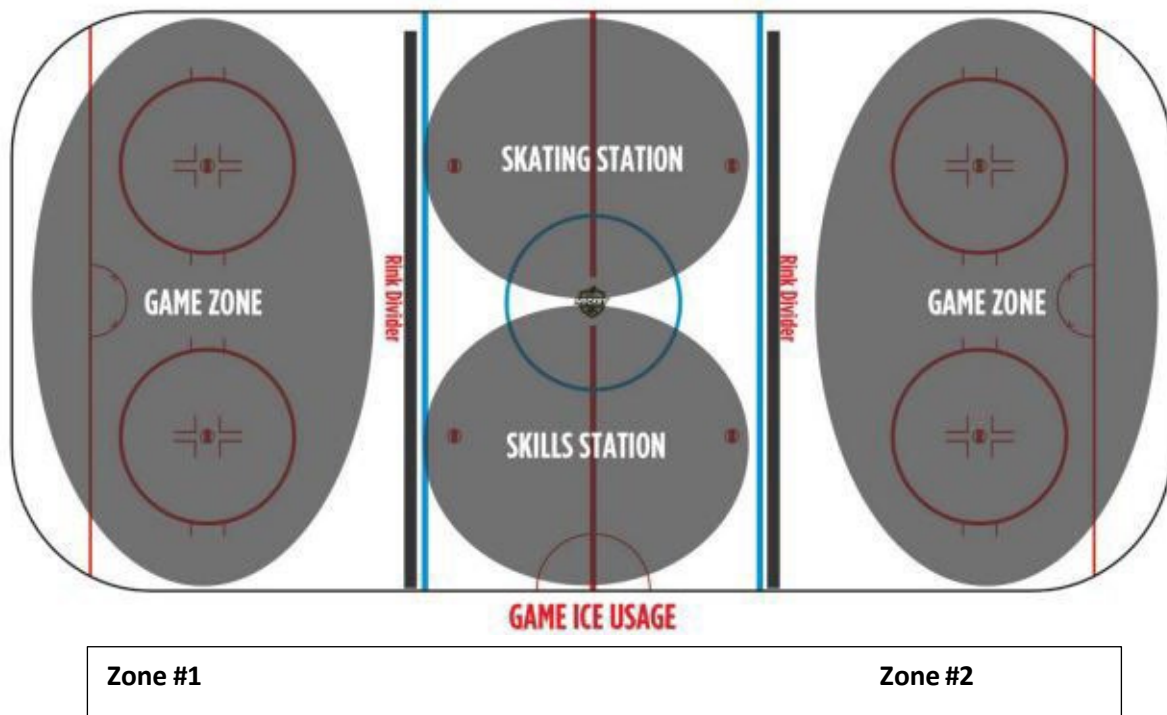
- Instructors on ice
- For an hour ice allotment: two twenty-minute period games
- Teams, can be rotated after first 20 min game
- Blue 4oz Puck must be used in all jamboree play
- Change on the buzzer or whistle
- Rink Dividers can be used as benches
- Middle of the ice can be a game, skill station, rest area
- Games can be 5v5, 4v4, 3v3. The number of players will vary on teams.
- Recommend using small nets or cones

What a Jamboree is not:

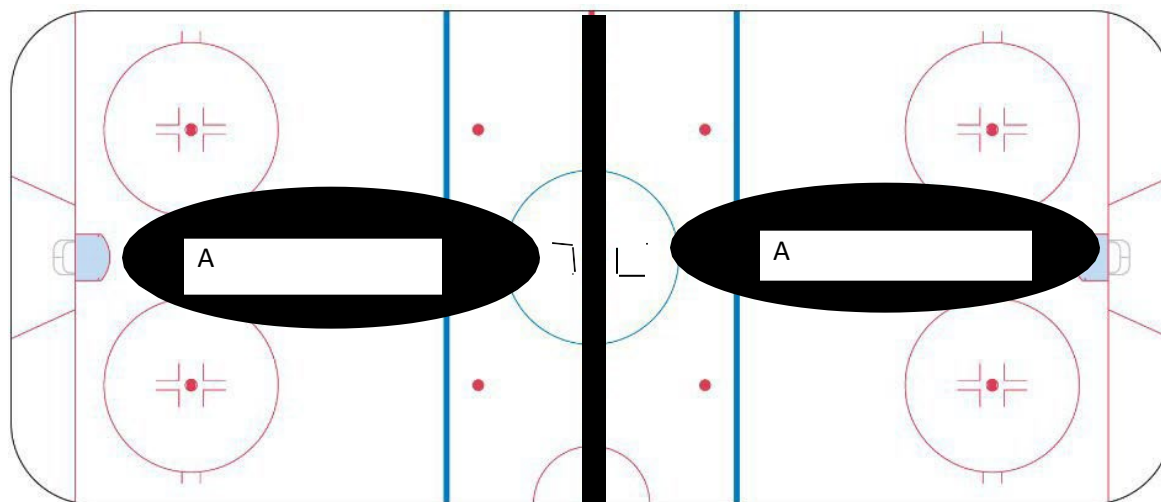
- It is not full ice games (or any size larger than cross or half ice)
- It is not played with black pucks.
- Goaltenders in full equipment are not permitted.
- There shall not be any representative teams, all-star or specially affiliated teams in U7.

SAMPLE OF AGE APPROPRIATE ICE SURFACE SET UPS





Rink Divider



CROSS/HALF ICE SCHEDULE TEMPLATE

3 Zone Cross Ice- Eight Team Model		
Time	Teams	Zone (Rink)
9:00am-9:30am	Team 1 vs. Team 2	1
9:00am-9:30am	Team 3 vs. Team 4	2
9:00am-9:30am	Team 5 vs. Team 6	3
	Team 7 & 8	ARRIVE FOR 9:35AM

9:35am-10:00am	Team 7 vs. Team 8	3
9:35am-10:00am	Team 1 vs. Team 4	1
9:35am-10:00am	Team 2 vs. Team 3	2
	Team 5 & 6	REST
10:05am-10:30am	Team 5 vs. Team 7	1
10:05am-10:30am	Team 6 vs. Team 8	3
	Team 1,2,3 &4	REST OR FINISH

2 Cross Ice Six Team Model with Skill Station		
Time	Teams	Zone (Rink)
9:00am-9:30am	Team 1 vs. Team 2	1
9:00am-9:30am	Team 3 & Team 4	Skating & Skill Station*
9:00am-9:30am	Team 5 vs. Team 6	2
9:35am-10:00am	Team 1 vs. Team 3	1
9:35am-10:00am	Team 5 & Team 6	Skating & Skill Station*
9:35am-10:00am	Team 2 vs. Team 4	2
10:05am-10:30am	Team 3 vs. Team 5	1
10:05am-10:30am	Team 1 & Team 2	Skating & Skill Station*
10:05am-10:30am	Team 4 vs. Team 6	2

*Switch stations at end of period 1. Can build in time at stations for water break/rest.

2 Zone Half Ice Twelve Team Model		
Time	Teams	Zone (Rink)
9:00am-9:30am	Team 1 vs. Team 2	1
9:00am-9:30am	Team 3 vs. Team 4	2
9:35am-10:00am	Team 1 vs. Team 3	1
9:35am-10:00am	Team 2 vs. Team 4	2
Flood		
10:10am-10:40am	Team 5 vs. Team 6	1
10:10am-10:40am	Team 7 vs. Team 8	2
10:45am-11:10am	Team 5 vs. Team 7	1
10:45am-11:10am	Team 6 vs. Team 8	2
Flood		
11:20am-11:50am	Team 9 vs. Team 10	1
11:20am-11:50am	Team 11 vs. Team 12	2
11:55am-12:20pm	Team 9 vs. Team 11	1
11:55am-12:20pm	Team 10 vs. Team 12	2

VIDEO LINKS

<https://www.youtube.com/watch?v=pV488NfLMzI> Hockey Canada U7 Program Video

<https://youtu.be/EXzqYPW17No> In Depth look at the U7 Program

<https://youtu.be/nRq3KLkukSk> U7 Program welcome from Tom Renney

<https://youtu.be/cXhxNq59pWg> (Child's View)

https://youtu.be/CB_Ygapyl7c NHL Analytics tracking 8U Players

<https://youtu.be/UtQxCx9g6JE> Sask Hockey Cross Ice Hockey

HELPFUL LINKS

Where to get blue pucks- Howie's Hockey: <http://howieshockeytape.ca/store/hockey-pucks>

Rink Dividers & Small Nets - Athletica Sports Systems:
<http://www.sportssystemscorp.com/hockey/rink-dividers>

Goals & Objectives

The goals and objectives of hockey programming are to:

- Teach all the basic skills of hockey so players can enjoy the game,
- Assist in the development and enhancement of physical literacy and basic motor patterns,
- Develop and encourage the concepts of being a team member through player participation in both on-ice and off-ice activities,
- Encourage the aspects of fitness, fair play and cooperation while having fun playing the game.

Program Philosophy

The U9 program focuses on a 'Developing Skills First' approach for young hockey players:

- Hockey Canada developed the program to ensure that the child's early experience with hockey is delivered in a safe and positive environment.
- The program enables participants to become contributing members of a team effort, develop self-confidence, and experience a sense of personal achievement.

Program Goals

- To have fun while playing hockey and engaging in physical activity.
- To learn the fundamental skills required to play the game of hockey.
- To develop and refine the basic motor patterns.
- To be introduced to the concepts of cooperation and fair play.

Program Delivery

Hockey Northwestern Ontario only permits mixed age programming (7 and 8-year-old players on the same team) within U9 hockey.

Associations running mixed age programming will:

- Deliver half ice programming for the **full year** to players 7 and 8 years of age.
- All Minor Hockey Associations must run half ice programming for the **full season**.
- Practices will be station based.

Why was Modified Game Play (Cross and Half ice) implemented?

The initiation program (age six and under) made this transition during the 2016-17 season and Hockey Canada has mandated this change for player eight years of age and younger effective the 2019-2020. HNO along with many other jurisdictions have made the changes effective 2018-2019 season.

Modified game play was implemented to teach the FUNdamental skills of hockey in a safe and stress-free environment so the players can enjoy the game. By moving to modified game play; direction changes, puck touches, pass attempts and puck battles are doubled and shots per player are six (6) times higher for each player compared to full ice games.

An illustration of very simple statistics illustrates highlight the advantages to the smaller surface games model.



Small spaces equate to more engaged in the play:

- All players are close to the play at all times and have much more opportunity for puck touches. Regardless of the skill level or the ability of each player, their opportunities to be engaged in the play are doubled when the playing area is smaller.



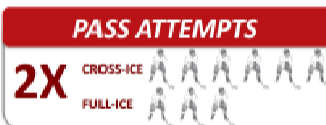
A very large difference between full ice and small areas:

- There are 6 times as many shots on goal or at goal in a cross-ice or half-ice game.
- Players are closer to the puck at all times and the puck finds its way to the net much more often



Shrinking the playing surface increases offence:

- Players are much closer to the nets, skate shorter distance from goal to goal, and have increased opportunities for offensive play.



More of a team game is apparent:

- In the smaller area games, players are observed passing and attempting to pass the puck more often. This is for two reasons:
 - All players are close enough to pressure the puck more frequently
 - Teammates are in close support of the puck carry at all times



Short quick passes find their mark:

- In smaller spaces, more passes are attempted and most of these passes are 5 to 10 feet in length.
- When passes are shorter, accuracy improves, and players tend to have more success receiving the pass.
- Players also start to understand the important of team puck possession.

Seven- & Eight-Year Old's

Players seven (7) or eight (8) years of age as of December 31 of the current season may only be registered to and play for a U9 Team.

Non-Sanctioned Programs

As per Hockey Canada policy regarding non-sanctioned leagues:

- I. Any individual who participates in a non-sanctioned league after September 30th of the current playing season will lose all privileges with Hockey Canada for the remainder of that season.
- II. The individual who participates will be eligible to return to Hockey Canada sanctioned programming in the following season.
- III. The consequences described in number 1 will remain in effect even if the non-sanctioned league folds, the team folds, or the participant is released or stops participating after September 30th.

Team Size

- I. The ideal team size for a U9 team is eighteen players, which permits four lines for 4on4 hockey including two goaltenders.
 - a. In most situations, that means a player is on the ice every other shift and that is where the focus should be- keeping kids on the ice as much as possible.
 - b. Smaller associations may not be able to achieve this requirement. We recommend a minimum of nine players on a team to permit 4on4 hockey with two lines and one goalie.
 - i. If your minor hockey association is unable to achieve this recommendation, they are asked to contact HNO for further support on rostering a team.

Affiliation to U11

Affiliation to U11 from U9 programming is not permitted.

Training Requirements for Coaches and Bench Staff

- I. Only coaches and bench staff (team personnel) that are in the Hockey Canada Registry are permitted behind the bench or on the ice for team activities.
- II. Respect in Sport activity leader program certification is required for all registered team personnel.
- III. Gender Identity and Expression course is required for all registered team personnel.
- IV. All U9 coaches must have Coach 1-Intro to Coach training. *(Note if you have Coach 2, Development 1, or High Performance 1, you are still required to obtain Coach 1 to coach U9 hockey).*

Teams must have one bench staff registered as the team trainer and certified as a level one (1) trainer. Teams will only be permitted to register a maximum of one person as a trainer. Coaches may also obtain the trainer certification in addition to the trainer. Teams will be permitted to register a maximum of one person as a manager.

Training Requirements for Coaches and Bench Staff

- V. Only coaches and bench staff (team personnel) that are in the Hockey Canada Registry are permitted behind the bench or on the ice for team activities.
- VI. Respect in Sport activity leader program certification is required for all registered team personnel.
- VII. Gender Identity and Expression course is required for all registered team personnel.
- VIII. All U9 coaches must have Coach 1-Intro to Coach training. (*Note if you have Coach 2, Development 1, or High Performance 1, you are still required to obtain Coach 1 to coach U9 hockey*).
- IX. Teams must have one bench staff registered as the team trainer and certified as a level one (1) trainer. Teams will only be permitted to register a maximum of one person as a trainer. Coaches may also obtain the trainer certification in addition to the trainer.
- X. Teams will be permitted to register a maximum of one person as a manager.

Proper training is extremely important for those parents and volunteers who will be introducing the Minor Hockey system to children. This training will help to ensure that the proper skills are taught to this age group based on Hockey Canada's Long-Term Player Development model. Training emphasizes the dedication and commitment required to run a successful U9 hockey program.

Ice Dimensions

- I. The half ice playing surface can be a maximum of 100 feet by 85 feet if the divides are placed at the center red line.
- II. In a study conducted by Hockey Alberta, the half-ice playing surface illustrated the same stride distance for a child as relative to the full sheet of ice for an adult.
- III. The rink dimensions of arenas in Northwestern Ontario can be found on the HNO website under the U9 tab and in the resource section of this policy.

Game Play Model

- I. The Game Play model is referred to as the Two Team Game Play Model (see figure 3). This model is built on two teams playing one another in two halves.
- II. Each U9 team is divided into two units.
- III. Each team is required to dress two goaltenders, one for each half game.

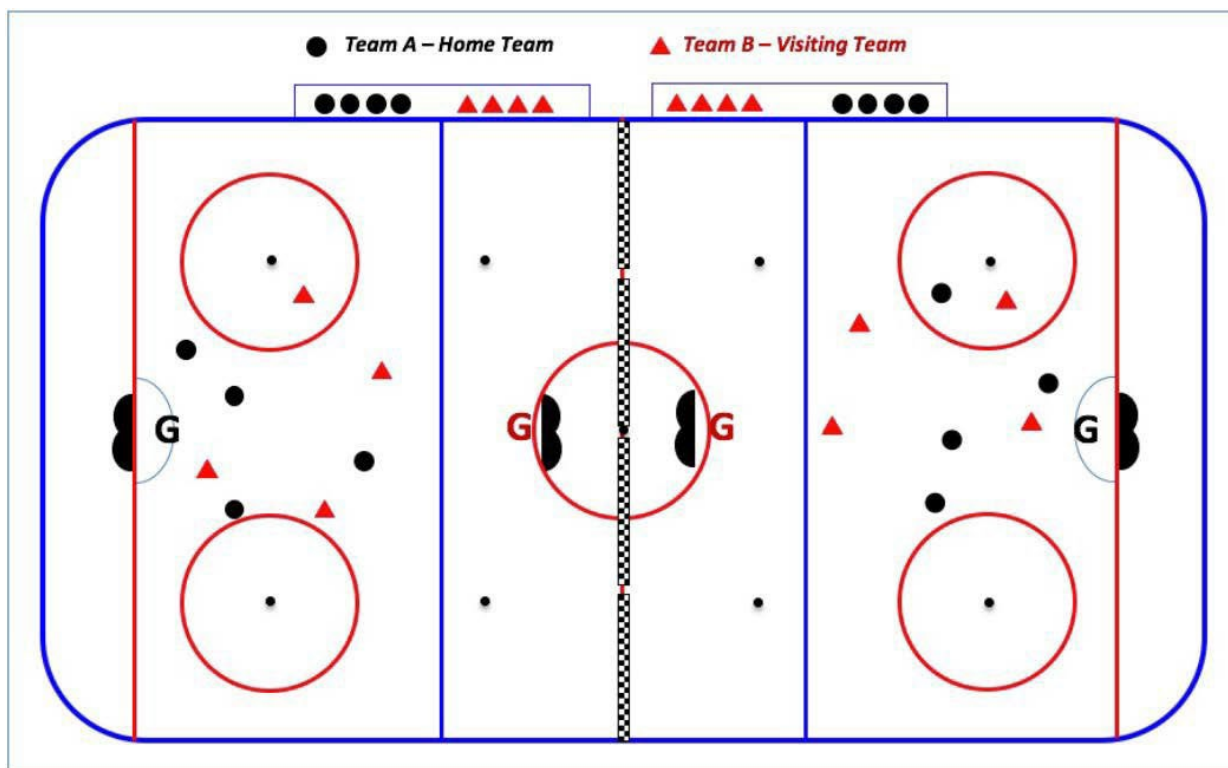


FIGURE 3: Two Team – Two Half Ice Game Model

- IV. In some minor hockey communities, team composition may be much smaller. If this is the case, the ice is still divided in two halves, but only one half will be used for game play. The other half of the ice can be used as practice surface for a third team. (See figure 4).
- V. In the two team, two half ice games model, each team will consist of up to 18 players divided into two units of 9 players. Each team unit will have one goaltender and eight skaters.
 - a. Smaller numbers will allow for players to double shift to ensure there are always four players on the ice. Coaches must make sure all players take turns double shifting.
- VI. Game length is 40 minutes (2 x 20-minute halves) plus a 3-minute warm-up.
- VII. In each half of the ice, the centre spot should be marked to indicate where face-off will take place. This mark is to be established at the midpoint between both nets.
 - a. A marker or bingo marker could be used to mark the centre spot.
- VIII. When play is stopped due to the goaltender freezing the puck or a goal being scored, the referee will signal the attacking players to back off three meters. Once the attackers have moved back, the players may resume play as soon as the possession team has the puck. In the event a puck goes out of play (over divider or glass), the referee will provide a new puck to the non-offending team and the offending team will be required to provide a 3-metre cushion.
- IX. Incidental contact may happen, but body checking is not permitted.
- X. There is no centre ice (red) line and therefore no icing.

- XI. There are no blue lines in the play, therefore no offsides.
- XII. The home team shall defend the two (2) ends of the rink, while the visiting team shall defend the centre ice nets.
- XIII. When the buzzer sounds to end the first half, the visiting team will switch ends and switch benches, so players can play against the other half of the opposing team.
 - a. Note: depending on the tiering system being used by MHA's, teams may not switch ends to similar tiers of players to play against each other in both halves of the game.
- XIV. Teams will share the respective player benches with each team using the gate closest to the net they are defending.
- XV. The main score clock can be used as the time-keeping device for both games simultaneously.
- XVI. No score is kept, and no game sheets are necessary.

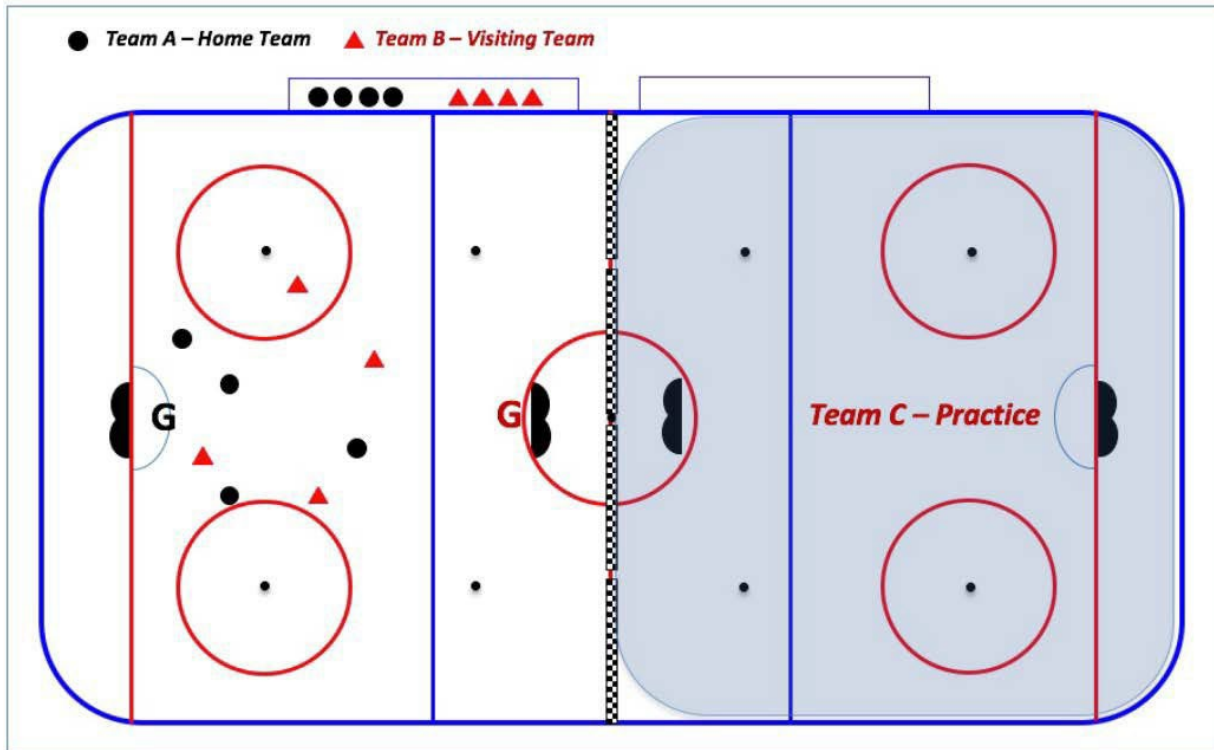


FIGURE 4: Two Team – One Half Ice Game Model – with Practice Sheet

Rules for Half Ice Game Play

1. Playing Rules

- a. Four vs Four format- each team with a goaltender
- b. Each team is required to have two goaltenders, one for each half of the ice.
- c. The warmup is 3 minutes.
- d. The rink set-up:
 - i. One set of barriers or two sets of barriers with a small space in between for spare players
 - ii. Game length 40 minutes
 - iii. Two 20-minute halves
- e. Puck- The blue 4oz puck must be used for all half ice games.
 - i. Scaling down all aspects of practice and game play for players eight and under is beneficial.
 - ii. The blue puck is an appropriate weight in relation to the height and weight of these young players.
 - iii. Use of the Blue puck can promote proper mechanics in shooting, passing, and carrying the puck.
- f. Shift Length- recommended to be 1 minute but can be 2 minutes in duration (at the discretion of the MHA) with an automatic buzzer or whistle sounding to indicate players change. The clock continues to run throughout the 20- minute half.
 - i. Both games are synchronized.
 - ii. Officials work together to keep the games synchronized.
- g. Players change on the fly.
 - i. If there are fewer than four players on the bench, the active player designated to stay out for the following shift (double shifting) must tag up at the bench prior to racing to play the loose puck.
- h. There will be two face-offs during the game:
 - i. The first face off will start the game and,
 - ii. The second face off will start the second half.

2. Shifts

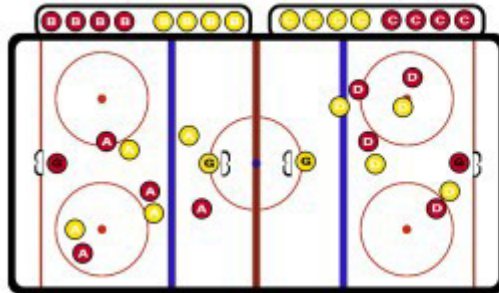
- a. Player shifts are recommended to be 1 minute but maybe 2 minutes at the discretion of the Minor Hockey Association. A buzzer or whistle will sound to signal line changes.
- b. On the buzzer sound, players must relinquish control of the puck immediately and vacate the ice. The new players enter onto the ice surface immediately.
- c. Failure to immediately relinquish control of the puck at the buzzer/whistle or new players entering the ice surface prematurely may result in a penalty for the offending team.

3. Tiering

- a. Grouping players of like ability is important for setting young players up for success and enjoyment. The focus of U9 programming model is player development. It is important in both station-based practices and in half ice game play that players are grouped by similar ability level when possible or necessary

- b. Prior to the start of the half-ice game(s) coaches of opposing teams must discuss the possible line combinations to ensure that the skill level of the players on the ice is similar which will allow more puck touches and fun for all the players participating.

TIERING WITHIN A TEAM



The 18 players on these two teams have been divided into skill-based lines, with like-skill players from each team playing against the other. These teams can be from the same or different associations.

4. Change of Possession

- a. Goaltender freezes the puck-the official blows the whistle to indicate the attacking team backs off and the defending team gets possession.
- b. Puck shot out of play- the offending team backs off and the official gives the non-offending team a new puck.

5. Penalties

- a. Minor penalties are noted by the official with the official briefly raising the arm to indicate penalty will be assessed. At the conclusion of the shift, the official notifies the coach of the infraction and the number of the offending player.
- b. If the offending team controls the puck after the infraction, the official blows the whistle and calls for a change of possession and the non-offending team is given room to play the puck (3-meter cushion).
- c. The offending players are required to sit out the next shift, but the team will play even strength.
- d. Should an infraction occur, that would normally require a player to be ejected from the game (e.g., Game Misconduct, Match penalty or Gross Misconduct), then the player will be removed from the remainder of that game. Even under the circumstances teams will not play short-handed and no game incident report will be required.

6. Goaltending

- a. The recommendations in the U9 game-play model are that all players have an opportunity to play goal. All players should rotate through the goalie position throughout the season. The Hockey Canada Long Term Player Development philosophy encourages a wide range of skill development at an early age and focusing on a single position may limit a child's opportunity to practice skills in all areas.

7. Officiating

- a. At the U9 level a one (1) official system will be employed for half ice games.
 - i. The one official system provides officials with an opportunity to experience several aspects of officiating, while keeping the operating costs at a manageable level for minor hockey associations.
 - ii. Minor hockey associations may choose to use registered minor hockey players instead of officials in the one official system. The registered players must be at least Peewee age and can wear a team issued tracksuit on the ice with black CSA approved helmet with a CSA approved half visor and a neck guard.
 1. Once registering as an official, an official's jersey, with the HNO logo would be required to be worn while working games as an official.
 - iii. Further details on the role of the official are provided in the Hockey Canada U9 Program resource guide.

Season Length & Number of Games

- I. Modified games (Cross or Half ice) are permitted to start November 1st and the season must end by March 31st.
 - a. Teams will not have a cap on the number of games they can play in a season.
- II. No playoffs will be permitted for any U9 leagues.
- III. No exhibition games, jamborees, tournaments, or league games are permitted before November 1st.
- IV. Any team, league or association permitting full ice games will have all remaining travel permits and exhibition permits revoked and will lose U9 jamboree/tournament sanctioning for at least one year.
- V. We do recommend that Minor Hockey Associations/Leagues and teams build a schedule to fall within Hockey Canada's Long-Term Development Model for U9 Hockey as outlined below.

Jamborees and Tournaments

- I. The games played half ice as part of tournaments from November to the end of March will be played as jamborees. They will follow the half ice game play model outlined above.

Categories of Play & Declaring Teams

- I. U9 hockey will only have one category of play called U9 A.
- II. Teams must be declared by November 15th as per HNO Regulation C.

Travel Permits

- I. Travel Permits are required for jamborees outside your home association and for exhibition games.
- II. No travel permits will be permitted before November 1st or after March 31st.
- III. U9 teams are not permitted to travel outside of HNO Boundaries.
 - a) Associations that reside in the Eastern and Western zones may apply for one out of branch jamboree, provided they are located a minimum distance of 250 kilometers from Thunder Bay. These teams must submit the HNO U7/U9 Out of Branch Travel Application Form.

Full Ice Transition Phase

- I. Teams are allowed the option to transition to full ice as of March 1st of each season.
- II. Teams may use black pucks after March 1st. Blue pucks should still be used as a teaching tool.
- III. Teams may only play four (4) or fewer full-ice games. These games must be held on or after March 1st and must be completed by March 31st.
 - a. Teams must still follow the suggested number of half-ice games during the Preparation/Evaluation & Development phase (up to six half-ice games) and the Regular Season phase (up to twenty-two half-ice games) phases as outlined in the Hockey Canada U9 pathway.
- IV. Full-ice tournaments or jamborees are not permitted.
- V. It will be up to each coach's discretion on when they would like to transition to full ice after March 1st.
- VI. The transition phase is optional. Minor Hockey Associations can choose to play the entire season half-ice four on four if they choose.
- VII. This transition phase will be for both 1st and 2nd year U9 Players (i.e., 7- and 8-year-old players) with the understanding that first year players will go back to half-ice at the beginning of the following season.
- VIII. At no time will the score be kept for any game.
- IX. Teams are not permitted to participate in out-of-branch full-ice events (ex.: tournaments, games, jamborees).
- X. Practices should still be station based with a focus on individual skills.
- XI. Shift lengths will still be determined by the buzzer.
- XII. Organizations are welcome to reach out and contact officials if they would like. This should be an opportunity for young officials to learn the rules of the game as well.

Additional Transition Phase Notes:

- The structure of the season should not change because of this recommendation. Practices will remain station based with a heavy focus on skill development.
- Travel Permit requirements will be the same. If teams are playing outside of their own association, they will need to apply for a travel permit.

- This is a transition phase to allow players at U9 to experience full-ice hockey before moving up to U11. The focus should always remain on skill development and there should be no aspect of competitiveness. Players should all receive equal opportunity to play full ice, just as they would in half-ice programming.
- If coaches do not feel as though a full-ice transition will benefit their players development, they by no means need to play full-ice hockey.
- This recommendation is to allow for flexibility in the last month of the season. If coaches/organizations, feel as though this would hurt the overall experience and development of their players they do not need to partake in full-ice hockey.
- If coaches/organizations do not follow this policy and are found to have exceeded any of the limits listed above, they will be subject to discipline at HNO's discretion.

Resources

- [Hockey Canada U9 Program Resource Guide](#)
- [Hockey Canada Administrator's Guide- Initiation Program](#)
- [U9 Hockey Information for Parents](#)
- [Practice Plans](#)
- [Role of the Official](#)
- [FAQ](#)
- [Hockey Canada Network App](#)
- [Hockey Canada Drill Hub](#)
- [Rink Dimensions in NWO](#)

Passed by the Board of Directors: August 15, 2023

Replaces: June 10, 2023

Reviewed: Annually

Policy Name: U11 Pathway		Date of Approval November 1, 2024 May 9, 2020	Effective Date: June 1, 2020
Approved by: HNO Board of Directors	Prepared by: Development Committee		Replaces Previous Versions New
Review Cycle Annually			
Responsible Development Committee	Accountable	Consulted	Informed

About the U11 Player Pathway

The U11 Player Pathway is a continuation of a skill development curriculum that is age appropriate and skill specific for players in this age group. This pathway is an important component in the transition from U9 hockey and serves as a bridge into U11 hockey. The U11 Player Pathway consists of four phases of instruction, designed for players graduating from U9 hockey and for entry level hockey players who may start playing hockey at this age level. The curriculum introduces, develops and refines the skills of skating, passing, puck control and shooting in a progressive step-by-step manner.

This is to be viewed as a continuous opportunity for young players to develop and refine fundamental movement skills (skating, turning, acceleration), manipulation skills (shooting, puck control, passing) and overall motor skills (balance, coordination, agility) in a fun and safe environment, promoting skill development through self-confidence. The main goal of the U11 Player Pathway is to continue to have fun while developing skills. When players continue on a positive note, they enjoy the game and will go on to have fun playing hockey for many years.

The U11 Player Pathway provides an environment that helps all players playing hockey at the U11 age level (9 and 10 years old) to realize their full potential. HNO strongly believes that in order for players to truly fulfill their potential and be the best they can be, the needs of the player should be at the forefront of programming.

The primary focus of the youth hockey system is to develop a lifelong passion for sport, develop important life skills through hockey and provide all players exposure to a development system that is progressive in nature and meets their needs based on age-specific and skill-appropriate programming.

Player Evaluations, Selections, or Tryouts

- No player evaluations, selections, or tryouts prior to or during the first week of school.
- Must offer a minimum of four practices and/or skill sessions prior to formal player evaluations, selections, or tryouts starting.
- Must have a minimum of three formal player evaluations, selections, or tryout sessions.
 - One skills session, one small-area games session, one formal game. (Recommendation) o Players should not try out based on a specific position but should be encouraged to play both forward and defense in tryouts. (Recommendation)
- Players should be selected for teams based on skill, not positional preference. (Recommendation)

Development Phase

- Must be a period of development time following team selection and prior to the start of the regular season.

Fair and Equal Ice Time

- Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability. A coach's responsibility is to develop all players to contribute. Shortening of the bench is not permitted. All players should receive fair and as close to equal as possible ice time, including equal opportunities on special teams.
- Positional Rotation:
 - o All skaters are to rotate through all positions to ensure each player has the opportunity to try out each position (forward – LW/C/RW and defence – LD/RD).
 - (Recommendation) o All players get a chance to start the game and play end-of- game situations. (Recommendation)
- Goaltender rotation:
 - o Full-time goaltenders are allowed.
 - o Goaltenders rotate for equal amount of playing time throughout the regular season and playoffs.
 - Goaltenders' alternate games or split games as close to 50/50 as possible. (Recommendation)
 - Each goaltender plays the final game in an equal number of tournaments. (Recommendation)
 - The rotation schedule should be done in consultation with the goaltender and parents – share games or alternate playing full games. (Recommendation)
 - o The goaltender not playing the game be allowed to play as a skater. (Recommendation)

Playoffs

- Playoffs must be tournament-style format versus elimination rounds.

Seasonal Structure

Preparation phase

- o See Player Evaluations, Selections, or Tryouts above.

Development phase

- o Teams must have a period of development time following player evaluations, selections, or tryouts prior to the start of the regular season.

Development and regular season phase

- o Recommended maximum of 45 games per year (including exhibition, league, tournaments and playoffs).
- Recommended seasonal breaks:
 - o Season should allow for two seasonal breaks (not including Christmas/Long weekends).
 - o Seasonal break would be a minimum five days without a scheduled game or mandatory practice.

Playoff phase

- o Tournament-style format.

Off-season phase

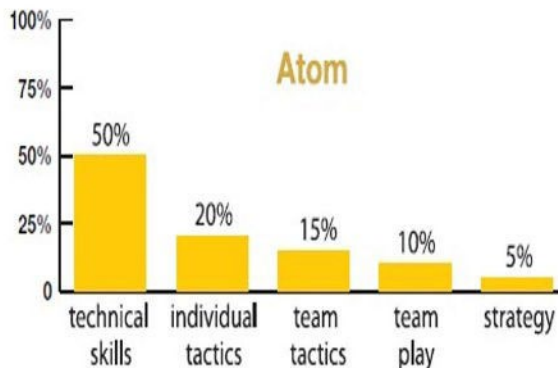
- o Recommend limited skills-based on-ice training, making more time for multisport activity.

Position-Specific Training

- Small-area games in practice/situation-based practices/skill-focused drills.
- Only 15% of practice time should be spent on team play and strategy/systems with 85% of practice time spent on

skills and tactics.

- Basic positional play and rules of the game should be introduced prior to the start of the U11 regular season. Basic defensive-zone positioning, offside, icing, etc., can be introduced during the ice sessions prior to tryouts or after teams are selected.
- Players should rotate through forward and defence in the first half of the year and then may move to more consistent positions in the second half. Recommend rotation over a five-game segment would be: LW/C/RW/RD/LD.
- Limit position-specific specialization (except goalies – recommend goalie not playing plays as a skater).



Seasonal Structure

The Member must have a clearly identified seasonal structure as per the definition of an ideal hockey season. The ideal hockey season is a guideline and is subject to a range of minor differences regarding suggested numbers based on Member differences.

The annual calendar is divided into five phases to enhance the player engagement process and ensure each phase of development has a very specific focus. It is important to abide by these phases and not compromise the developmental process by accelerating the calendar and attempting to have players engaged in activities like competitive games and tournament play before the proposed schedule.

- 1. Preparation Phase (Player Evaluation/Selection/Tryouts) – Up to 2 weeks** • This refers to the period prior to the season starting. o See Player Evaluation/Selection/Tryouts for more information.
- 2. Development Phase – Up to 4 weeks**
 - This refers to the period following tryouts prior to the regular season starting.
- 3. Development & Regular Season – Up to 22 weeks**
 - This refers to the period from the first regular-season game to the start of playoffs.
- 4. Playoff Phase – Up to 4 weeks**
 - This refers to the period from the end of the regular season to the end of playoffs.
- 5. Off-season Phase**
 - This refers to the period from the end of the playoffs to the start of the next Preparation Phase.

The Ideal Season

The U11 Player Pathway will give young players an excellent opportunity to continue positive development while having excellent experiences in the game. The ideal season addresses issues like ensuring the season does not conflict with the start of the school year, what the tryout process must look like for young players and how the season will be structured to maximize development opportunities for all players in the system.

Seasonal Framework

The U11 level is the first to differentiate between recreation and competitive programming. The charts below help to illustrate the seasonal breakdown in terms of the length of the season, the number of practices and games and how the season is broken into phases for each of these programs. **Please note the timelines for each phase are meant to be maximums, be each phase can be shorter based on local logistics.**

SEASONAL STRUCTURE

U11 – Community (Recreational)

Weeks	Up to 6 weeks <i>prior to the start of the Regular Season Phase</i>	Up to 20 Weeks <i>after the completion of the Development Phase</i>	Up to 4 Weeks <i>at the conclusion of the Regular Season Phase</i>
PHASE	Prep / Evaluation & Development Phase	Regular Season Phase	Playoff/Tournament Phase
BALANCE	13% of the season	74% of the season	13% of the season
VOLUME <small>up to 30 weeks</small> <small>34 practices</small> <small>up to 22 games</small> <small>up to 3 tournaments</small>	Up to 6 Weeks	Up to 20 Weeks	Up to 4 Weeks
	8 Practice Sessions	22 Practice Sessions	4 Practices Sessions
	Up to 4 Games	Up to 16 Games	Up to 12 Games
	1 Tournament	1 Tournament	1 Tournament

Table 1: Seasonal structure components for community (recreational) U11 hockey

SEASONAL STRUCTURE

U11 – Developmental (Competitive)

Weeks	Up to 6 weeks <i>prior to the start of the Regular Season Phase</i>	Up to 22 Weeks <i>after the completion of the Development Phase</i>	Up to 4 Weeks <i>at the conclusion of the Regular Season Phase</i>
PHASE	Prep / Evaluation / Development Phase	Regular Season Phase	Playoff/Tournament Phase
BALANCE	18% of the season	68% of the season	11% of the season
VOLUME <small>up to 32 weeks</small> <small>60 practices</small> <small>up to 45 games</small> <small>up to 4 tournaments</small>	Up to 6 Weeks	Up to 22 Weeks	Up to 4 Weeks
	12 Practice Sessions	44 Practice Sessions	4 Practices Sessions
	Up to 6 Games	Up to 24 Games	Up to 16 Games
	1 Tournament	1 Tournament	2 Tournaments

Table 2: Seasonal structure components for developmental (competitive) U11 hockey

About the U13 Pathway

Development is at the core of U13 hockey, with the focus on refining skills so players will experience success in practices and games. Looking at how kids learn, and the number of repetitions of specific skills and situations that occur in practice versus a game, practice is where players have a chance to develop the most.

U13 hockey should be delivered through a progressive, learn-to-play teaching curriculum that is age-appropriate and skill-specific for 11-12-yearolds. It is a continuous opportunity for young players to develop and refine fundamental movement skills (skating, turning, acceleration), manipulation skills (shooting, puck control, passing) and overall motor skills (balance, coordination, agility) and checking skills (stick checks, angling, body contact) in a fun and safe environment, promoting skill development through self-confidence.

When players continue on a positive note, they enjoy the game and will go on to have fun playing hockey for many years.

Hockey Canada wants every Canadian youngster to have the opportunity to participate in and benefit from a program designed to meet their specific needs, one that ensures progressive skill development through well-delivered practice sessions and age-appropriate game play in an environment suited to their skill level.

Player Evaluation/Selection

- No player evaluation/selection/tryouts during the off-season phase (March through August).
- No player evaluation/selection/tryouts prior to the first week of school, or during the first week if it starts the week after Labour Day.
- Where school starts prior to Labour Day, there must be two skates/ practices (recreational) or four skates/practices (competitive) starting the week following Labour Day before player evaluation/selection/ tryouts commence.
 - In situations where athletes are required to register for school or require billeting, the tryout/evaluation process as outlined above would not apply.
 - In situations where fall tryouts/evaluations are not possible, an initial spring ID/tryout camp may be held, providing roster spots are left open with final roster to be determined in September.
- Must offer two skates/practices (recreational) or four skates/practices (competitive) prior to evaluation/selection/tryouts.
- Must have a minimum of three evaluation/selection/tryout sessions.
 - Where teams are compiled for balanced rosters, formal tryouts are not required.

Development Phase

- Must be a period of development time following player evaluation/ selection/tryouts. (Recommend minimum of 10 – 14 days from the time a team is selected until the regular season starts.)

Playoffs

- Playoffs in U13 hockey must be tournament/short-term competition style versus elimination rounds.
- If tournament-style playoffs cannot be accommodated, an alternative structure should be used that minimizes elimination time between initial elimination and declaring a champion. Teams must participate in regular season play until at least March 1

Seasonal Structure

- Preparation/Evaluation Phase (Up to 4 weeks)
 - Prep Phase is an opportunity to get back on the ice and get prepared prior to tryouts so the first session is not a formal evaluation.
 - Evaluating players in terms of skills, small-area game play and a formal game allows coaches to evaluate the different aspects player capabilities. This structure helps in providing players a better chance to show what they can do.
- Development Phase (Up to 4 Weeks)
 - Ideal practice-to-game ratio is 2:1 – two practices to one game played.
 - Focus on skill development:
 - Fundamental movement skills: striding, turning, stopping
 - Manipulation skills: shooting, passing, puck control
 - Motor skills: agility, balance, coordination Fun and safe environment to promote self-confidence.
 - Fun and safe environment to promote self-confidence.
- Regular Season Phase (Up to 24 Weeks)
 - Recommended maximum of 46 games per season (exhibition, league, playoff/tournament).
 - Recommended seasonal breaks:
 - Season should allow for two seasonal breaks (not including Christmas/long weekends).
 - Minimum five days without a scheduled game or mandatory practice.
- Playoff/Tournament Phase (Up to 4 Weeks)
 - Playoffs in U13 hockey must be tournament/short-term competition-style versus elimination rounds.
 - If tournament-style playoffs cannot be accommodated, an alternative structure should be used that minimizes time between initial elimination and declaring a champion. Teams must participate in regular season play until at least March 1.

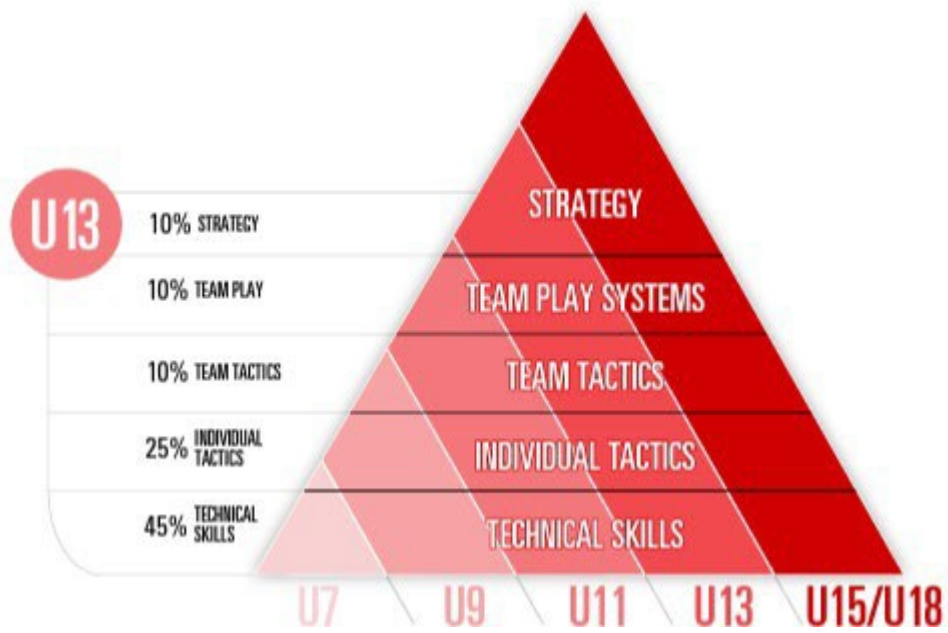
Fair and Equal Ice Time

- Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability. A coach's responsibility is to develop all players to contribute. Shortening of the bench in an attempt to win games is not permitted. All players and goaltenders should receive fair and as close to equal as possible ice time.

- Recommendations:
 - All players play all positions – forward (LW-C-RW)/defence (LD-RD).
 - All players get a chance to start the game and play in end-of game situations.
 - Full-time goaltenders allowed.
 - Goaltenders rotate for equal amount of playing time throughout the regular season and playoffs.
 - Goaltenders alternate games or split games as close to 50/50 as possible.
 - Each goaltender plays the final game in an equal number of tournaments.
 - The rotation schedule should be done in consultation with the goaltender and parents – share games or alternate playing full games.

Focus on Skill Development

- Small-area games in practice / station-based practices / skill focused drills.
- Only 20% of practice time should be spent on team play and strategy/systems with 80% of practice time spent on skills and tactics.
- Basic team play concepts such as defensive-zone positioning, forechecks, special teams, etc., can be introduced during the ice sessions prior to evaluation/selection/tryouts or after teams are selected.
- Players should rotate through forward and defence in the first half of the season and then may move to more consistent positions in the second half. Recommended rotation over a five-game segment would be: LW/C/RW/RD/LD.
- Strategy:
 - The selection of team play systems in order to impose upon the opposition, the style of play and tactics which will build on the strengths of the coach and team and neutralize those of the opponent while at the same time taking advantage of the opponent's weaknesses.
 - For example: when opponent's defensive players have weak puck-handling skills, the strategy might be to shoot the puck in and use a 2-1-2 aggressive forechecking system.
- Team Play System:
 - A pattern of play in which the movement of all players is integrated in a coordinated fashion in order to accomplish an offensive or defensive objective (e.g. 2-1-2 forechecking system).
- Team Tactic:
 - A collective action of two or more players using technical skills and / or individual tactics in order to create an advantage or take away the advantage of an opponent (e.g. 3 vs 2).
- Individual Tactic
 - Action by one player using one or a combination of technical skills in order to create an advantage or to take away the advantage of an opponent. A tactic may be classified as offensive or defensive (e.g. 1-on-1 offensive fake and driving to the net).
- Technical Skills
 - The fundamental skills that are required to play the game (e.g. skating, shooting, passing and checking).



Approved by Board of Directors: June 10, 2023
 New Policy
 Reviewed: Annually

About the U15 Pathway

Development is at the core of U13 hockey, with the focus on refining skills so players will experience success in practices and games. Looking at how kids learn, and the number of repetitions of specific skills and situations that occur in practice versus a game, practice is where players have a chance to develop the most.

U13 hockey should be delivered through a progressive, learn-to-play teaching curriculum that is age-appropriate and skill-specific for 11-12-year-olds. It is a continuous opportunity for young players to develop and refine fundamental movement skills (skating, turning, acceleration), manipulation skills (shooting, puck control, passing) and overall motor skills (balance, coordination, agility) and checking skills (stick checks, angling, body contact) in a fun and safe environment, promoting skill development through self-confidence.

When players continue on a positive note, they enjoy the game and will go on to have fun playing hockey for many years.

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Player Evaluation/Selection

- No player evaluation/selection/tryouts during the off-season phase (March through August).
- No player evaluation/selection/tryouts prior to the first week of school, or during the first week if it starts the week after Labour Day.
- Where school starts prior to Labour Day, there must be two skates/ practices (recreational) or four skates/practices (competitive) starting the week following Labour Day before player evaluation/selection/ tryouts commence.
 - In situations where athletes are required to register for school or require billeting, the tryout/evaluation process as outlined above would not apply.
 - In situations where fall tryouts/evaluations are not possible, an initial spring ID/tryout camp may be held, providing roster spots are left open with final roster to be determined in September.
- Must offer two skates/practices (recreational) or four skates/practices (competitive) prior to evaluation/selection/tryouts.
- Must have a minimum of three evaluation/selection/tryout sessions.
 - Where teams are compiled for balanced rosters, formal tryouts are not required.

Development Phase

- Must be a period of development time following player evaluation/ selection/tryouts. (Recommend minimum of 10 – 14 days from the time a team is selected until the regular season starts.)

Playoffs

- Playoffs in U13 hockey must be tournament/short-term competition style versus elimination rounds.

- If tournament-style playoffs cannot be accommodated, an alternative structure should be used that minimizes elimination time between initial elimination and declaring a champion. Teams must participate in regular season play until at least March 1

Seasonal Structure

- Preparation/Evaluation Phase (Up to 4 weeks)
 - Prep Phase is an opportunity to get back on the ice and get prepared prior to tryouts so the first session is not a formal evaluation.
 - Evaluating players in terms of skills, small-area game play and a formal game allows coaches to evaluate the different aspects player capabilities. This structure helps in providing players a better chance to show what they can do.
- Development Phase (Up to 4 Weeks)
 - Ideal practice-to-game ratio is 2:1 – two practices to one game played.
 - Focus on skill development:
 - Fundamental movement skills: striding, turning, stopping
 - Manipulation skills: shooting, passing, puck control
 - Motor skills: agility, balance, coordination Fun and safe environment to promote self-confidence.
 - Fun and safe environment to promote self-confidence.
- Regular Season Phase (Up to 24 Weeks)
 - Recommended maximum of 46 games per season (exhibition, league, playoff/tournament).
 - Recommended seasonal breaks:
 - Season should allow for two seasonal breaks (not including Christmas/long weekends).
 - Minimum five days without a scheduled game or mandatory practice.
- Playoff/Tournament Phase (Up to 4 Weeks)
 - Playoffs in U13 hockey must be tournament/short-term competition-style versus elimination rounds.
 - If tournament-style playoffs cannot be accommodated, an alternative structure should be used that minimizes time between initial elimination and declaring a champion. Teams must participate in regular season play until at least March 1.

Fair and Equal Ice Time

- Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability. A coach's responsibility is to develop all players to contribute. Shortening of the bench in an attempt to win games is not permitted. All players and goaltenders should receive fair and as close to equal as possible ice time.
- Recommendations:
 - All players play all positions – forward (LW-C-RW)/defence (LD-RD).
 - All players get a chance to start the game and play in end-of-game situations.
 - Full-time goaltenders allowed.
 - Goaltenders rotate for equal amount of playing time throughout the regular season and playoffs.

- Goaltenders alternate games or split games as close to 50/50 as possible.
- Each goaltender plays the final game in an equal number of tournaments.
- The rotation schedule should be done in consultation with the goaltender and parents – share games or alternate playing full games.

Focus on Skill Development

- Small-area games in practice / station-based practices / skill focused drills.
- Only 20% of practice time should be spent on team play and strategy/systems with 80% of practice time spent on skills and tactics.
- Basic team play concepts such as defensive-zone positioning, forechecks, special teams, etc., can be introduced during the ice sessions prior to evaluation/selection/tryouts or after teams are selected.
- Players should rotate through forward and defence in the first half of the season and then may move to more consistent positions in the second half. Recommended rotation over a five-game segment would be: LW/C/RW/RD/LD.
- Strategy:
 - The selection of team play systems in order to impose upon the opposition, the style of play and tactics which will build on the strengths of the coach and team and neutralize those of the opponent while at the same time taking advantage of the opponent's weaknesses.
 - For example: when opponent's defensive players have weak puck-handling skills, the strategy might be to shoot the puck in and use a 2-1-2 aggressive forechecking system.
- Team Play System:
 - A pattern of play in which the movement of all players is integrated in a coordinated fashion in order to accomplish an offensive or defensive objective (e.g. 2-1-2 forechecking system).
- Team Tactic:
 - A collective action of two or more players using technical skills and / or individual tactics in order to create an advantage or take away the advantage of an opponent (e.g. 3 vs 2).
- Individual Tactic
 - Action by one player using one or a combination of technical skills in order to create an advantage or to take away the advantage of an opponent. A tactic may be classified as offensive or defensive (e.g. 1-on-1 offensive fake and driving to the net).
- Technical Skills
 - The fundamental skills that are required to play the game (e.g. skating, shooting, passing and checking).



Approved by Board of Directors: June 10, 2023
 New Policy
 Reviewed: Annually

Background:

The use of video is becoming more prevalent in minor hockey. Parents may record games on video for enjoyment purposes, while teams may record games on video for use as a development or strategic tool.

With that in mind, the issue of Hockey Northwestern Ontario viewing such videos for situations that may occur during a game continues to be an issue. By way of this policy, HNO wishes to communicate its position on when it is appropriate and responsible for the League and Association to do so.

Hockey Canada have very specific rules regarding the On-Ice Official's judgment.

Hockey Canada Playing Rule 5.1 (d) reads: "A Referee shall have full authority and the final decision in all matters under dispute. His decision shall be final on all questions of judgment and not subject to appeal."

Policy:**Video That Will NOT Be Reviewed**

1. HNO will not view videos for the purpose of reviewing on-ice officials' calls or non-calls, nor for the purpose of reviewing the on-ice officials' penalty selection unless otherwise outlined in this policy.
2. HNO will not view videos for the purpose of reviewing the conduct or actions of any individual player unless otherwise outlined in this policy.
3. HNO will not view videos for the purpose of reviewing the conduct or actions of any teams during any game unless otherwise outlined in this policy.
4. HNO will not review videos for the purpose of reviewing goals or disallowed goals.

Video That May Be Reviewed

1. HNO may view videos for the purpose of identifying the correct player in situations in which an incorrect player may have been identified by the on-ice officials and issued a penalty resulting in a suspension.
2. HNO may view videos for the purpose of reviewing the conduct of game officials during altercations, specifically when use of force is concerned.
3. HNO may view videos for the purpose of reviewing the conduct of spectators and parents. HNO may view videos for the purpose of reviewing the conduct of a coach's code of conduct towards their own team officials and/or players.

Decisions under this provision are subject to appeal as per HNO's Appeal Policy.

Submission of Video:

If a Team wishes to submit video for review, the following procedure must be followed:

1. \$500 cash or cheque is received at the time of submission. The money will be forfeited to HNO if the video is deemed inconclusive.

2. The video, along with a letter signed by appellant/complainant, or Executive Member of the Organization must be delivered to the HNO Office within ten (10) days of the alleged incident and must have exhausted all other avenues with their associated Minor Hockey Association and League.
3. The letter must outline specifically what the Team wishes to have reviewed.
4. The video must be cued to the point at which the incident occurred or there must be an indication in writing of what time in the game the incident occurred and where on the submission it can be located.
5. If the video applies to a complaint, the formal complaint intake form must be filled out in addition to the package and abide by the Discipline and Complaint Policy.

Approved by Board of Directors: October 19, 2019

New Policy

Reviewed: Biennial

DRESSING ROOM POLICIES



Confidentiality Statement

Policy Name: ONTARIO CONFIDENTIALITY STATEMENT		Date of Approval: 2023-12-20	Activation Date: 2024-02-01
Approved by: Ontario Human Rights Tribunal Hockey Canada Ontario Members	Linking To: 1. Ontario Dressing Room Policy 2. Ontario Dressing Room Policy Implementation Guide 3. Member Dressing Room Supervision Policy 4. Ontario Confidentiality Statement Implementation Guide 5. Hockey Canada Gender Expression/Gender Identity Policy	Replacing Previous Versions Member Confidentiality Statement 2016-09-07	
Review Cycle: Ontario Members Meeting at Hockey Canada Winter Congress			

1. INTRODUCTION

- 1.1 The Hockey Canada Ontario Members and their Minor Hockey Associations are committed to providing a safe, respectful, inclusive, and equitable environment for all players, staff, volunteers, and parent/guardians.
- 1.2 This confidentiality statement is written in accordance with Ontario’s *Human Rights Code* (1990), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability.

2. DEFINITIONS IN THIS STATEMENT DOCUMENT

- 2.1 **Sex/Assigned Sex:** 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.
- 2.2 **Gender:** A system that operates in a social context to classify people, often based on their assigned sex. In many contexts this takes the form of a binary classification of either ‘man’ or ‘woman’; in other contexts, this includes a broader spectrum.
- 2.3 **Gender Identity:** A person’s deeply felt internal and individual experience of being a man, woman, or another gender entirely. A person’s gender may or may not correspond with the sex assigned at birth. Since gender identity is internal, one’s gender identity is not necessarily visible to others.
- 2.4 **Gender Expression:** The way a person presents and communicates gender within a social context. 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 and femininity. The ways in which gender is expressed are culturally specific and may change over time. May also be referred to as gender presentation or gender performance.
- 2.5 **Gender Diverse (adj):** An umbrella term for gender identities and/or gender expressions that differ from cultural or societal expectations based on assigned sex.
- 2.6 **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.
- 2.7 **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.
- 2.8 **Member:** not-for-profit Ontario corporation incorporated under The Corporations Act, R.S.O. 1990 c.38 that has responsibility to administer hockey within a defined portion of the Province of Ontario (Hockey Eastern Ontario, Hockey Northwestern Ontario, Ontario Hockey Federation).
- 2.9 **Minor Hockey Association:** an organization operated and controlled by a duly elected executive or board of directors, the members of which shall include a President, Secretary and signing officers.
- 2.10 **Player(s):** refers to any individual who is registered as a participant with a hockey team.
- 2.11 **Private Information:** refers to the personal information about an identifiable individual that may or may not be a Protected Ground and/or recorded on documentation.
- 2.12 They, them, their and themselves are used as third person, singular, gender neutral pronouns.

3. STATEMENT

- 3.1 All players of Minor Hockey Associations have the right to have private information kept confidential, including information related to their sex/assigned sex, gender identity, and transition.
- 3.2 The Minor Hockey Association can only disclose private information about a player:
 - 3.2.1 at a player’s request;
 - 3.2.2 with the consent of the player; and
 - 3.2.3 for the purpose for which the private information was collected.

4. REQUESTING AND OBTAINING CONSENT

- 4.1 Requesting and obtaining consent to collect, record, keep, and/or disclose private information must be conducted in a safe and confidential setting. A player has the right to deny a request for disclosure without fear of discrimination or reprisal from the Minor Hockey Association. While a player must be allowed and enabled to have a parent/guardian support them when discussing issues of consent with the Minor Hockey Association, the involvement of a parent/guardian may not always be appropriate and is not required.

5. COLLECTION OF PRIVATE INFORMATION

5.1 Conditions for Collection

- 5.1.1 Collecting refers to the acquisition of private information that may or may not be recorded in a written document. Private information should only be collected by the Minor Hockey Association when reasonably justified based on:

- 5.1.1.1 relevancy to the specific situation;
- 5.1.1.2 with the consent of the player(s); and
- 5.1.1.3 ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of Hockey Canada, the Member and the Minor Hockey Association.

5.2 Record Keeping

- 5.2.1 Record keeping refers to the written documentation of collected private information. Recording should only be conducted by designated staff or volunteers under a strict confidentiality agreement of the Minor Hockey Association when the recording of private information is reasonably justified based on:

- 5.2.1.1 relevancy to the specific situation;
- 5.2.1.2 consent of the player(s); and
- 5.2.1.3 ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of Hockey Canada, the Member and the Minor Hockey Association.

- 5.2.2 Documentation containing recorded private information should be held in a secure location for a predetermined period of time and by designated and confidential personnel of the Minor Hockey Association. Documentation must be destroyed at the end of the predetermined storage period.

5.3 Conditions to Access Recorded Private Information

- 5.3.1 Recorded private information should only be accessible to other staff and volunteers within Hockey Canada, the Member and the Minor Hockey Association when reasonably justified based on:

- 5.3.1.1 relevancy to the specific situation;
- 5.3.1.2 ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of Hockey Canada, the Member and the Minor Hockey Association; and
- 5.3.1.3 the level of authority within a team (ex. coach, bench staff, etc).

5.4 Voluntary Disclosure

5.4.1 All voluntary disclosures of private information by player(s) should be treated with the same level of privacy and confidentiality as requested disclosures.

5.5 Disclosure of Child Abuse and Emergency Situations

5.5.1 The Minor Hockey Association personnel have the responsibility to disclose incidents of child abuse as per the Minor Hockey Association's policy on child abuse and do not require the consent of the affected player. Disclosure of information pertinent in emergency situations also does not require the consent of players as is outlined in the Minor Hockey Association procedure on emergency situations.

6. COMPLAINTS

6.1 It is the responsibility of the Minor Hockey Association to have a complaint process for addressing player grievances.

7. REVIEW

7.1 The three Ontario Branches will review and revise its record keeping and registration protocols annually, in relation to protecting the privacy and confidentiality of all players, including their transgender or gender diverse status.



Confidentiality Statement Implementation Guide

Policy Name: ONTARIO CONFIDENTIALITY STATEMENT IMPLEMENTATION GUIDE		Date of Approval: 2023-12-20	Activation Date: 2024-02-01
Approved by: Ontario Human Rights Tribunal Hockey Canada Ontario Members	Linking To: 1. Ontario Dressing Room Policy 2. Ontario Dressing Room Policy Implementation Guide 3. Member Dressing Room Supervision Policy 4. Ontario Confidentiality Statement 5. Hockey Canada Gender Expression/Gender Identity Policy		Replacing Previous Versions Member Confidentiality Statement Implementation Guide 2016-09-07
Review Cycle: Ontario Members Meeting at Hockey Canada Winter Congress.			

1. INTRODUCTION

- 1.1 The Ontario Confidentiality Statement outlines the necessary standards that must be met in order to ensure a safe, respectful, and inclusive environment for all players. This implementation guide acts as a useful ‘step-by-step’ guide to the Confidentiality Statement. The guide is divided into two main sections: proactive steps and reactive steps towards safety, equity, and inclusivity.
- 1.2 Please refer to the Ontario Confidentiality Statement for all other definitions utilized within this document.

Important Note: new concepts and practices require an open mind, time, a willingness to ask questions, and patience. Learning how to navigate issues of confidentiality and privacy with respect to the Ontario *Human Rights*

Code's (1990) Protected Grounds is not a simple or straightforward process. It is important that you give yourself the space, time, and compassion to learn, practice, and ask questions.

2. WHAT IS CONFIDENTIALITY

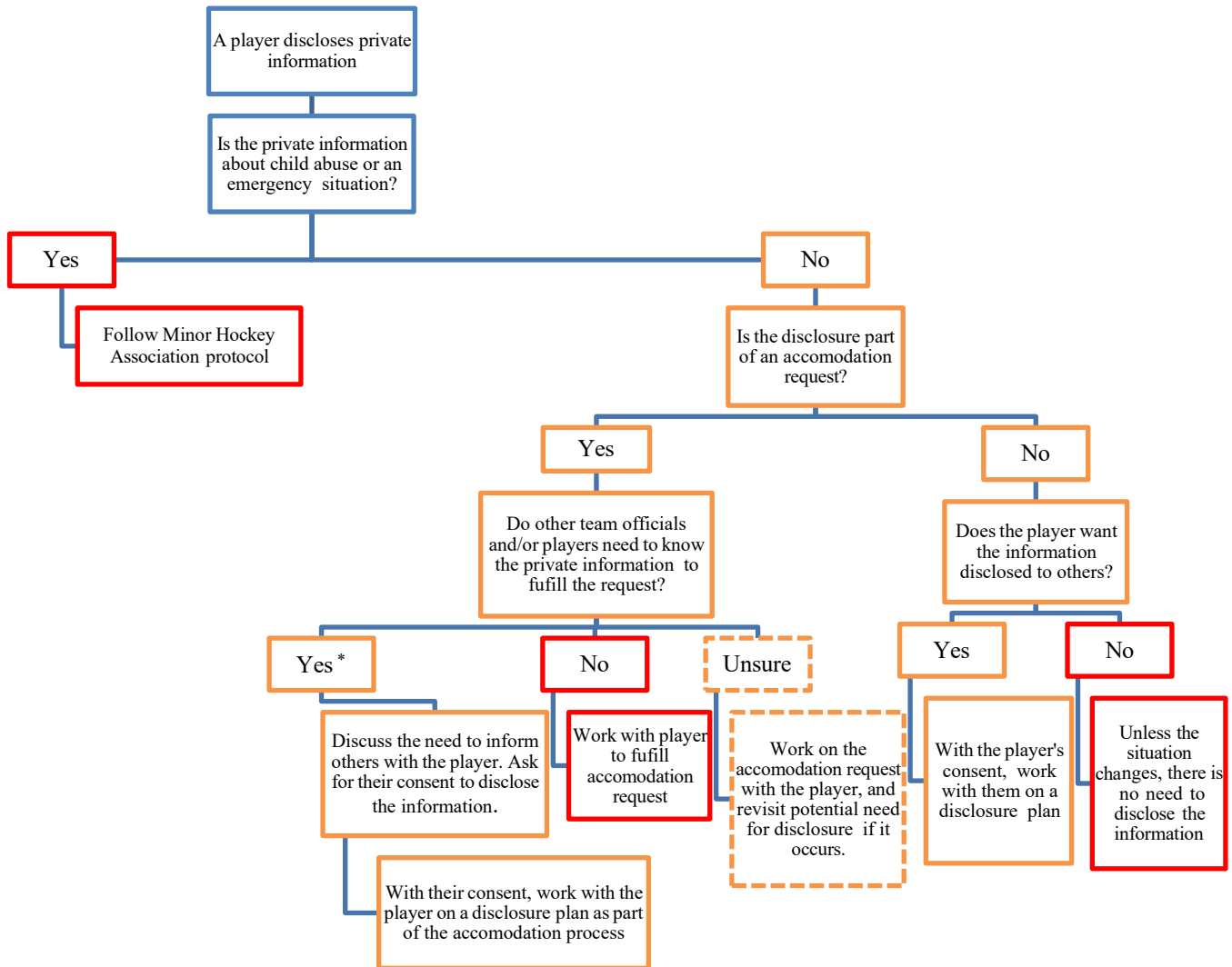
- 2.1 Team officials play a very special role in the lives of players. As trusted instructors and mentors, team officials are in a unique position to provide support, safety, and encouragement to players. For this reason, it is very likely that a player will disclose private information to a team official and will do so for a variety of reasons, including seeking accommodations and/or seeking emotional support. As private information is often sensitive and extremely personal, it is important that every effort be taken to ensure the information is kept confidential.

3. WHEN TO BE CONFIDENTIAL

- 3.1 To be confidential means keeping information about an individual, particularly information related to one of the Protected Grounds, restricted to:
 - 3.1.1 at a player's request;
 - 3.1.2 with the consent of the player; and
 - 3.1.3 for the purpose for which the private information was collected.
- 3.2 Being confidential often means not discussing specific information about players with their parents and/or guardians. This may be particularly important for a player who identifies as transgender or gender diverse who may have parents and/or guardians who are not, or are perceived by the player to not be supportive of their gender identity. While it may feel strange not to share information about a player to their parent and/or guardian it is most important to ensure players feel safe and know they have support.
- 3.3 Example #1:
 - 3.3.1 A player on your team has disclosed to a team official that they are feeling a lot of pressure to excel as a hockey player. The player expresses that they are afraid to confront their family for fear that they will cause disappointment. The player, however, felt it was important that the team official know why they have been struggling lately. In this scenario, the team official is acting as a safe and supportive resource for the player, offering a confidential space for the disclosure of private information. To discuss this disclosure with the player's parent/guardian would mean breaking confidentiality and going against the wishes of the player.
- 3.4 Example #2:
 - 3.4.1 A player on your team has disclosed to a team official that they identify as transgender and require dressing room accommodations in the form of a private changing area in order to feel safe and comfortable while changing pre and post game. During this discussion, the player also mentions that they do not want their family finding out about their gender identity as they do not feel the information will be received well. In this scenario, it is important to respect the player's need for confidentiality and work with the player to provide appropriate and equitable accommodations while also being honest about the inability to promise total confidentiality once the information is made known to other players on the team. It is also important to discuss with the player whether steps may need to be taken to prevent potential harassment. For example, you may request the player's consent to remind the rest of the team about their duty to adhere to the anti-harassment policy.

4. DISCLOSING PRIVATE INFORMATION

- 4.1 The disclosure of private information can significantly impact the health and wellbeing of a player. For this reason, it is important to consider whether disclosure is absolutely necessary before requesting it and to work with the player to ensure they consent to the disclosure and are comfortable with the way the information will be disclosed. Use the following diagram to help your decision making process:



*It may be that some officials need to know that there is a request, and the nature of the request/accommodation requirements, but not the personal details behind the request.

5. LIMITS TO CONFIDENTIALITY – EMERGENCY SITUATIONS

- 5.1 Minor Hockey Association in emergency situations may have limits to confidentiality. These include:

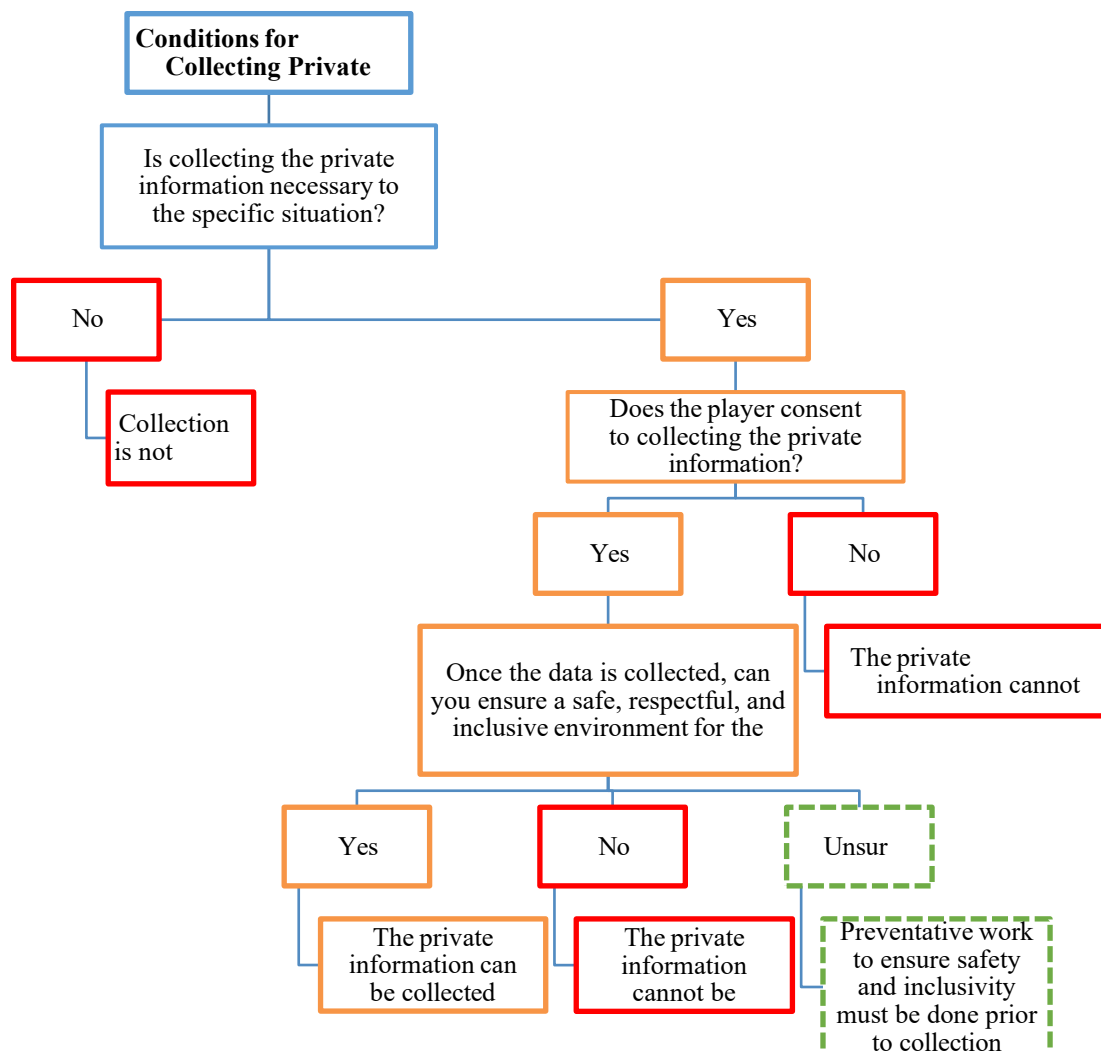
5.1.1 Reports of child abuse; and

5.1.2 Disclosure of harm to self or others (thoughts or behaviours).

5.2 If a player discloses private information of this nature, it is your responsibility to report, intentionally breaking confidentiality. It is important to ensure the player understands why you need to break confidentiality and ensure they have the support needed to manage this difficult situation. For further guidance on how to respond to disclosures of this nature, please contact your Member.

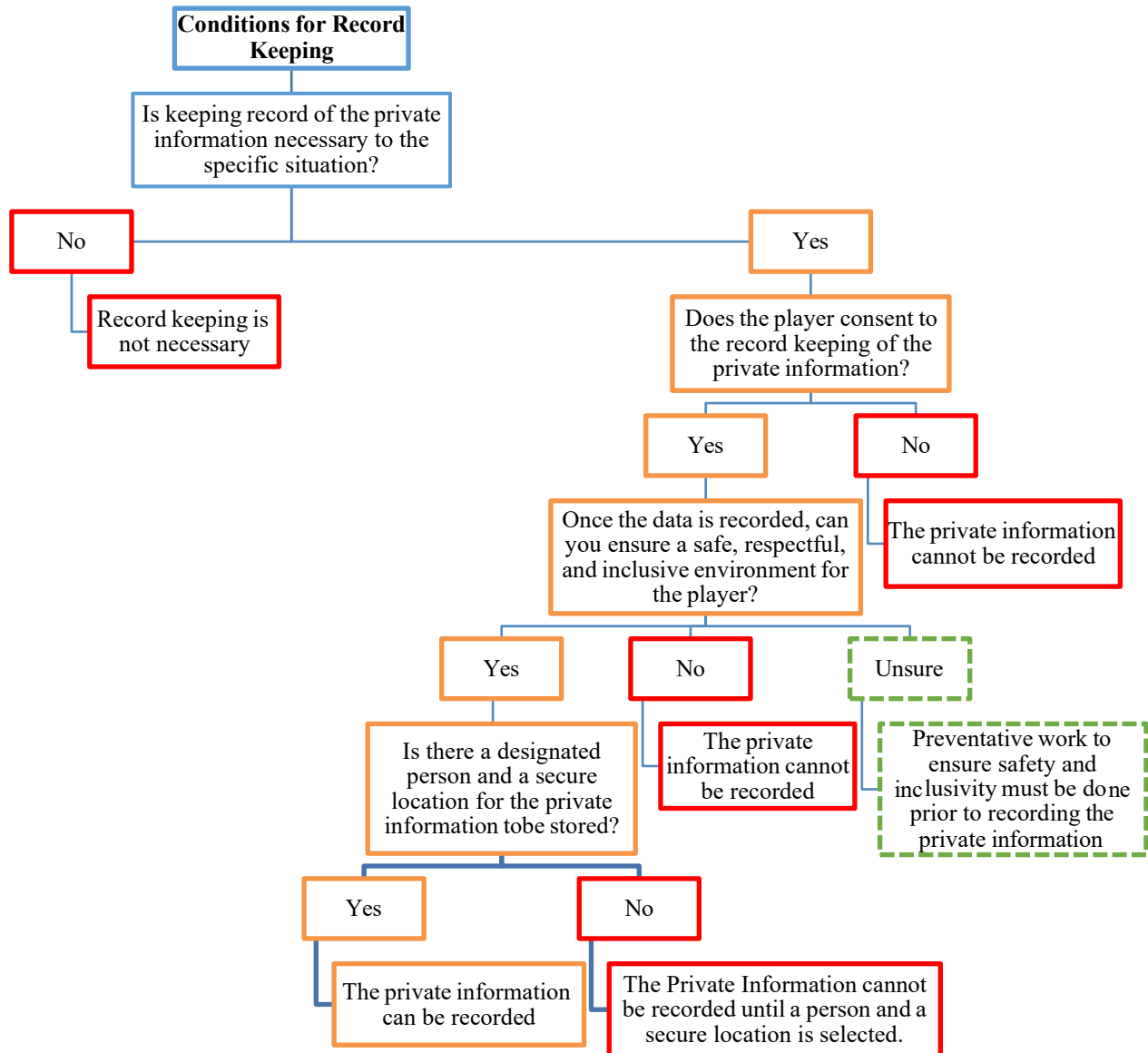
6. CONDITIONS FOR COLLECTING PRIVATE INFORMATION

6.1 It is important that private information about players is only collected if absolutely necessary, upon receiving consent from the player to do so, and if a safe environment can be guaranteed for the player following collection. Use the following diagram to help you decide whether collecting of specific private information is appropriate:



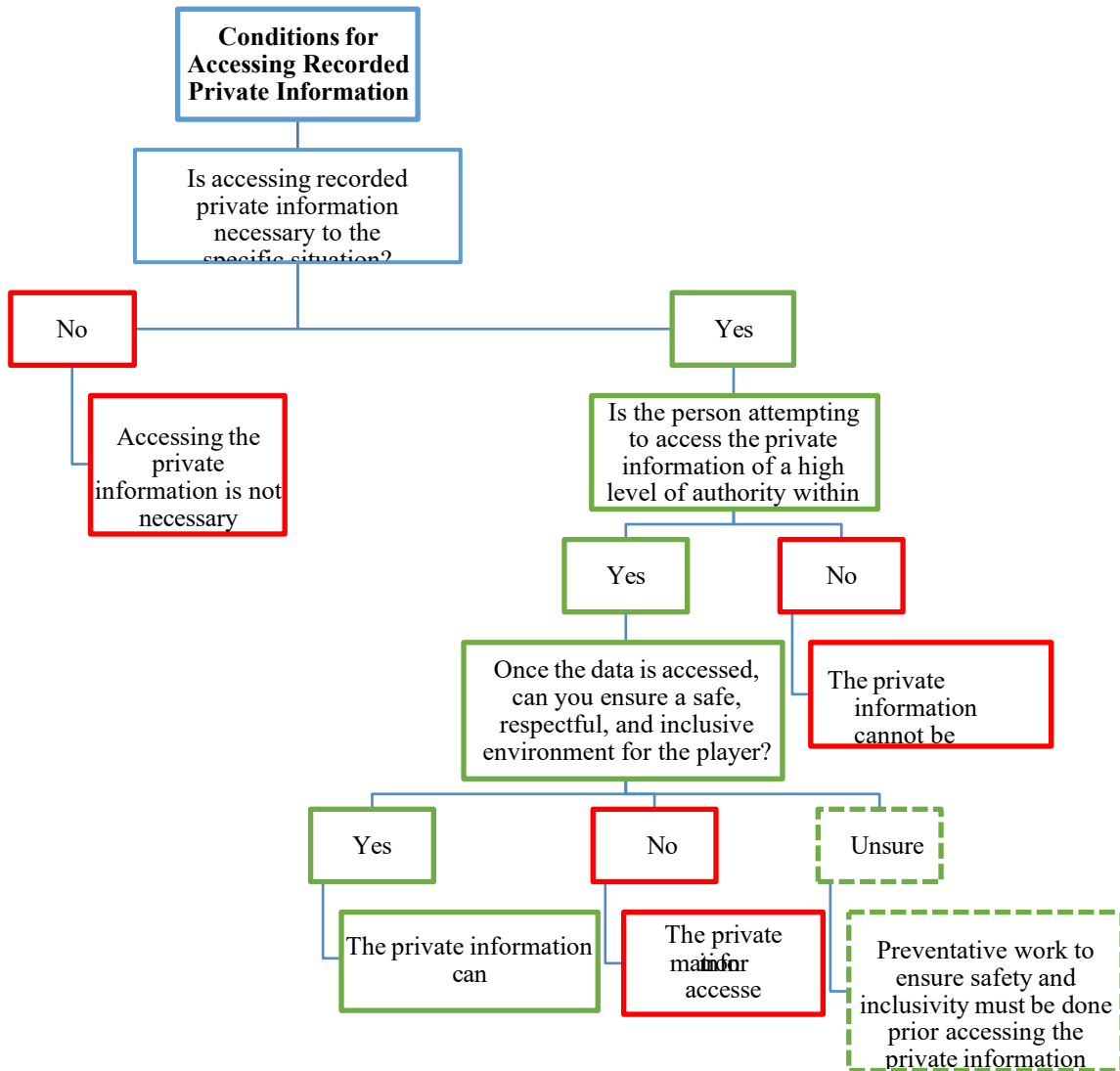
7. CONDITIONS FOR THE RECORD KEEPING OF PRIVATE INFORMATION

7.1 Once collected, it is important that private information about players is only recorded if absolutely necessary, upon receiving consent from the player to do so, and if a safe environment can be guaranteed for the player following recording. Use the following diagram to help you decide whether recording of collected private information is appropriate:



8. CONDITIONS FOR ACCESSING RECORDED PRIVATE INFORMATION

If private information is recorded, it is important that it only be accessible to those who absolutely require it based on the context of the situation, if a safe environment can be guaranteed for all players, and depending on the level of authority of the team official. Use the following diagram to help you decide whether accessing recorded private information is





DRESSING ROOM POLICY

Policy Name: ONTARIO DRESSING ROOM POLICY		Date of Approval: 2023-12-20	Activation Date: 2024-02-01
Approved by: Ontario Human Rights Tribunal Hockey Canada Ontario Members	Linking To: 1. Ontario Dressing Room Policy Implementation Guide 2. Member Dressing Room Supervision Policy 3. Ontario Confidentiality Statement 4. Ontario Confidentiality Statement Implementation Guide 5. Member Prohibitive Use of Digital Devices Policy 6. Hockey Canada Gender Expression/Gender Identity Policy	Replacing Previous Versions Dressing Room Policy 2022-09-24 Dressing Room Policy 2016-09-07	
Review Cycle: Ontario Members Meeting at Hockey Canada Winter Congress.			

1. PURPOSE

- 1.1 The Hockey Canada Members of Ontario firmly believe all participants (athletes, officials, coaches, team staff, etc.) have a right to access safe, inclusive, and equitable dressing spaces. In this regard, all participants have the right to utilize the Dressing Room or appropriate and equivalent Dressing Environment based on their gender identity, religious beliefs, body image concerns and/or other reasons related to their individual needs.
- 1.2 The Hockey Canada Members of Ontario believe in balancing the safety, privacy, modesty and wishes of our participants without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This Policy attempts to meet these goals while providing a safe and respectful environment for participants.

2. DEFINITIONS

- 2.1 Refer to the Ontario Confidentiality Statement for definitions of terms utilized throughout this document.
- 2.2 **Dressing Rooms:** officially designated spaces for changing in and out of gear. Mostly, these are men's and women's, multi-stall spaces and occasionally can be all-gender, multi-stall spaces.
- 2.3 **Dressing Environments:** spaces beyond dressing rooms (in close proximity to them) that can be temporarily repurposed to provide a space for a small number of participants to change in and out of their gear (e.g., official's room, multi-purpose room, meeting rooms, single-unit washrooms).
- 2.4 **Minimum Attire:** this is clothing or a base layer that covers the pelvic region (ideally coverage would be from waist to upper thigh but, at a minimum there needs to be coverage of the buttocks and genitalia) and the chest area of the participant. Ideally Minimum Attire above the waist should include clothing or a base layer covering most of the body between the neck and the waistline, it must, at a minimum, include clothing that covers most of the upper torso, such as a sports bra."
- 2.5 **Member:** not-for-profit Ontario corporation incorporated under The Corporations Act, R.S.O. 1990 c.38 that has responsibility to administer hockey within a defined portion of the Province of Ontario (Hockey Eastern Ontario, Hockey Northwestern Ontario, Ontario Hockey Federation).
- 2.6 **Policy:** means this Dressing Room Policy.

3. APPLICABLE POLICIES OR LAWS

- 3.1 Rule of Two
 - 3.1.1 To best ensure safety for all participants, all minor hockey programs sanctioned in Hockey Canada programming are to comply with their Hockey Canada Member Dressing Room Supervision Policy.
- 3.2 Prohibition on Violent Activities in Dressing Rooms
 - 3.2.1 To ensure the safety of all participants in the Dressing Room, no type of violent conduct of any kind (including locker room boxing) bullying, or hazing is permitted. It is the responsibility of coaches and team staff to ensure that no such violent behaviour is taking place in Dressing Rooms or Dressing Environments. Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to Hockey Canada's Independent Third Party.
- 3.3 Prohibition on Recording in Dressing Rooms or Dressing Environments
 - 3.3.1 To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a Dressing Room or Dressing Environment. Cell phones are only permitted to be used in a Dressing Room or Dressing Environment for the purposes of controlling music played in those spaces. Please refer to the Hockey Canada Member Prohibitive Use of Digital Devices Policy for full requirements.
- 3.4 Ontario Human Rights Code - 1990 (the Code)
 - 3.4.1 Under the *Code*, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the *Code*. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the *Code*.

4. PROMOTING SAFE, INCLUSIVE, AND EQUITABLE PARTICIPATION

- 4.1 This policy is written in accordance with the *Code*, which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability.
- 4.2 This policy is written in accordance with the Hockey Canada Dressing Room Policy, which is focused on minimizing the requirement of any youth individual from having to choose to request an accommodation for their personal reasons.
- 4.3 All players have the right to participate fully within the Hockey Canada programming in accordance with its Hockey Canada, Member and Minor Hockey Association by-laws, regulations, and policies. To do so, the Minor Hockey Association, with support from the Hockey Canada Member, is responsible for working proactively to ensure all Dressing Room and Dressing Environment spaces and procedures are safe, inclusive, and equitable by anticipating and removing all barriers to participation. This includes anticipating and removing barriers for players protected under one or more of the aforementioned grounds.
- 4.4 All players, upon request, have the right to utilize their self-identified name(s) and pronouns, regardless of their sex/assigned sex, their status of transition, or their legal name and gender markers on identification documents. Minor Hockey Associations will make every effort to utilize and refer to a player by their self-identified name(s) and pronouns on documents and in daily conversation. Intentionally misgendering or inappropriately referring to a player by their given name(s), or their self-identified name(s) and pronouns without prior consent (e.g., if a player is not 'out' to family members, the team, other players, staff and volunteers of the Minor Hockey Association, etc.) is harmful and a form of discrimination.
- 4.5 All players will have access to Dressing Room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression.
- 4.6 All requests for Dressing Room accommodations will be taken seriously and will be assessed on an individual and confidential basis, in order to address the specific needs and requirements of all players.
- 4.7 With the support of the Hockey Canada Member, the Minor Hockey Association will work collaboratively with and advocate for players to identify the most appropriate access to Dressing Rooms, including any interim and long-term accommodation solutions, so as to reflect both individual players' needs and the potential structural limitations of facilities.
- 4.8 A player has the right to utilize the Dressing Room or appropriate and equivalent changing area that the player considers to be most safe, inclusive, and reflective of their gender identity and gender expression, and transition status.

5. DRESSING ROOM REQUIREMENTS

- 5.1 Minimum Attire Requirements
 - 5.1.1 All participants are to use Minimum Attire for use of the Dressing Room or in Dressing Environments where more than one participant is present and the solutions for implementation will be determined by the Team.
 - 5.1.2 It is the responsibility of all coaches and team staff to instruct players regarding the Minimum Attire and ensure that players have methods including but not limited to:
 - 5.1.2.1 arriving at the rink wearing Minimum Attire;
 - 5.1.2.2 utilizing an appropriate private space to change to Minimum Attire (e.g. private restroom

stalls, empty dressing room etc.); or

5.1.2.3. using a towel to cover up while changing into Minimum Attire.

5.2 Team Talks

5.2.1 Coaches and team staff will only engage in pre and post-game talks when all athletes that are at the facility and eligible to be in the Dressing Room are present.

5.3 Use of Showers

5.3.1 Showers are an extension of the Dressing Room or Dressing Environment and players must utilize Minimum Attire to access the showers (i.e. walking to and from). Minimum Attire is not required in the shower itself unless the Team has an accommodation request in which case the Team must utilize the options with the Ontario Dressing Room Policy Implementation Guidelines.

5.3.2 A best practice solution for teams is for players to change into swimwear for showering. Changing into the swimwear would be done based on the Minimum Attire requirements in section 5.1.1.

5.4 Officials Dressing Rooms

5.4.1 Given that Dressing Room spaces for officials and officiating teams are often shared by officials of a wide variety of ages and genders and may be used by different sports at the same time, safety and privacy are of the utmost importance. To create a safe and welcoming environment for everyone who uses an officials Dressing Room space, the minimum attire rule and shower recommendations described should be applied. Any situations that require support should be directed to the Minor Hockey Association. If a Minor Hockey Association does not have a solution, they are to contact their Member.

6. SEEKING DRESSING ROOM ACCOMMODATION

6.1 If a player requires additional support to meet their individual needs over and above proactive efforts to remove barriers to inclusive participation, the player has the right to seek accommodations from the Minor Hockey Association. The Minor Hockey Association, once receiving the accommodation request in writing, either directly from the player or from the player's parent(s)/guardian(s), is required to meet and work collaboratively with a player to find an appropriate and equivalent option. This may include utilizing a pre-existing Dressing Room or an appropriate and equivalent changing area if required if the facility has limited number of Dressing Rooms.

6.2 As each player is different, the Minor Hockey Association must assess and manage all accommodation requests on an individual basis. The Minor Hockey Association must provide safe and confidential opportunities to meet with any player(s) who wants to discuss their individual needs and potential accommodations.

6.3 Minor Hockey Associations that do not have a solution are to contact their Member for support and guidance.

7. CONFIDENTIALITY AND PRIVACY

7.1 All players have the right to privacy. The Minor Hockey Association, with support from the Hockey Canada Ontario Member, is responsible for ensuring that a player's private information, including, but not limited to, their sex/assigned sex and/or gender identity, remains confidential. The Minor Hockey Association is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's consent.

8. COMPLAINTS

- 8.1 It is the responsibility of the Minor Hockey Association to have a complaint process for addressing player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.
- 8.2 Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player's right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias. Ultimately, the Minor Hockey Association must not exclude players in response to complaints based on presumed risk.



Dressing Room Policy Implementation Guide

Policy Name: ONTARIO DRESSING ROOM IMPLEMENTATION GUIDE		Date of Approval: 2023-12-20	Activation Date: 2024-02-01
Approved by: Ontario Human Rights Tribunal Hockey Canada Ontario Members	Linking To: 1. Ontario Dressing Room Policy 2. Ontario Confidentiality Statement 3. Ontario Confidentiality Statement Implementation Guide 4. Hockey Canada Gender Expression/Gender Identity Policy		Replacing Previous Versions Dressing Room Policy Implementation Guide 2016-09-07
Review Cycle: Ontario Members Meeting at Hockey Canada Winter Congress			

1. INTRODUCTION

- 1.1 The Hockey Canada Ontario Members Dressing Room Policy is a guiding document intended to provide the standards and guidelines necessary to ensure the safe, inclusive, and equitable participation of all Players. This implementation guide, directed towards team officials, functions as a practical accompaniment to the Ontario 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.

2. DEFINITIONS

- 2.1 **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 social expectations associated 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.

- 2.2 **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.
- 2.3 **Member:** not-for-profit Ontario corporation incorporated under The Corporations Act, R.S.O. 1990 c.38 that has responsibility to administer hockey within a defined portion of the Province of Ontario (Hockey Eastern Ontario, Hockey Northwestern Ontario, Ontario Hockey Federation).
- 2.4 **Player(s):** Refers to any individual who is registered as a participant with a hockey team.
- 2.5 **Gender-Segregated Space:** any space that is grouped according to a gender binary (women/men) 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.
- 2.6 Refer to the Ontario Dressing Room Policy for other definitions of “Dressing Room”, “Dressing Environment”, and “Minimum Attire”.

3. RIGHTS TO INCLUSION AND EQUAL TREATMENT

- 3.1 All Players, staff, volunteers, and the parents/guardians of Players of a Minor Hockey Association have the right to be respected and equal participants of the Minor Hockey Association. This means that they have a right to define and express their Gender Identity without fear of discrimination, harassment or penalization within the Minor Hockey Association. 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 safe¹, 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 and/or that meets any accommodation needs they may have.
- 3.2 Respecting the rights of Players, staff, volunteers and the parents/guardians of Players to inclusion and equal treatment (including the removal of any discriminatory requirement, factor or other barrier), may need no accommodation at all. However, if a Player has a code-related needs (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.

4. TAKING PROACTIVE VS REACTIVE STEPS TO ACCOMODATION

- 4.1 The “Minimum Attire” requirement implementation in the Ontario Dressing Room Policy provides the universal standard and proactive step for creating an inclusive and safe dressing room environment. The remaining proactive versus reactive steps relate to managing accommodation requests by individuals that still don’t feel comfortable in the dressing room with the “Minimum Attire” requirement.

¹ Unfounded concerns about safety are also 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

Proactive	Reactive
<p>Increasing Awareness and Understanding</p> <ul style="list-style-type: none"> • Anticipate barriers to inclusion and equity and take actions to address them to the best of your ability such as: <ul style="list-style-type: none"> • Create a code of conduct for your team that includes information on the Ontario Dressing Room Policy and the process required to seek request accommodations and communicate to the Players and Parents/Guardian; or • Amend your team’s current code of conduct to include information on the Ontario Dressing Room Policy and the process required to seek accommodations. • Raise awareness about the policy by: <ul style="list-style-type: none"> • Taking 10 minutes of a pre-season talk with parents/guardians to discuss the Ontario Dressing Room Policy • Taking 10 minutes of a pre-season talk with Players to talk about the Ontario Dressing Room Policy when discussing respect and anti- bullying. 	<p>Having informed the Players and parent/guardians proactively about the accommodation process the following are the steps:</p> <ul style="list-style-type: none"> • Provide confidential day, time, and space to discuss the accommodation request; • Bring a supportive person (parent/guardian or supportive non-relative) to the meeting; • Submit an accommodation request in writing to the Minor Hockey Association; • Inquiring about empty dressing rooms available during that timeslot; • Inquiring about appropriate and equivalent changing areas such as meeting rooms, all purpose rooms, etc.; and/or • Designing an equitable dressing schedule.

4.2 REACTIVE SCENARIO A:

- 4.2.1 A Player on your team has requested accommodation assistance with respect to the dressing room. There are many possible reasons why someone might request dressing room accommodations including but not limited to, Gender, need for privacy, body image concerns etc.
- 4.2.2 Knowing the reason behind an accommodation request is not necessary for providing accommodations and respect. It is up to the player’s discretion as to whether or not they choose to disclose why they require the accommodation. Follow the steps in the reactive portion of the chart above to determine a viable solution.

4.3 REACTIVE SCENARIO B: A Player on a team has submitted a request for accommodation with respect to separate space for changing.

- 4.3.1 You have called ahead to the facility to inquire about whether there are additional dressing rooms available in that timeslot.
- 4.3.2 If additional dressing rooms are unavailable during that 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
 - Another teams currently unused dressing rooms.

4.3.3 If both an additional dressing room and an appropriate and equivalent changing area is not available, you have designed an equitable dressing room schedule that ensures:

4.3.3.1. all Players have equitable access to dressing rooms by arranging/designing a schedule such that the order reflects over time that all Players have access to using the dressing space first and in a timely fashion; and

4.3.3.2. You have ensured that all Players are included in pre and post game team activities.

4.3.4 Example of a Team with One (1) Accommodation

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

1.1.1 Example of a Team with Two (2) Accommodation Requests

	Pre-Game	Post-Game	Next Game
1 st Shift	Accommodation 1 Individual/Private	Shared/Group	Accommodation 2 Individual/Private
2 nd Shift	Accommodation 2 Individual/Private	Accommodation 1 Individual/Private	Shared/Group
3 rd Shift	Shared/Group	Accommodation 2 Individual/Private	Accommodation 1 Individual/Private

1.2 Principles of Providing Accommodations for Team Officials

1.2.1 I have used active listening techniques by allowing the Player to share their concerns and need for accommodations.

1.2.2 I have taken steps to ensure I have understood the Player correctly such as summarizing that they have said and asking them to confirm that I've understood.

1.2.3 I have confirmed with the Player that accommodations will allow them to feel safe and able to participate fully.

1.2.4 I have brainstormed with the Player to identify possible solutions.

1.2.5 I have ensured that the Player is comfortable with the possible solutions.

1.2.6 If the Player is not comfortable with the possible solutions, I have worked with the Player to brainstorm more appropriate options.

1.2.7 I have set up a mutually agreeable time with the Player to present and brainstorm options.

1.2.8 I have allowed the Player to choose which option is more comfortable for them.

1.2.9 I have worked with the Player 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. ADVOCACY

5.1 A Player may require a member of the Minor Hockey Association 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:

5.1.1 I have spoken with facility management on the Player's behalf;

5.1.2 I have spoken with a tournament organizer to discuss the availability of additional dressing room options and/or appropriate and equivalent changing spaces; and

5.1.3 Upon the Player's request, I have disclosed private information about the Player to authorized individuals, only when necessary



HOCKEY CANADA CO-ED DRESSING ROOM POLICY

The following is the policy of Hockey Canada with respect to co-ed dressing:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

1. **Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.**
2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
3. Hockey Canada allows co-ed dressing room situations to exist at the U7, U9 and U11 levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
4. At the U13 level and above the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

Note: Hockey Canada Branches that have mediated Human Rights settlements within their Province/Territory with respect to specific co-ed dressing room parameters are exempted from this policy within their jurisdictions and may continue to adhere to previously mediated settlements.

Discussing Anti-Discrimination Policies Related to Gender Identity and Gender Expression

Pre-Season Chat Checklist

Coaches, Assistant Coaches and training staff are responsible for making sure that players understand their rights and responsibilities in relation to Hockey Canada's Ontario Branch policies. This resource offers a checklist of information that should be communicated to players about the Ontario Branch anti-discrimination policies that pertain to gender identity and gender expression during their pre-season talks with their teams. Staff may shape these conversations in consideration of the age group, social dynamics, and prior knowledge of the team they are coaching. Conversations about discrimination should not end with the pre-season chat but should be reinforced as needed throughout the season.

Introductory Pronoun Check-Ins

- Pre-season chats are a great opportunity for everyone on your team, including coaches, assistant coaches and volunteers to share the name and gender pronoun by which they wish to be called.
- Explain to your team that referring to someone by the pronouns they've requested is a way to show someone that you respect who they are.
- Explain that it is important to ask for and share gender pronouns, just like names, because it is not something you can always tell just by looking at someone. Tell players that it is okay to make mistakes but that it is important to show that they are trying to remember by simply apologizing and correcting themselves if they do slip up.
- Start by introducing yourself and your gender pronouns to your team. You can say, "I'm [name] and I go by the pronouns [insert pronouns]."
- By including pronoun check-ins during introductions as a routine practice, regardless of whether there are trans or gender diverse people on your team that you are aware of, you will proactively create an inclusive and affirming environment that positively acknowledges the possibility of gender diversity.

Discuss Players' Rights/Responsibilities as per Hockey Canada's Ontario Branches Anti-Discrimination Policies Pertaining to Gender Identity/Gender Expression

- Explain that the standard of respect in Hockey means that it is everyone's right to be respected and treated equally and to enjoy an environment at hockey that is free from discrimination and harassment. Explain that rights and responsibilities go hand in hand and therefore it is also everyone's responsibility to do their part to help create a discrimination and harassment free environment. This means treating everyone with respect. You may wish to go over the general definitions of discrimination and harassment with your players. (see Glossary in Resource Downloads for this training for a refresher on these definitions.)
- State that this standard is outlined in Hockey Canada's Ontario Branches Policies *and* Ontario Human Rights Law and that it explicitly protects people from being discriminated against or harassed because of their *gender identity* and/or *gender expression*, in addition to numerous other "protected grounds" (For the definition and list of protected grounds, as well as the definitions of gender identity and expression, see Glossary, included in Resources Downloads for this training).
- Elaborate on the meaning of discrimination and harassment based on gender identity and/or gender expression. To do this you may wish to reference the pronoun check-in as an entry point into this conversation. Explain that it is everyone's right to define and express their gender without fear of being discriminated against or harassed. State that this means that everyone has the right to be referred to by the name and gender pronoun they request and the right to use the washroom or dressing room (or any other gender-specific space) where they feel most comfortable. Explain that failing to respect someone's gender pronouns repeatedly, bullying or making inappropriate comments about the way someone identifies or expresses gender, or doing anything to make gendered washrooms or dressing rooms unsafe, inaccessible spaces, are all examples of discrimination because of gender identity and/or expression. (for more specific examples, see Resource Downloads, "What Counts as Discrimination Based on Gender Identity and/or Gender Expression"). Stress that everyone is responsible for holding themselves and one another accountable to this standard of respect and that it works in all directions, which means staff and volunteers also have these rights and responsibilities.
- Review the process for reporting incidents of discrimination/harassment that players witness or experience first hand. Communicate that it is everyone's right

and responsibility to ask for support/ assistance from the MHA if they experience discrimination to the best of their ability.

Define “Accommodations” and Discuss Related Rights/ Responsibilities

- Explain to players, that despite positive efforts to make all aspects of hockey safe, equitable and accessible for everyone regardless of gender identity or expression or any of the protected grounds discussed earlier, sometimes people continue to face barriers to participating fully and equally in hockey.
- Convey to players that if they face any unresolved barriers to participating fully and equally in hockey because of one of those protected grounds mentioned earlier, that they have the right to be provided with a special arrangement that will help them participate more fully. Explain that these special arrangements are called “accommodations”. Give a few general and hockey-related examples of accommodations to help explain the concept. Being provided with a sign language interpreter is an example of an accommodation that may help a person who is deaf do a part of their job. In hockey, a person may have a need for extra privacy when changing before or after playing. This need may be related to gender identity or to other protected grounds such as disability or religion. The special arrangements that are made to resolve these needs are also called accommodations.
- Explain that the right to be accommodated also comes with responsibility. Communicate to players that if they experience an unresolved obstacle that prevents them from participating fully in hockey because of one of those protected grounds, that they have the responsibility to send a written accommodation request to the MHA and to the work together with the MHA in coming up with an appropriate and reasonable accommodation that resolves their need.

Stress Importance of Respecting the Confidentiality of Others

- Make it clear to players that if someone has confided in them with personal or sensitive information about gender identity, whether they are seeking support about a struggle they are having or sharing their plans to come out, that it is important to make sure they know exactly what that person wants to keep private, to whom and what they do want others to know. Outing (sharing

information about someone's gender identity) without their consent is also an example discrimination.

- Emphasize the importance of respecting confidentiality as an important part of honouring the standard of respect discussed earlier.

LGBTIQ2S Glossary of Terms

The following definitions are intended to provide common language, answer questions and provide clarification on terminology and themes related to LGBTQ identities and experiences. This is not an exhaustive list but instead provides some basic terminology to support an introduction to related topics.

General Terms

Gender: a system that operates in a social context to classify people, often based on their assigned sex. In many contexts this takes the form of a binary classification of either ‘man’ or ‘woman’; in other contexts, this includes a broader spectrum.

Sex/Gender Binary: the notion that there are only two possible sexes (male/female) and genders (man/woman), and that they are opposite, distinct and uniform categories. This view also asserts that gender is determined by sex.

LGBTIQ2S: An acronym for “Lesbian, Gay, Bisexual, Transgender, Transsexual, Intersex, Queer, Questioning, Two Spirit” people. This acronym is often used as an umbrella term to encompass a broad spectrum of identities related to gender and attraction. This acronym takes many forms and can include: LGBPTTIQQ2sAAS+.

Ally: someone who believes in the dignity and respect of all people and takes action by supporting and/or advocating with groups experiencing social injustice. An ally does not identify as a member of the group they are supporting (e.g., a heterosexual person can act as an ally for gay people and communities; a cisgender lesbian can act as an ally for trans people and communities).

Ontario Human Rights Code: sets out legal rights and obligations that protect all individuals across the province from discrimination based on protected grounds.

Protected Grounds: are categories of social identity or experience that have historically been the basis for disproportionate levels of disadvantage and discrimination. The grounds protected in the Ontario Human Rights Code are listed here:

Age, Ancestry, Colour, Race, Citizenship, Ethnic origin, Place of Origin, Creed, Disability, Family Status, Marital Status (including single status), Gender Identity, Gender Expression, Receipt of Public Assistance (in housing only), Record of Offences (in employment only), Sex (including pregnancy and breastfeeding), Sexual Orientation

Discrimination happens when a person experiences negative treatment or impact because of an actual or perceived connection to one of the grounds that are protected under the Code. Discrimination may be intentional or not. It may be direct and obvious or subtle and hidden, but harmful just the same. Discrimination can occur between individuals or it can be systemic and embedded in organizational rules, policies and practices in ways that look neutral on the surface but exclude and negatively impact certain individuals or groups of people.

Harassment is a form of discrimination. It can include conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. Harassment creates a hostile or intimidating environment for work or sports activities and negatively affects performance or work conditions. The harassment may or may not be sexual in nature. Some forms of harassment can become a criminal matter.

Four Components of Human Identity



Assigned Sex: The classification of a person as male, female or intersex based on biological characteristics, including chromosomes, hormones, external genitalia and reproductive organs.



Gender Identity: 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 may or may not correspond with social expectations associated with the sex they were assigned at birth.



Gender Expression: The way a person presents and communicates gender. 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 and femininity. The ways in which gender is expressed are culturally specific and may change over time.



Attraction: The classification of a person's potential for attraction to other people, often based on their sex and/or gender. Attraction is often referred to as sexual orientation.

Terms Associated with Assigned Sex

Intersex: Refers to individuals for whom chromosomal, hormonal, or anatomical sex characteristics combine in a variety of ways that fall outside of medical and social classifications of male and female

Dyadic Male: A person who was easily categorized as male at birth due to the presence of the following biological characteristics: external penis, external testes, high levels of testosterone, and XY chromosomes.

Dyadic Female: A person who was easily categorized as female at birth due to the presence of the following biological characteristics: external vagina, internal uterus/ ovaries, high levels of estrogen, and XX chromosomes.

Terms Associated with Gender Identity

Cisgender: A person who identifies with the gender that is associated with the sex they were assigned at birth, in line with dominant social expectations.

Transgender: A person who does not identify, either fully or in part, with the gender associated with the sex assigned to them at birth according to dominant social expectations. It is often used as an umbrella term to represent a wide range of gender identities.

Trans Umbrella: The term trans is frequently used as an umbrella term for a variety of other terms, including transgender, transsexual and can also refer to terms like genderqueer, agender, bigender, Two Spirit, etc. Some people may identify with these or other specific terms, but not with the term trans. Similarly, some people may identify as trans, but not with other terms under the trans umbrella. At their simplest, each of these terms has commonalities with the term trans, and yet they are all unique in their specific reference to the context of, and specific relationships between, conceptions of gender identity and assigned sex.



The existence of a diversity of terms is important when discussing trans identities simply because there is quite a lot of variation in the lived experience and identities of individuals who may identify, or be described, as trans.

FtM: is an abbreviation for female-to-male. FtM refers to a transgender person who was assigned female at birth, whose gender identity is that of a man. This person would also be known as a transman.

MtF: an abbreviation for male-to-female. It refers to a transgender person who was assigned male at birth, and whose gender identity is that of a woman. This person would also be known as a transwoman.

Transsexual: This term is most frequently associated with movement from one side of the gender binary to the other with strong feelings for the need to transition medically. For some people, this is a stigmatizing term because of its historical association with mental illness, and the implication that a person's gender identity is not valid unless they medically transition. It is important to note that someone may still identify with the label of transsexual without medical intervention.

Gender Non-Binary: Someone whose gender is non-binary, might identify with elements of both man *and* woman, with another gender entirely, or perhaps with no gender at all. Some examples of non-binary gender identities that exist both on and off this spectrum include agender, bi-gender, polygender, and genderqueer.

Agender: The prefix 'a' signals "lack of". This term may be used to refer to those persons who feel genderless or neutral in their gender identity

Polygender: Refers to someone whose gender identity encompasses multiple genders. The prefix "poly" means "many". Polygender people may identify with multiple genders simultaneously and can be several genders all at once. Or they may alternate between their varying gender identities depending on the day or week

Bigender: Refers to someone who identifies with two genders which can be man, woman, or non-binary. Some people describe being bigender, not as a 50/50 split, but that different aspects of their gender identity come forward in particular contexts.

Genderqueer: A person whose gender identity exists outside of the gender binary. For example, people who "blur" gender norms and may identify as either men, women, both, neither, or who may reject gender altogether.

Concepts Associated with Trans Identities and Experiences

Transition: Frequently discussions around trans identities are focused on the ways in which individuals may align elements of their identity and bodies with their gender identity. While many voices in popular culture may use the expression "sex change" to describe these processes, the term transition is much more appropriate, being preferred

and used by members of trans communities. Refers to a variety of social, medical and/or legal changes that some trans people may pursue to affirm their gender identity. For many trans individuals, pursuing some form of transition is essential to their overall health and wellbeing. This is evident in research data related to the impacts of transition on suicidal behaviour within trans communities. For instance, Ontario’s Trans Pulse study found that 27% of respondents who were planning, but had not yet begun, transition had attempted suicide within the last year, compared to only 1% of those who had transitioned medically (Bauer, Hammond, and Travers 2010). The potential elements of transition can be broken down into three categories. It’s important to note that none of these three categories are required steps as part of a process of transition. The transition process is a very personal one. Each individual trans person will decide the ways in which they may choose to transition, or not, depending on what is comfortable and accessible to them.

Pronouns

Using the correct pronouns at someone’s request, is a way of validating that we all have the right to live our truth, to share our truth, and to be granted safety, respect and dignity in doing so. This involves knowledge about personal pronoun options beyond she/her/hers for women and he/him/his, for men when referring to someone in the third person. Some people go by the non-binary, gender neutral pronoun set; they/ them/theirs. Over time, we have also seen the addition of other non-binary, gender neutral options.

Here is a handy chart that will help you go over and practice the most common personal pronoun sets, currently in use.

Masculine	Feminine	Non-Binary	Non-Binary	Non-Binary	Non-Binary
He	She	They	Ze/Zie	Ey	Xe
Him	Her	Them	Hir	Em	Xem
His	Hers	Theirs	Hirs	Eir	Xyr
Himself	Herself	Themself	Hirself	Emself	Xemself

Terms Associated with Gender Expression

Masculine: A word to describe a behaviour, trait, or style of expression that has cultural associations with 'being a man'. These associations change over time, between cultures, and from person to person.

Feminine: A word to describe a behaviour, trait, or style of expression that has cultural associations with 'being a woman'. These associations change over time, between cultures, and from person to person.

Gender Non-Conforming: A term to describe anyone whose expression of gender may challenge society's rigid understandings of what it means to "be a girl" or "be a boy," or to be neither or to be both. Other related terms may include, gender variant, and gender diverse. It is important to point out that these labels reflect diversity in *gender expression*, not necessarily gender identity. Someone who is "gender non-conforming" can therefore be cisgender or transgender.

Androgynous: A word to describe a behaviour, trait, or style of expression that either blends both masculine and feminine forms of expression, or is culturally read as a gender-neutral.

Terms Associated with Attraction

Lesbian: A person who identifies as a woman and experiences attraction to people of the same sex and/or gender.

Gay: A person who experiences attraction to people of the same sex and/or gender. Gay can include individuals who identify as either men or women, or refer to those who identify as men only.

Straight: A person who experiences attraction people of a different sex and/or gender. Also known as "heterosexual".

Pansexual: A person who experiences attraction to a diversity of sexes and/or genders.

Bisexual: A person who experiences attraction to both men and women.

Asexual: A person who does not experience sexual attraction or who has little to no interest in sexual activity.

Terms Associated with Multiple Components of Human Identity

Two Spirit: an English umbrella term to reflect the many words used in different indigenous languages describing the fluid and diverse nature of gender and attraction and its interconnectedness to community and spirituality. The term seeks to restore traditional identities and roles that were actively buried by European Colonizers. Some indigenous people identify as Two-Spirit rather than, or in addition to identifying as LGBTQ

Queer: This term has a history of being used as a homophobic and transphobic slur but has been reclaimed by some LGBTQ communities as a term of pride and positive affirmation of diversity. It can be used to encompass a broad spectrum of identities related to sex, gender, and attraction or by an individual to reflect the interrelatedness of these aspects of their identity.

Questioning: an umbrella term that often reflects a process of reconciling three different pieces of information: 1) the feelings you have within yourself about the attraction(s) you experience and/or how you experience gender; 2) the language you have available to you to frame those feelings; and 3) the sense you have of how this will impact your interactions with other people in a social context.

Terms Associated with Discrimination on the Basis of Gender, Gender Identity and Gender Expression

Cisnormativity: a cultural and societal bias, often unconscious, that privileges cisgender identities and gender norms and ignores or underrepresents trans identities and/or gender diversity by assuming that all people are cisgender and will express their gender in a way that aligns with perceived gender norms.

Transphobia: fear and/or hatred of any defiance of perceived gender norms often exhibited by name-calling, bullying, exclusion, prejudice, discrimination, or acts of violence. Anyone who is trans and/or gender non-conforming (or perceived to be) can be the target of transphobia.

Homophobia: fear and/or hatred of homosexuality, often exhibited by name-calling, bullying, exclusion, prejudice, discrimination or acts of violence. Anyone who is lesbian, gay, bisexual, queer (or assumed to be), can be the target of homophobia.

Sexism: Bias and discrimination against females and/or women and/or femininity rooted in and justified by a social system in which males, men, and masculinity are thought to be inherently superior.

OPERATIONAL POLICIES

Position: Convenors

Status: Elected by Board: Two-Year Terms (Elected on odd numbered years unless vacancy occurs)

Convenor Conflict of Interest

- Any Convenor, within 30 days of taking position, shall divest themselves of any active position in which they have a vote and in the division in which they hold a Convenorship with a Member Team, League or Association.
- The Convenors within 30 days of taking office, shall divest themselves on any Life Membership voting rights within a Member, Team, League or Association during their tenure in any of the above noted positions.

Junior Convenor General Responsibilities:

- Be the liaison to all Junior hockey teams
- Submit a report for Director Meetings
- Submit an annual report for General Meeting
- Member of selection committee for Program of Excellence staff

Minor Convenor General Responsibilities:

- Chair Minor Committee
- Act as the Hockey Canada Representative for Provincial or Regional Minor Hockey Championship held within the Branch
- Submit a report for Director Meetings
- Submit an annual report for General Meeting
- Member of selection committee for Program of Excellence staff

Development Convenor General Responsibilities:

- Chair Development Committee
- Act as a Liaison to Referee-in-Chief
- Liaison to the Branch Technical Director
- Submit a report for Director Meetings
- Submit an annual report for General Meeting
- Member of selection committee for Program of Excellence staff

Position: Committee Chairs

Status: Elected by the Board of Directors: Annually

General Responsibilities:

- If required select committee members based on a minimum of a director from each of the three geographical zones of the Branch
- To set goals and propose a direction for the Committee based on the needs of the Members and the Branch while taking the Branch's Strategic Plan into consideration.
- Ensure regular communication and contact with Committee members and the Branch resource person.
- Hold a minimum of two meetings (face to face or conference call) per year.
- Ensure minutes are taken for meetings by yourself or a delegate (committee member, staff person)
- To oversee activities and assign tasks to committee members.
- Create an environment for open communication.
- Represent and present Committee findings or proposed policies for Board approval.
- Oversee the implementation of Board approved items.
- Monitor and evaluate performance of the Committee.
- Prepare a report for Directors meetings.
- Prepare an Annual report.

Position: Committee Members

Status: Appointed by the Committee Chair: Annually

General Responsibilities:

- Actively participate in discussion and decision making in regards to committee agenda.
- Record minutes if asked
- Complete any assigned action items as required
- Represent and present Committee findings or proposed policies for Board approval.
- Assist in the implementation of Board approved items.

Committee Terms of Reference

Committees of the Board

1. Standing Committees

The following committees shall be Standing Committees of the Board:

- a) Finance Committee;
- b) Risk, Conduct & Safety Committee;
- c) Minor Committee;
- d) Hockey Development Committee;
- e) Registration Appeals Committee;
- f) Non Registration Appeals Committee;
- g) Recruitment and Retention Selection Committee;
- h) Program of Excellence Selection Committee;
- i) Resolution Committee;
- j) Nominating Committee

2. Standing Committee Procedure

- a) All Standing Committees shall comply with all of the By-Laws, guidelines, and the Rules of Operation of the Association as determined by the Board of Directors or the Membership of the Branch. From time to time, all Standing Committees shall also comply with all requirements of Hockey Northwestern Ontario and, if applicable, any other hockey organizations with which Association teams are participating.
- b) Meetings:
Shall meet twice within each year (June 1-Annual Meeting).
- c) Notice:
Notice of all meetings of Standing Committees shall be communicated to all Members of the Standing Committee at least five (5) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.
- d) Quorum:
A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.
- e) Voting Rights:
Each member of a Standing Committee present at a Meeting shall be entitled to one vote; In the case of an equality of votes, the Chair shall have a second or casting vote.
- f) Minutes:
Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.
- g) Annual Report:
Each standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the Branch.

- h) Budget:
Each committee shall submit a budget to the Finance Committee by February 1st of current year for budget consideration.
- i) Committee Structure:
 - i. Each committee will be made up of a minimum of three members and maximum of four members, unless otherwise indicated.
 - ii. The President will be ex-officio member on all committees unless named to the committee by position.
 - iii. The Executive Director will assign a staff resource to each committee as required.

3. Sub-Committees and Ad Hoc Committees

The Standing Committee procedure also shall govern the procedure of all sub-committees and ad-hoc committees of the Branch.

4. Liaison

The following will be liaison positions of the Board:

- a) Program of Excellence

Committees

5. Finance Committee

- a) The chair will be elected by the Board of Directors at the first meeting of the Board
- b) The remainder of the committee will be: President, Vice President, Past President and the Executive Director as the staff resource.
- c) To manage the financial resources and work alongside the Executive Director to determine the financial needs of the Branch through the implementation of the Fiscal Policy
- d) Review and make recommendations to the Board of Directors regarding the management of all assets and liabilities
- e) Develop and maintain office policies, human resources and costs, office equipment, lease maintenance and employee appraisals

6. Risk, Conduct & Safety Committee

- a) The chair will be elected by the Board of Directors at the first meeting of the Board
- b) The chair will select the committee members based on a minimum of a director from each of the three geographical zones of the Branch, the committee will have a maximum of four directors on it

- c) The Risk, Conduct & Safety Committee is responsible for issues pertaining to the Branch in regards to risk & safety, insurance, Respect in Sport Activity Leader Program, Respect in Sport Parent Program, Harassment & Abuse and equipment.
- d) The Risk, Conduct & Safety Committee shall:
 - I. Manage the factors of risk involved with the game itself and reduce the risks to the Branch as a whole.
 - II. Review and evaluate current policies and practices.
 - III. Identify and share risk factors that pertain to the Branch.
 - IV. Draft research based policies and recommendations.
 - V. Act as a liaison and bring forward information between Hockey Northwestern Ontario and Hockey Canada.
 - VI. Create a written report on all risk management activities.
 - VII. Oversee the implementation of Board approved policy.
 - VIII. To facilitate Complaint Intake Forms.

7. Minor Committee

- a) The minor convenor will chair the committee
- b) The minor convenor will be elected by the Board of Directors
- c) The chair will select the committee members based on a minimum of a director from each of the three geographical zones of the Branch, the committee will have a maximum of four directors on it.
- d) Review and create policy recommendations to the Board of Directors as needed
- e) Shall review and approve or deny all overage age applications
- f) Review and approve schedules for AAA Branch Championships & AA Tournament of Champions

8. Hockey Development Committee

- a) The development convenor will chair the committee.
- b) The development convenor will be elected by the Board of Directors
- c) The chair will select the committee based on a minimum of a director from each of the three geographical zones of the Branch, the committee will have a maximum of four directors on it
- d) Review and create policy recommendations to the Board of Directors as needed.
- e) The Technical Director will serve as a staff resource to the committee.

9. Registration Appeals Committee

- a) The Chair of the committee will be elected by the Board of Directors
- b) The committee will have the Executive Director as a member along with the convenor of the division of hockey, which the appeal is from along with a representative from that zone.
- c) Review and approve or deny applications for player movement based on the registration regulations of HNO and Hockey Canada
- d) The committee will follow the Registration Appeal policy.

10. Non-Registration Appeals Committee

- a) The Pre-Screening committee will be made up of the President, Vice-President and Executive Director. The Past President will serve as an alternate shall one of the other members be unavailable.
- b) The appeal committee composition will be: President, convenor of division of play, two directors from the zone in which the appeal originated.
- c) Hear appeals based on decision of branch, members, suspensions or protests.
- d) The committee will follow the Appeals policy.

11. Recruitment & Retention Fund Selection Committee

- a) The make-up of the committee is based on position and will be the: President, Vice President, Minor Convenor, Development Convenor & Executive Director
- b) Review applications to the Fund, two times yearly (May 1st & Sept. 1st)
- c) Distribute funds to a maximum of \$10,000 per year
- d) Report findings to Director meetings
- e) Submit an annual report for the Annual General Meeting

12. Program of Excellence (POE) Selection Committee

- a) Make up of committee is three convenors: Junior, Minor & Development
- b) Committee to select chair between themselves.
- c) Work with Executive Director & Technical Director to establish timelines for the process of selecting team or camp staff.
- d) The committee will determine the process for selection staff including options of hand-picked, or interview process.
- e) Report selections to Director meetings
- f) The chair will act as a liaison to the Technical Director for any decision that requires board approval.

13. Resolution Committee

- a) The Vice President will chair the Resolutions Committee
- b) The Past President and Executive Director will be the other committee members.
- c) The committee will meet at least once a year.
- d) The committee will review the submitted Notice of Motions and bring that report forward to the board of directors.
- e) The purpose of the review is to determine if the proposed changes are constitutional. It will not provide an opinion if they are for or against a motion.
- f) The Past President will chair the Notice of Motions section of the Annual Meeting

14. Nominating Committee

- a) The President will name a Life Patron to chair the nominating committee as per by-law 304 C.
- b) If a Life Patron is unavailable the President can assign the duties to the Executive Director
- c) The chair will bring a full slate of nominees to the annual meeting for election.
- d) Nominations will also be accepted from the floor.
- e) A staff member will be assigned to assist in the election process as required

15. Program of Excellence

- a) The Development Convenor, Minor Convenor and Junior Convenor will act as POE committee. They will select a chair between themselves who will also serve as the liaison
- b) The POE Liaison shall:
 - I. Bring any requests from the Technical Director or Executive Director regarding the Program of Excellence Gold Cup Team and Under 15 Camp to the board.
 - II. Bring the names of the Gold Cup staff forward to the board for approval.
 - III. Travel with team to Gold Cup Event if required.
 - IV. Be present at Under 15 Camp or have another member of the committee be present.

Approved by the Board of Directors: February 10, 2018

Replaces: May 14, 2016

Reviewed: Biennial

Policy Name: Participant Assessment Policy		Date of Approval September 21, 2024	Effective Date: September 21, 2024
Approved by: HNO Board of Directors	Prepared by: Brian Patterson		Replaces Previous Versions Newly created
Review Cycle Biannual			
Responsible HNO Executive Director HNO Technical Director HNO Referee in Chief	Accountable HNO Executive Director HNO Technical Director HNO Referee in Chief	Consulted	Informed

PURPOSE

The purpose of this policy is to establish guidelines for obtaining, managing, and utilizing customer feedback after hosted events to ensure continuous improvement, customer satisfaction, and enhanced event experiences.

SCOPE

This policy applies to all hosted events/new programs, including but not limited to:

- HNO Annual General Meeting
- HNO Branch Championships
- HNO Tournament of Champions
- HNO Program of Excellence Programs

It covers the methods of collecting feedback, the handling of data, and the implementation of feedback in future events.

POLICY STATEMENT

1. Feedback Collection

- Timing: Feedback shall be collected immediately after the event, ideally within 3 to 5 days to ensure responses are fresh and accurate.

Methods:

- Surveys: Send digital surveys via email to all participants. The survey should include questions that cover key aspects of the event, such as content, logistics, and overall satisfaction.

2. Survey Design

Clarity: Surveys should be clear, concise, and easy to complete, with a mix of quantitative (e.g., rating scales) and qualitative (e.g., open-ended questions) formats.

Customization: Tailor surveys to specific events to capture feedback on unique aspects of each event, while maintaining some standardized questions to allow for comparative analysis across events.

Anonymity: Offer anonymous feedback options to encourage honesty and candor.

3. Data Handling

Confidentiality: All customer feedback data must be treated as confidential. Feedback data should only be accessible to relevant staff members and used for the purposes of improving event experiences.

Analysis: Data from feedback surveys shall be compiled and analyzed promptly.

4. **Utilization of Feedback**

Actionable Insights: Feedback should be reviewed and categorized into actionable and non-actionable insights. Focus should be placed on feedback that can directly contribute to improving future events.

Implementation: The event management team should implement improvements based on the feedback received. These improvements should be documented and communicated to stakeholders, along with a timeline for implementation.

Acknowledgment: Where feasible, acknowledge feedback by thanking participants and informing them of any changes made because of their input.

5. **Reporting**

A summary report of the feedback and key insights shall be prepared and presented to relevant staff, including appropriate committee, and the HNO Board of Directors.

Key findings and recommendations should be shared with staff and to inform strategic planning for future events.

6. **Review and Improvement**

Continuous Improvement: The feedback process itself should be subject to evaluation and improvement. Feedback from attendees on the feedback process should be considered in refining survey tools and collection methods.

The content of the policy shall apply to Hockey Northwestern Ontario's (the Branch) membership. Upon approval, amendments shall be brought to the Finance Committee for review and approval prior to ratification by the Branch's Board of Directors.

This document precedes all other policies written in other Branch publications, except for the Branch's Articles, By-Laws, and Regulations.

The Hockey Northwestern Ontario Fiscal Policy has been developed by the Branch Finance Committee to enhance the financial operations of Hockey Northwestern Ontario (hereinafter referred to as the Branch). This document shall make members aware of the manner and process in which the finances of the Branch are handled.

FINANCE COMMITTEE

Terms of Reference

- a) The Finance Committee shall consist of the Chair, President, Vice President and Past President. The Executive Director will serve as a staff resource.
- b) It shall be the duty of the Finance Committee to review budgets that are prepared by all Committees, Resource People in conjunction with the Executive Director and to submit a budget for approval by the Board of Directors. The Finance Committee shall continually monitor the finances of the Branch throughout the fiscal year, which ends March 31. Minutes of each Committee Meeting shall be submitted to the Board prior to each Board Meeting.
- c) The Finance Committee shall be empowered to make and carry out decisions that are within the approved budget. Matters that involve finances outside the approved budget and outside of the designated limits in the Fiscal Policy shall be presented to the Board of Directors, with recommendation from the Finance Committee.
- d) The Fiscal Policy shall be reviewed by the Finance Committee and changes to the Fiscal Policy will be brought forward for approval by the Board. The Fiscal Policy shall address, in detail, all criteria and regulations for the financial operation of the Branch.
- e) The Finance Committee shall:
 - i) Present financial reports at each Board Meeting.
 - ii) Ensure democratic control of all the Board's finances and in setting financial priorities.
 - iii) Review funding applications.
 - iv) Undertake strategic planning for the Branch in regards to growth and promotion, as well as determine the best possible source of investment for Branch monies.
 - v) Meet annually with the Board's Auditor or Accountant, prior to the Annual General Meeting to review the audit or review engagement.
 - vi) Evaluate recommendations suggested by auditor or accountant.

Budget

The following numbers placed in the budget will be sound when judged against the following:

- The anticipated revenues will be either secured or backed by research and dominant facts.
- The projected expenses will either be based on known costs or backed research and documented fact.

- Both revenues and expenses will be based on historical data from the past two (2) fiscal years.
- The budget should not be dependent upon monies obtained through Hockey Canada hosting international events or the Hockey Canada Legacy Fund or monies derived through the hosting of Inter-Branch Championships.

The Board shall have the authority to adjust the budget should Hockey Canada's fee structure change after the budget has been approved. The fee structure would include, but not be limited to participant insurance coverage, transfers, and development materials.

Process:

Committees, Referee-in-Chief and Technical Director will submit their respective budgets to the Executive Director by February 1.

The Finance Committee and Executive Director will review the budget submissions. Finance Committee would meet within the month(s) of February and March.

Budget presentation would take place at the Board of Directors' Meeting closest to the end of the fiscal year. If there were more issues with the proposed budget the Finance Committee and the Executive Director would work on the budget during the following week(s) for approval at the first Board of Directors' Meeting after the Annual General Meeting.

1) Expense Claims

Attached as Appendix B (HNO's Expense Claim Form), the process for submission is outlined on the form.

Finance Committee, Executive Director and Signing Officers have full authority to question any item on an expense claim form. Expense claim forms not properly completed will be returned to the Claimant.

Payment of submitted expense claims for all approved meetings will be processed within ten (10) days of the receipt. The Branch Office will issue payment for travel, meals and accommodation only. The Branch shall pay these per diems based on attendance at Branch scheduled meetings or presentations.

2) Fees

Minor Hockey Associations will be required to pay two-thirds (2/3) of their assessment based on the previous season's assessment due October 15. The final registration numbers will be reconciled no later than March 1 and final payment will be due within 30 days of the registration invoice.

Senior and Junior teams shall pay by October 15 of the current playing season, two-thirds of the total owing and one-third of the total owing by December 1 of the current playing season.

Hockey Canada Insurance Breakdown (Per Registered Participant)

*Included Players & Team Personnel that are registered to the team in the Hockey Canada Registry

Hockey Canada Insurance							HNO Fees				
Division	<u>AD & D</u>	<u>MMD</u>	<u>Safety/Risk Management Fees</u>	<u>GL</u>	<u>D&O Liability</u>	<u>Assessment</u>	<u>Admin</u>	<u>Mentorship</u>	<u>Capital</u>	<u>Risk & Safety</u>	<u>Total</u>
Minor			-				\$41.35	\$1.00	\$0.50	\$0.50	\$ \$74.99
	\$4.99	\$2.32	\$2.94	\$12.51	\$5.88	\$3.00					
Team Fee											Total Team Fee
Junior A *											\$3,004.39 (includes HST)
Junior A (U.S.A. based teams)											\$1,487.98 (includes HST)
Junior B											\$2,490.06 (includes HST)
University											\$3,704.03 (includes HST)

*Does not include supplement for players wearing visors

Officials Insurance & Certification Fees

Hockey Canada Insurance & Certification Fees							HNO Fees				
Level	<u>AD & D</u>	<u>MMD</u>	<u>Safety/Risk Management Fees</u>	<u>GL</u>	<u>D&O Liability</u>	<u>Assessment</u>	<u>Admin</u>	<u>Mentorship</u>	<u>Capital</u>	<u>Risk & Safety</u>	<u>Total</u>
1						\$1.00	\$93.20				
2						\$2.00	\$92.20				
3	\$4.99	\$2.32	\$2.94	\$12.51	\$5.88	\$3.00	\$91.20	\$1.00	\$0.50	\$0.50	\$141.07
4						\$4.00	\$90.20				
5						\$5.00	\$89.20				

Increases in membership fees shall be given notification one (1) year in advance of its implementation.

Junior and Senior teams are charged a flat fee since they register variable amount of players and coaches per season, therefore, the administration fee that goes back to the Branch varies. This fee also includes home playoff, regular season and exhibition game fees.

Administration fees for Officials include: casebook, evaluations, and items within the officiating program (i.e. Referee-In-Chief travel, Zone Referee-In-Chief travel, etc.).

Insurance rates shall be set annually during the Winter Congress Meeting or Spring Congress Meeting of Hockey Canada's Board of Directors.

3) Financial Statements

A financial statement shall be prepared and presented to the Board by the Finance Committee at each of Board meetings.

The Board shall review the appointment of the following year's Auditor or Accountant of the Branch during the month of May, with their recommendation being presented during the Annual General Meeting. The Auditor or Accountant shall examine the financial procedures of the Branch upon appointment. The Auditor or Accountant shall prepare an audited financial statement or review engagement each May for presentation at Branch's Annual General Meeting.

4) Corporate Filings

The Branch will file its Annual Return as per the Corporations Information Act with the Ministry of Government Services and the Ministry of Finance after Branch Annual General Meeting and before August 15.

5) Invoices

Invoices issued by the Branch shall be paid within 30 days of the invoice date. Outstanding accounts shall be subject to late payment charges at one per cent (1) % per month. Bills not paid within 60 days may result in loss of the following privileges:

- Access to Hockey Canada Registry.
- No travel permits will be written for the Association until the outstanding account is resolved.
- The ability to charges items and service to their account.

Outstanding bills not paid by the Annual General Meeting will result in the Member losing their right to vote at the meeting.

Bills not paid within 120 days will result in:

- The loss of the above mentioned privileges.
- The Team, League or Association being brought to collections.
- Junior teams and/or Leagues may be brought to collections earlier than the 120 days, if they have shown a history of overdue accounts.

Non-Sufficient Funds (NSF) cheques

Any Member that submits a cheque that the bank returns shall be charged \$25.00.

6) Lodging

All hotel rooms for Branch Meetings may be reserved through the Branch Office. The Branch will pay for hotel rooms and taxes only. All other allowable expenses must be claimed through the Expense Claim Procedure. A copy of the hotel receipt must be attached to the Expense Claim Form upon submission.

- a) Accommodation – Will pay up to the maximum of the negotiated hotel rate and the Director would assume the difference if the rate paid is over the negotiated rate.

- b) In the event that a Director chooses to return home and not stay at the hotel, the Director will be compensated the lesser of the negotiated hotel rate or the actual number of kilometres driven.

7) Meals

Reimbursement for meals while traveling on Branch business (whether in- or out-of-province) shall be paid at the following rates:

Branch Meeting	Other Travel
Maximum per diem	\$85.00
\$65.00	

These rates shall be reviewed annually by the Finance Committee.

8) Meetings

The Finance Committee shall meet regularly as determined by the Committee Chair. The agenda will include Welcome, Previous Meeting Minutes, Balance Sheet, Income Statement (Profit and Loss Statement), and Budget versus Actual Variance Report, Accounts Payable, Accounts Receivable, and New Business. The Finance Committee meetings shall be by conference call or in-house meeting at the discretion of the Finance Committee Chair and the Executive Director.

9) Office Supplies

The Branch shall purchase office supplies as per the current budget at the most efficient cost from a stationery distributor from within the region.

10) Purchasing

The Branch is committed to obtaining the best value for the total acquisition cost of all goods and services purchased without sacrificing quality, flexibility, delivery time or the Branch’s public reputation. To facilitate and encourage the timely purchase of goods and services, the Branch has adopted the following procurement statements.

Outside of the operating budget, the President, the Executive Director and certain Committees will have the authority to make purchases. It is required that two (2) distinct bids be acquired prior to purchase. Their limits and authoritative person(s) are outlined below:

Authority	Amount
Executive Director	\$1,000
President & ED	\$1,001 - \$2,500
Finance Committee	\$2,501 - \$5,000
Board	\$5,001 – plus

Taxes are not included in the limits.

Further to that:

- No person shall commit the Branch to agreements, licenses, contracts, leases, or other legally enforceable obligations unless authorized to do so by the Board, as detailed in the Section 15.
- Where the authority is not delegated, and orders are placed in the name of the Hockey Northwestern Ontario without an authorized purchase order or signature from Branch Signing Authorities it will be an obligation of the person placing the order and not an obligation of the Branch.

11) Reimbursements

- a) The Branch shall not provide any reimbursement of membership or insurance fees to active Members who have paid their annual membership and insurance fees and subsequently cease operation.
- b) The Branch shall consider reimbursement of membership or insurance fees should a Member hold pre-season tryouts and participate in a pre-season exhibition game. Such reimbursement shall be solely dependent upon no injuries or Hockey Canada insurance claims being forthcoming from such pre-season tryouts and exhibition games.
- e) Overpayment of an invoice by a Member will result in a credit applied to their account. However, if that Team, League or Association disbands they will be reimbursed within thirty (30) days of receipt of written documentation proving the cessation of operation.
- f) Any Member that pays for a development clinic and does not attend that clinic will have credit applied to their account. They will be eligible to attend that same specific clinic within the fiscal year. Clinic fees are not refundable if a future clinic is not attended.

12) Signing Authority

- a) The Branch Fiscal Policy dictates that there be four (4) persons with cheque signing authority and two (2) persons must sign each cheque as follows:
President
Vice President
Finance Committee Chair or Designate
Executive Director
- b) The President or the Executive Director **must** sign **all** cheques.
- c) No person is able to sign any cheques being paid directly to them.
- d) Electronic payments will be reviewed using the same signing authorities as above and are only permitted for expenditures on the pre-approved list maintained by the Finance Committee.

13) Special Projects

All special projects must have written criteria and budgets approved by the Board. Supervision of revenues, expenditures and accountability will become the responsibility of the Project Coordinator. Projects will not be approved that budget for a deficit.

14) Travel

Travel for Branch Delegates must be authorized by the President and/or Executive Director. Branch travel allowance shall be paid at the Canada Revenue Agency reasonable allowance rate per kilometre.

Out-of-province travel shall be paid at the Canada Revenue Agency reasonable allowance rate per kilometre. Any Person travelling on behalf of the Branch as a representative will have his/her lodging paid for by the Branch credit card.

15) Travel, Meals, and Entertainment

Please refer to Appendix A.

16) Trophies and Awards

Trophies and awards shall be purchased based on the need and cost outlined in the annual budget process at the most economical price available.

17) Funds

The Branch has established the following funds:

Fund Name	Decision Makers	Notes
Arnold Southern Bursary	Bursary Fund Committee	The committee gives out a maximum of three bursaries per year. Signing Authorities to match the General Account.
Capital Fund	Administration Committee and Finance Committee	Budgeted annually. Fifty cents (\$0.50) per minor hockey participant. Funds will be placed into the Capital Bank Account / Investment.
ING Direct	Branch Signing Authorities	Used to keep not immediately required funds liquid while earning interest revenue.
Mentorship Fund	Finance Committee, Executive Director and Technical Director	Budgeted annually. One dollar (\$1.00) per minor hockey participant.
Reserve Fund (Board of Directors)	Board	
Reserve Fund (Life Members)	Life Members	
Risk Management Fund	Risk, Conduct and Safety Committee	Budgeted annually. Fifty cents (\$0.50) per minor hockey participant.
Program of Excellence Fund	Branch Signing Authorities	Used to fund the OHL Gold Cup Team annually.

18) 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.

19) Regional Championship

The Branch will provide a grant of \$5,000 to the Host of a Regional Championship and \$10,000 to the Host of a National Championship located in the Branch. 50% of the grant payment would be made 30 days in advance of the first day of the event and 50% of the grant payment would be made 30 days after completion of the event and all related hosting requirements.

20) Branch Representative Travel for Championships

General

- a) The Branch Office will arrange travel, in consultation with the respective Branch Representative, including accommodations, flight, car rental, etc.
- b) The Branch will cover the cost of the Branch Representative's travel, accommodation and per diem while attending a Championship.

Travel

When a team chooses to travel by chartered bus, the Branch Representative may travel by this method also. Should the Branch Representative choose not to travel by this method, cost of travel will be borne by the Branch as follows:

- a) When a Branch Representative chooses to travel by either car or plane, they will be reimbursed at the lesser of the most economical airfare or the approved rate per kilometre.
- b) The Branch's policy is to book the most economical airfare at least one (1) month in advance of the Championship. Consideration will be given to flight schedule and Director's schedule while being fiscally responsible.
- c) To determine the total distance, the Ministry of Transportation website shall be used. If the MTO website does not cover the destination points, then Google Maps shall be used.
- d) When the Branch Representative chooses to travel by personal vehicle, a daily gas allowance will be paid at the rate of \$22.50 per day for each day of the Championship for travel between the accommodation site and the venue.

Meals

- a) Per Diem will be paid as per Section 8.

Accommodations

- a) The Branch Representative shall stay at the designated accommodation site.
- b) Should the Branch Representative choose not to stay at the designated host site, cost of the accommodations will be borne by the Branch Representative.

Car Rental

- a) When the Branch Representative travels by air and the Host Site does not have an airport, a car rental will be allowed in order for the Branch Representative to travel from the nearest airport to the Host Site and return.
- b) When the Branch Representative travels by air and the Host Site has an airport, a car rental may be allowed if accommodations and venue are more than one (1) kilometre apart.
- c) Should a car rental be necessary, the Branch will assume the cost of fuel used during the rental period.
- d) Car rentals will be arranged through the Branch Office.

Miscellaneous

- a) Movies and mini bar charges are a personal cost and are not to be claimed.
- b) Laundry services are the Branch Representative’s responsibility.
- c) One (1), 15-minute personal phone call per day may be claimed for reimbursement.
- d) The cost of Internet access, if not provided by the Host hotel, may be claimed for reimbursement.

Example to Determine Most Fiscally Responsible Travel

<u>Personal Vehicle</u>	versus	<u>Air Travel</u>
Mileage - \$650.00		Ticket - \$350.00
Gas allowance - \$135.00		Car Rental - \$250.00
		(Includes gas)
Total: \$785.00		Total: \$600.00

Therefore, if you chose to use your personal vehicle, you would be reimbursed using the air travel amount (\$600.00) - the **lesser** of the two (2).

Similarly, if the air travel and car rental equalled \$785.00 and your personal vehicle use totalled \$600.00, you would be reimbursed for the personal vehicle amount – again, the **lesser** of the two (2).

21) Bursaries

The branch shall have two bursary awards. The Arnold Southern Memorial Bursary for secondary school students and the Jim Stirling Memorial Bursary for post-secondary students.

- a) **The Bursary committee will be composed of one Life Patron, one Director of the Board, and the Executive Director. The life patron along with the Chair will be appointed by the Board of Directors.**

The Past President will serve as an alternate in the event of a conflict of interest or the unavailability of any of the above three (3) Committee Members.

- b) The affairs of the Bursaries shall be administered through the Branch Office in cooperation with the committee.**
- c) The bursary committee will be responsible for selecting the recipients of the Arnold Southern Bursary yearly.**
 - i. The branch office will be responsible for sending out the bursary information to the high schools in the region and members of the branch.**
 - ii. Applicants of the bursary must have been a registered participant, coach, bench staff or officials with the branch in the current season.**
 - iii. The amount to be awarded for any one bursary is one thousand dollars (\$ 1,000.00) and a maximum of two (2) bursaries will be awarded.**
 - iv. Payment will be issued upon receipt of proof of payment and attendance at a recognized University or College.**
- d) The Jim Stirling Memorial Bursary is funded annually by BFL Canada.**
 - i. Only students in post-secondary institutions shall be eligible. Students are only eligible to win the bursary one time during their post-secondary education.**
 - ii. Applicants of the bursary must have been a registered participant, coach, bench staff or officials with the branch in the current season.**
 - iii. A maximum of two (2) five hundred dollar (\$500.00) bursaries will be awarded.**
 - iv. Payment will be issued upon receipt of proof of payment and attendance at a recognized University or College.**

Fee Schedule

A fee schedule of applicable fees for membership is below. Dollar amounts have been removed from the By-Laws of the constitution and will be referenced in the fee schedule. All other fees are also included for information purposes.

Fee	Amount	Note
Registration Fees		
Junior A Team Fee	\$3,004.39	As per Fiscal Policy
Junior B Team Fee	\$2,490.06	As per Fiscal Policy
Minor Hockey Player & Team Personnel Individual Registration Fee	\$64.99	As per Fiscal Policy
University Team Fee	\$3,704.03	As per Fiscal Policy
Tournament Fees		
Tournament of Champions Entry Fee	Maximum \$1,400.00 (for U13, U15 and U18); \$1,200 (for U11)	Per Team as per Tournament of Champions Policy
Tournament of Champions Host Bond	\$250.00	As per Tournament of Champions Policy. Returned if host meets all requirements.
Tournament of Champions-Team Withdrawal Penalty Before December 15 th	Full refund less \$500.00 before December 15 th No Refunds after December 15 th	As per Tournament of Champions Policy
Tournament Sanction Fees	\$5.65 - tournament sanction \$11.30 - inter branch tournament sanction \$56.50 - outside of Canada (USA) tournament sanction \$113 - International tournament sanction Per Team Fee- \$11.30 for Canadian Teams Non HNO Teams including Women's - \$11.30 Per Team Fee- \$56.50 for USA or International Teams	As per HC regulations and HNO tournament policy
Tournaments- Failure to submit tournament suspension list within 24 hours of final game	\$282.50	Fine-as per tournament policy
Failure to notify tournament cancellation	\$28.25	Failure to notify the branch office within 10 days of scheduled tournament
Failure to Submit Tournament Sanction Fees	\$113.00	Fine for fees not submitted 10 days after the tournament as per tournament policy

Tournaments- Host MHA failing to get a travel permit from a participating team	\$282.50	Fine- as per tournament policy
Travelling without Travel Permit	\$226.00	Fine- exhibition games against non HNO teams and all tournaments outside the home association

Travel Permits		
Travel Permit	\$18.08	Required for all tournaments outside your home association and exhibition games against non HNO teams
Travel Permit (Less than 5 business days)	\$56.50	Fee for any travel permit submitted less than 5 business before the tournament or exhibition game
U7 Jamboree Travel Permits	\$0.00	U7 Jamboree travel permits are free unless requested 48 hours or less before the jamboree
Training & Certification Fees		
Hockey University- Coach 1/2	\$39.55	Online Module, Prerequisite for Coach 1 & Coach 2 (needs to be completed one time)
Hockey University – Online Checking	\$16.95	Online Module, Prerequisite for Coach 2 & Development 1 (needs to be completed one time)
Hockey University- Online Officiating 1/2	\$28.25	Online Module, Prerequisite for Level 1 & 2 Officials (needs to be completed one time)
Coach 1- Intro to Coach	*\$33.90	*Minimum fee indicated. Fee could be higher based on clinic location and participants. Includes Classroom & On-ice session.
Coach 2- Coach Level & Checking Clinic	*\$40.68	*Minimum fee indicated. Fee could be higher based on clinic location and participants. Includes Classroom Portion & On-ice session
Coach Development 1 & Checking Clinic	\$231.65	Includes Classroom session, On-Ice session, Field Evaluation
Hockey Trainer's Certification Program Level I	\$21.13	Online Course ran through Hockey Development Centre of Ontario
Hockey Trainer's Certification Program Level I Renewal	\$8.48	Must be completed by Oct. 31 st of the season
On Ice Officials Certification Fees	\$129.95	As per Fiscal Policy
Respect in Sport Activity Leader Program	\$33.90	Online Course ran through Respect in Sport Group Inc.

Speciality Clinics	\$56.50	Includes Classroom session and On-Ice. I.E. Checking or Goaltending Clinics for Coaches
Other Fees		
Annual Membership Fee	\$169.50	Due by July 1 st with constitution and information in the portal.
Appeal	\$339.00	\$50.00 is non-refundable administrative fee
Declaring Teams	\$28.25	Fine- per team not declared by the date required within the Regulations
Game Protest	\$169.50	Forfeited if Protest is defeated
Non-Sufficient Funds Cheques	\$28.25	To apply for any NFS's
Registration Appeal	\$169.50	Non-Refundable

Approved by the Board of Directors: August 15, 2023
Replaces: June 10, 2023
Reviewed: Annually

Policy Name: Distribution of Meeting Minutes		Date of Approval September 21, 2024	Effective Date: September 21, 2024
Approved by: HNO Board of Directors	Prepared by: Brian Patterson		Replaces Previous Versions Newly created
Review Cycle Reviewed annually by Board of Directors.			
Responsible HNO Board of Directors	Accountable HNO Executive Director	Consulted HNO Board of Directors	Informed Members, Associations, Leagues

PURPOSE

The purpose of this policy is to ensure that meeting minutes are accurately recorded, reviewed, and distributed in a timely manner to all relevant members and directors. This policy aims to enhance transparency, accountability, and communication within Hockey Northwestern Ontario

SCOPE

This policy applies to all official meetings held within Hockey Northwestern Ontario, including but not limited to board meetings, special meetings, and annual general meetings.

POLICY STATEMENT

The Board of Directors recognizes the importance of maintaining clear and accessible records of its meetings. This policy outlines the procedures for the distribution of meeting minutes to ensure transparency and effective communication.

PROCEDURE

1. Recording Minutes

- 1.1. The Secretary or an appointed individual shall be responsible for accurately recording the minutes of each meeting.
- 1.2. Minutes shall include, at a minimum, the date, time and location of the meeting, attendees, approval of previous minutes, reports from staff and committees, old and new business, agenda items discussed, decisions made, action items, and any pertinent discussions.

2. Drafting Minutes

- 2.1. Draft minutes shall be prepared within seven (7) days of the meeting.
- 2.2. The draft minutes will be distributed electronically to all board members for review.

3. Approval of Minutes

- 3.1. Minutes will be reviewed and approved at the next board meeting. Approval will be recorded in the minutes of that meeting.
- 3.2. Minutes from the annual general meeting will be reviewed and approved at the annual general meeting. Approval will be recorded in the minutes of that meeting.

4. Distribution of Approved Minutes

- 4.1. Approved minutes shall be distributed electronically to all directors, and members within five (5) business days of approval.

4.2. Minutes shall be stored in a centralized and accessible location for future reference.

5. Confidentiality

5.1. Sensitive information discussed during meetings shall not be disclosed publicly and will be marked as confidential and excluded from the general distribution of the minutes.

5.2. Confidential minutes will be handled in accordance with Hockey Northwestern Ontario ***In-Camera Meetings*** policy.

1. IN CAMERA MEETINGS

There are times when discussions within Hockey Northwestern Ontario meetings must be kept confidential. Such discussions are considered to be “in camera” meetings.

In camera meetings have a legitimate purpose but their use should be limited. Because in camera meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

2. FACTORS SUPPORTING IN CAMERA MEETINGS

In camera meetings should be considered where the following subject matter is to be discussed.

- a. personnel matters about any identifiable individual, including employees, Directors, participants, or Members of Hockey Northwestern Ontario.
- b. commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
- c. litigation or potential litigation; or,
- d. the receiving of advice that is subject to privilege, including communications necessary for that purpose.

(this list is not intended to be an exhaustive list, and other factors may be considered):

3. MINUTES OF IN CAMERA MEETINGS RECORDING

Decisions made and, when appropriate, the factors considered in determining to hold a discussion in camera, should be recorded in separate Minutes. The Recording Secretary will be part of the in-camera meeting to keep the Minutes unless the circumstances require that he or she also be absent. In his or her absence, the Chair is responsible for ensuring that an appropriate record of the discussion is kept.

APPROVING

Once the main minutes of the last meeting have been adopted. The *In-camera* minutes will be adopted by the meeting participants. The committee or group will go *in camera* in order to adopt the *in-camera* minutes and then move *out of camera* once this has been done.

DISTRIBUTION

Minutes of an in-camera meeting will be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the in-camera meeting. The Branch Executive Director shall keep or cause to be kept a record of in camera Minutes. Minutes of an in-Camera meeting that are sensitive to the Executive Director are to be held by the President.

ACCESS

Any access to *in camera* Minutes is limited to the participants of the *in-camera* meeting. Any requests for access to *in camera* Minutes by any other individual should be directed to the Hockey Northwestern Ontario President who will consult with the Chair of the meeting within which the *in-camera* discussion occurred (if other than the President), or the Chair of the *in-camera* portion of the meeting, prior to granting access to *in camera* Minutes.

LENGTH OF TIME TO BE KEPT

As the minutes of an in-camera meeting are generally relevant to a sensitive matter at hand, these minutes will be destroyed by cross-cut **shredding immediately after approval of the minutes** unless still required in regard to an ongoing issue.

Approved by the Board of Directors: February 8, 2020

Replaces: April 27, 2014

Reviewed: Triennial

Membership in Hockey Northwestern Ontario (HNO) is governed by HNO's Constitution and By-laws, which may be amended annually by the members. Any discrepancy between this policy and the Constitution shall be resolved in favour of the Constitution.

Membership

1. HNO is composed of Directors, amateur hockey teams, Leagues and Associations.
2. Membership in amateur hockey teams, Leagues and Associations shall be restricted to individuals of recognized amateur standing.
3. A team, League or Association must be composed of at least three (3) individuals who have signing authority and assume responsibility as members, exclusive of playing members.
4. Membership by amateur teams, Leagues or Associations and their constituent members or players is purely voluntary and application for and acceptance of membership entails compliance with this Constitution and acceptance of the governing authority of this Branch and Hockey Canada.
5. HNO has one (1) category of Member:
 - a. Ordinary Member: shall consist of the Directors, and of such Amateur Hockey Teams, Leagues and Associations as admitted by resolution of the Board.
 - b. Ordinary Membership is open to all level of amateur hockey including: Senior, Junior, Minor (Recreation, U21, U18, U15, U13, U11, U9, U7), Adult Recreation, Scholastic (Secondary and Post Secondary institutions) and Female.

Term of Membership

6. The interest of a Member in HNO is not transferable and ceases by resignation or otherwise in accordance with the By-Laws.

Resignation

7. Members may resign by instrument, in writing, which shall be effective upon any date or time on or after the execution of the instrument of resignation. In the case of resignation, a Member shall remain liable for payment of any assessment or other sum levied or which became payable by him to HNO prior to acceptance of his resignation.

Admission to Membership

8. Membership in HNO may be obtained through adherence to the application process described herein:
 - i. Provisional membership may be acquired by application in writing made to the Board through the Executive Director, expressing compliance with the adherence to the Letters Patent, By-Laws, Resolutions and Regulations of HNO, accompanied by the requisite entrance fee annually. Such application shall be signed by the President and Secretary, and one (1) other Member of the team, league or association applying for membership and must state which level of hockey they wish to compete in.
 - ii. Each Member, as a condition precedent to membership in HNO shall adopt the Letters Patent, By-Laws, Resolutions and Regulations of HNO. A certificate of each Member's acceptance of the Letters Patent, By-Laws, Resolutions and Regulations, as existing and as from time to time amended, shall accompany each application of membership.
 - iii. Such membership shall take effect upon the election of the applicant by the Board on a two-thirds majority vote.

Membership Fee

9. The annual membership fee is set out in the fiscal policy and reviewed annually by the finance committee.

Conditions of Membership

10. Membership shall be subject to suspension or forfeiture in the event of failure to comply with any of the requirements of the Letters Patent, By-Laws, Resolutions and Regulations of HNO and it is expressly stipulated that any decree of suspension or forfeiture, when affirmed by a majority vote of the Board, be binding until the next Annual General Meeting or Special Meeting of HNO, and expulsion by majority vote all voting delegates at such meeting.
11. HNO reserves the right not to accept any registered participant if it has reason to believe that such acceptance would be prejudicial to the fulfilment of the beliefs as stated in Article 3 of the Constitution.
12. HNO reserves the right to revoke the registration on any participant who conducts himself or herself in a manner that is prejudicial to the maintenance of a wholesome environment in which the game of hockey can grow and be an asset to those who enjoy playing the game of hockey. Such action may result in a registered participant being refused the right to continue.
13. All teams, Associations and Leagues under the jurisdiction of HNO will be required to adapt and adopt By-Law 804(b) for incorporation into their Constitution to reflect their membership structure.
14. All games played by a Member and the qualifications of all persons competing in such games as Members of a team, League or Association shall be in conformity with the Articles, By-Laws, Resolutions and Regulations.
15. To adopt, within its Minor Hockey Association, a standardized progression or step by step approach to teaching the fundamentals of hockey, otherwise known as the Hockey Canada U7 Program Curriculum.

Renewal of Membership

16. Membership must be renewed annually by payment of the required fee set out in the fiscal policy.
17. Teams, Leagues and Association must annually complete a membership form.
 - a. A list of Officers and Executive Members must be provided prior to July 1
 - i. Any changes to these lists during the season must be provided to HNO with ten (10) days of the change
18. Membership form and Member Constitution must be completed and filed prior to July 1 to remain in good standing.

Removal

19. Upon thirty (30) days written notice to a Member of HNO, the Board may pass a resolution authorizing the removal of such Member from the register of Members. Any such Member may re-apply for membership in HNO.

Members in Good Standing

20. All Members who have paid their annual membership fee as required:
 - a. Shall be issued one (1) copy of the Constitution
 - b. Shall have access to release or register players or team officials in the Hockey Canada Registry.
 - c. Members and teams that play in a league must be in good standing with their League to be in good standing with HNO.

Failure to Pay Annual Fee

21. Failure of a team, League or Association to pay such fees as required by the By-Laws shall automatically entail loss of membership. No member teams shall be entitled to compete for a championship until its fees and registration have been received.

Loss of Membership Status

22. Any Member having suffered loss of membership and desiring to re-apply must do so in accordance with these By-Laws.

Membership Status

23. HNO shall not grant membership to any team, League or Association within a municipality where a Member team, League or Association, in good standing, offers a Minor hockey program or program for the same age level as that of the applicant.

Board Decisions Affecting Members

24. Where a Board decision may affect a team, League or Association, the Board will allow the affected Member (s) the opportunity to attend a Board of Director's meeting to present their position (s) and the opportunity to answer questions of the Board in regard to how it may negatively or positively affect them. The Board will then consider the Member (s) position (s) and debate and vote on the issue at the next Board of Director's meeting.

Approved by the Board of Directors: March 17, 2018
New Policy
Reviewed: Triennial

POE Camp

45 days prior to the camp – full refund minus \$30 administration fee

44 days to 16 days prior to the camp - 50% refund

15 days or less prior to camp- No refunds permitted unless doctor’s note stating the player is injured and cannot participate. In the case of the doctors note the refund would be minus \$30 administration fee.

Hockey University (HU)

No refunds will be provided for Hockey University courses (Coach 1-2, Officiating and Checking).

Clinics

Coach 1, Coach 2 and Development 1 – Full refund up until 24 hours before the clinic start date minus a \$30 administration fee

Officiating Clinics & Recertification In Person Clinics - Full refund up until 24 hours before the clinic start date minus a \$30 administration fee

Officiating Clinics & Recertification Online Clinics – No refunds will be provided for online courses

**If someone accidentally registers for the wrong clinic or registers twice, the refund will be minus the \$30 administration fee and we must be informed 24 hours before the clinic start date or no refund will be issued*

Skills Camps

Full Refund minus \$30 administration fee up to 14 days before the date of the skills

camp Less that 14 days and up to 24 hours before the skills camp a 50% refund

will be issues Less that 24 hours before a skills camp no refund will be issued

****Refunds will be issued within 30 days****

Board of Directors Approved: June 11, 2022

Replaces: March 24, 2017

Reviewed: Annually

Preamble: to provide a process for how often policies are reviewed and by whom. This does not prevent policies from being reviewed or updated as needed, it sets out a clear direction to ensure all policies are reviewed within a three-year period.

Review Time Frames:

Annual: Yearly within the hockey season from June 1 to May 31

Biennial: Every second year

Triennial: Every third year

Policy Name	Committee Responsible	Review Timeframe	Last Review Date
Abuse, Harassment and Bullying	Risk & Safety	Biennial	Nov 4, 2023
Accessibility	Risk & Safety	Triennial	March 17, 2018
Anti-Doping	Risk & Safety	As updated by HC	Feb 11, 2023
Appeal	Risk & Safety	Triennial	Jan 29, 2019
Concussion Return to Play	Risk & Safety	Annually	Feb 11, 2023
Confidentiality	Risk & Safety	Biennial	Nov 4, 2023
Convenor-Chair-Committee	Board of Directors	Biennial	Feb. 10, 2018
Criminal Record Check	Risk & Safety	Annually	Feb 11, 2023
Discipline and Complaints	Risk & Safety	Biennial	Nov 4, 2023
Dispute Resolution	Risk & Safety	Biennial	Nov 4, 2023
Dressing Room Policy	Risk & Safety	Biennial	Feb 1, 2024
Emergency Goalie	Minor	Biennial	Nov 1, 2024
Participant Assessment	Executive Director, Technical Director, Referee in Chief	Biennial	Sept 21, 2024
Fiscal	Finance	Annually	Aug 15, 2023

Policy: Review**Effective Date: Nov 2, 2024**

Game Protest	Minor	Triennial	June 10, 2023
HC Concussion	Risk & Safety	As updated by HC	Feb 11, 2023
HC Licensed Skill Dev Programs	Board of Directors	Triennial	June 20, 2020
HC Forfeiture	Minor	As updated by HC	June 10, 2023
HCR	Minor	Annually	Nov 1, 2024
Hockey Trainers	Risk & Safety	Annually	Feb 11, 2023
HNO Tournament of Champions	Minor	Annually	Aug 15, 2023
Distribution of Meeting Minutes	Board of Directors	Annually	Sept 21, 2024
In Camera	Board of Directors	Triennial	Feb 8, 2020
Inclusion	Risk & Safety	Biennial	Nov 4, 2023
Intra-Oral Mouthguard	Risk & Safety	Triennial	April 20, 2024
Neck Guards	Risk & Safety	Triennial	Nov 4, 2023
Joint Team	Minor	Biennial	Nov 1, 2024
Maltreatment Tracking	Risk & Safety	Annually	Feb 22, 2022
Membership	Board of Directors	Triennial	March 17, 2018
Suspension List	Minor	Annually	Nov 1, 2024
Non-Sanctioned Leagues & Programs	Minor	Annually	Nov 4, 2023
On Ice Practice	Risk & Safety	Triennial	Feb 11, 2023
Over 20 Players	Minor	Triennial	Sept 21, 2024
Overage Players	Minor	Biennial	June 10, 2023
Player Billeting	Risk & Safety	Triennial	Feb 11, 2023
Player Movement	Minor	Annually	Nov 1, 2024

Policy: Review**Effective Date: Nov 2, 2024**

Privacy	Risk & Safety	Triennial	Nov 4, 2023
Refund Development Programs	Finance	Annually	June 11, 2022
Registration Appeal	Board of Directors	Triennial	May 14,2016
Registration to Multiple Teams	Minor	Annually	Sept 21, 2024
Respect in Sport Parent	Risk & Safety	Biennial	June 11, 2022
Review of Policies	Board of Directors	Annually	Nov 2, 2024
Sanctioning	Risk & Safety	Triennial	Feb 11, 2023
Screening	Risk & Safety	Triennial	Feb 11, 2023
Selection (Team HNO & Officials)	POE	Biennial	May 12, 2018
Selection (Team ONT)	President	Biennial	April 1, 2018
Social media	Risk & Safety	Triennial	Feb 11, 2023
AA Development Stream	Minor	Annually	Nov 1, 2024
Select Team (Pilot)	Minor	Annually	Nov 1, 2024
HNO Order of Merit Award	Board of Directors	Triennial	Nov 2, 2024
Tobacco	Risk & Safety	Triennial	Feb 11, 2023
Tournament	Minor	Annually	April 20, 2024
U7 & Jamboree	Development	Annually	Feb 11, 2023
U9	Development	Annually	Aug 15, 2023
U11 Pathway	Development	Annually	Nov 2, 2024
U13 Pathway	Development	Annually	June 10, 2023
U15 Pathway	Development	Annually	June 10, 2023
Video Review	Board of Directors	Biennial	Oct 19, 2019

Policy: Review

Effective Date: Nov 2, 2024

Codes of Conduct:	Committee Responsible	Review Timeframe	Last Review Date
Members, Teams, Leagues and Assoc	Risk & Safety	Biennial	Nov 4, 2023
Bench Staff	Risk & Safety	Biennial	Nov 4, 2023
Concussion	Risk & Safety	Biennial	Feb 11, 2023
Coaches	Risk & Safety	Biennial	Nov 4, 2023
Officials	Risk & Safety	Biennial	Nov 4, 2023
Parents	Risk & Safety	Biennial	Nov 4, 2023
Players	Risk & Safety	Biennial	Nov 4, 2023

Approved by the Board of Directors: Nov 2, 2024

Replaces Sept 21, 2024

Reviewed: Annually

Policy Name: HNO Order of Merit Award		Date of Approval November 2, 2024	Effective Date: November 2, 2024
Approved by: HNO Board of Directors	Prepared by:		Replaces Previous Versions June 8, 2024
Review Cycle Triennial			
Responsible HNO Board of Directors	Accountable HNO Board of Directors	Consulted	Informed

The Branch may honour one (1) of its Members each year at the Annual General Meeting. The following are the regulations governing the award:

1. One (1) nomination, in writing, will be accepted from each Member and approved by the Board. Such nomination will list all qualifications and background pertaining to the applicant.
2. There is no limit to the age of the Nominee.
3. The Nominee must be living.
4. The Nominee has been or is actively engaged in amateur hockey.
5. The Nominee may be nominated any number of years but can receive the award only once.
6. Nominations must be received by **March 1** of each year.
7. The Directors will make the selection and announce same at the Annual General Meeting.
8. Where the recipient is in attendance at the Annual General Meeting, all expenses (travel, hotel and meals) will be paid by the Branch.
9. **Candidates who are not selected will remain eligible for consideration for three (3) years.**