



HILLSBOROUGH AND DISTRICT MINOR HOCKEY ASSOCIATION

Operations Manual

Abstract

This operation manual serves to document regulations and procedures for H.D.M.H.A. members.
It is a living document that may be changed as regulations and procedures evolve.

HDMHA
[Email address]

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1. Purpose

The purpose of this operations manual is to provide guidance and direction to those members who are responsible for the operating requirements of the Coaches, Assistant Coaches, Managers, Bench Personnel and Volunteers of the Hillsborough and District Minor Hockey Association (hereby known as HDMHA). This document is considered a living document and the contents may be updated on an as needed basis with the approval of the HDMHA board members. Any feedback is encouraged to help ensure that the operations of HDMHA operate smoothly and clearly.

2. Structure

Hillsborough and District Minor Hockey Association is a registered non-profit organization responsible for all Minor Hockey activities within the boundaries established by Hockey New Brunswick and the HDMHA Constitution and By-Laws.

This document and the HDMHA Constitution and By Laws can be found on our website: [ADD LINK](#)

3. Players Registration

No player may participate in any of the Hillsborough and District Minor Hockey Association activities unless they are properly registered. A player is registered when:

- A completed registration form has been filed with the HDMHA Registrar and registration fees have been paid, or arrangements made for payment in accordance with the HDMHA registration conditions. A copy of the registration form can be found in Annex A.
- Registration may be rescinded if fees are not paid in full by December 20th of the current hockey season.
- Cash, certified cheque or Money order will be accepted as payment for fees in arrears.
- All NSF cheques must be made good within two (2) banking days of notification, or registration will be rescinded.

Payments will be accepted as follows:

- \$140.00 upon registration
- 2nd payment October 20th
- 3rd payment November 20th
- 4th and final payment December 20th.
- Late Registrations - will be accepted by both the Treasurer of HDMHA the late fee of \$25.00 added to the upon registration amount.

Age Divisions

Year of Birth	Age on Dec 31, 2023	Age Division
2017-2019	6 or under	Under 7 (U7)
2016	7	Under-9 (U9)
2015	8	Under-9 (U9)
2014	9	Under-11 (U11)
2013	10	Under-11 (U11)
2012	11	Under-13 (U13)

2011	12	Under-13 (U13)
2010	13	Under-15 (U15)
2009	14	Under-15 (U15)
2008	15	Under-18 (U18)
2007	16	Under-18 (U18)
2006	17	Under-18 (U18)
2000-2001-2002	18-19-20	Under-21 (U21)

Completed team lists must be submitted to **WHAT ROLE/TITLE TO INSERT HERE** for review prior to them being submitted to the District Director of HNB. It is imperative that the appropriate forms must be filed with Registrar, no later than December 1st.

Any player that lives outside the boundaries outlined by HDMHA and HNB will be charged an additional fee as determined by HDMA. This fee is to be paid for by the individual at the time the player has been assigned to the team.

Registration dates will be posted on the Hillsborough Huskies website, Facebook Page, bulletin boards where possible and the Village of Hillsborough office **(see if we can)**.

Registration forms can be obtained from the Hillsborough Huskies web page, Hillsborough Huskies Facebook page and in paper form on the registration days.

A breakdown on registration can be seen below:

Fees	1 Player	2 Player	3 Players
HDMHA Registration Fees	\$ 500	\$ 950.00	\$ 1,350.00
Less: HDMHA ticket amount	\$ 110.00	\$ 220.00	\$ 360.00
Less: HNB Ticket amount	\$ 30.00	\$ 60.00	\$ 90.00
Registration Only	\$ 330.00	\$ 670.00	\$ 900.00
LATE FEE - after reg date	\$ 25.00	\$ 50.00	\$ 75.00
Fundraiser amount player	\$ 60.00	\$ 120.00	\$ 180.00

Pro-rated Registration Amounts				
September	\$ 500.00	\$ 950.00	\$ 1,350.00	Regular Registration not including Fundraiser Tickets
October	\$ 475.00	\$ 925.00	\$ 1,275.00	Regular Registration not including Fundraiser Tickets + Late Fees
November	\$ 528.33	\$ 1,035.83	\$ 1,460.00	Prorated 5 Months Reg + Late Fees + Tickets + Fundraiser
December	\$ 481.67	\$ 946.67	\$ 1,345.00	Prorated 4 Months Reg + Late Fees + Tickets + Fundraiser

January	\$ 265.00	\$ 517.50	\$ 720.00	Prorated 3 Months Reg + Late Fees + Fundraiser
February	\$ 218.33	\$ 428.33	\$ 605.00	Prorated 2 Months Reg + Late Fees + Fundraiser
March	\$ 171.67	\$ 339.17	\$ 490.00	Prorated 1 Months Reg + Late Fees + Fundraiser

4. HDMHA Refund Policy

Players registered with HDMHA who have decided not to play hockey, may request a refund in writing prior to December 31 of each year. Requests received after December 31st will be rejected.

Hockey fees are divided over 6 Months; therefore, the following formula will be used for refunds;
Months (or any part thereof) played / 6 x Registration – Hockey Canada Insurance – HDMHA Admin Fee – Credit card Fee (if applicable) = Refund.

All refunds will be issued by cheque.

Note: HDMHA Admin Fee of \$25 will always apply.

	1 Player	2 Player	3 Players
Registration Amount	\$ 500.00	\$ 950.00	\$ 1,350.00
LESS:			
Ticket Fee - HDMHA	\$ 140.00	\$ 280.00	\$ 420.00
Hockey New Brunswick amount	\$ 63.30	\$ 126.60	\$ 189.90
HDMHA Admin Fee	\$ 25.00	\$ 50.00	\$ 75.00
Credit Card Fee	N/A	N/A	N/A
Total Refund	\$ 221.70	\$ 418.40	\$ 515.10

5. Duties and Responsibilities

The Executive of the HDMHA expect a high standard of conduct from its volunteers in dealing with other coaches, referees, players, parents and other officials, as well as in the image they project to players and parents of HDMHA.

The best lines of communication are the direct lines of communication between the coaching staff, players, parents and officials. A player needs to be able to discuss any objectives, questions, concerns and issues with the coach. A parent with concerns regarding the rules outlined in this Operation Manual must be able to discuss these with the Association or Coaching Staff. As well, a coach must be able to discuss a Players progress, behavior with the player, parent, coaching staff and Association.

Duties and Responsibilities – Coaching Staff

- Full participation and promotion of the NBHA Fair Play Program, as well as the HDMHA program in section 8 of this manual.
- Full participation and promotion of the NBHA Code of Conduct, as well as the HDMHA program outlined in section 9 of this manual.
- Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
- HDMHA strongly encourages that all players receive equal ice time, not including any disciplinary actions or suspension they may have incurred.
- The coach shall ensure that each of player is properly protected, and that parents/guardians are advised of the necessity for players to wear properly fitting and approved equipment. Players must wear their helmets always fastened. This means from the time they leave the dressing room, while on the bench and/or in the penalty box, during warm-ups, and medal presentations. (Helmets must be worn until such time as they return to the dressing room.)
- All Coaches and on ice helpers must always wear a helmet when on the ice.
- The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the Executive of the HDMHA and will bring a review and potential dismissal. Foul language by any team official is unacceptable and will not be tolerated by the HDMHA.
- The coach has the responsibility of nominating a competent assistant coach(es) and a manager. All volunteers must be registered on the Hockey New Brunswick Roster. See Annex B for more information regarding On Ice Helpers.
- All Coaches, Managers and Volunteers must complete the necessary RCMP Consent Forms.
- Coaches are responsible for verifying game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to their players. Failure to check could mean forfeiture of further games and further disciplinary action.
- The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The HDMHA board must be advised of all suspensions.
- HDMHA supports and strongly encourages our coaches to continuously work on upgrading their coaching skills and certification through ongoing training. Financial reimbursement is available to all HDMHA coaches and assistance coaches who successfully complete the coaching certification process.
- All Under-7 and Under-9 Coaches must have attended and complete the Hockey Canada Under-7 Program (IP Coaching Clinic) prior to being allocated a team. Contact **WHO** of the HDMHA board for more information on these coaching levels.
- All Under-11 and higher Coaches must attend and complete the Hockey Canada Coaching Clinic prior to being allocated a team. Contact of the HDMHA board for more information on these coaching levels.
- All Coaching Staff, Bench Personnel, Rostered Volunteers, Board of Directors are required to complete Hockey Canada's Speak Out sessions and must be a minimum of sixteen (16) years of age.
- The coach should hold a parent's team meeting at the beginning of the season. This meeting should provide introduction to the coaching staff, the identification of expectations, the plan for

the year, including any tournaments and/or exhibition games. The method of communication with the team should be clearly identified and expectations as well.

- The coach should hold a team meeting at the beginning of the season. This meeting should provide introduction to the coaching staff, the identification of expectations, the plan for the year, including any tournaments and/or exhibition games. This is an opportunity for the players to identify their expectations as well as their goals for the season.

NOTE: On ice helpers are required to be a minimum age of sixteen (16) and have the proper risk and safety management courses as per HNB requirements. This would include Coach Level and Speak Out as a minimum. For more information on this see Annex B.

Duties and Responsibility – Team Manager

The role of a manager is critical to the successful operation of every team. The manager will act as the communication link between the team and the association and the players/parents and the coaching staff. The manager must be a member in good standing with the Association. The manager then works with the coach and assistant coaches to appoint parents to other positions, such as team treasurer, phoning assistant, etc. The manager is the first line of communication with and for the parents with the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

- Full participation and promotion of the HNB Fair Play Program, as well as the HDMHA Fair Play Policies outlined in this Manual. Any issues surrounding a Coach or Coaching Staff not supporting this Fair Play Program must be brought to the attention of the coach or coaching staff for correction. If no changes are implemented, then it must be brought to the attention of the HDMHA board.
- Full participation and promotion of the HNB Code of Conduct, as well as the HDMHA Code of Conduct as outlined in section of this manual.
- Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper for all game activities of the team. The manager can use whatever tool they wish for communication with the team, such as TeamSnap or goalline. The scheduling of the game officials is done via the Hillsborough Minor Hockey goalline web site.
- Assist the coach with arranging and scheduling games and arranging for referees for exhibition games.
- Coordinating with the Travel Permit Director, to ensure the travel permit for all exhibition and tournament games are issued. A minimum of 7 days' notice is required to obtain the necessary travel permits. Forward a copy of all game reports for which travel permits have been issued, to the Travel Permit Coordinator.

NOTE: Under-7 and Under-9 Teams are only permitted to play 20 games in a season, and they must acquire travel permits for all games.

- Ensuring that any ice times that are not needed are cancelled at least 48 hours prior to the scheduled ice time.

- Ensure that the properly completed game report has been completed by both teams and delivered to the game referee at least five minutes before each game.
- Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
- Ensure that the Medical Information Sheet is completed, signed and retained in case of need.
- Ensure that there is a basic first aid kit available in case of need.
- Ensure that if there is no parent/guardian present when an injured player is transported to the hospital that a responsible adult goes, and that the accident form is filled out by the attending physician. As well the proper report needs to be filled and forwarded to the President of HDMHA.
- Promote all fund raising that the Association encourages.
- Ensure that all team players and officials are properly registered with the HDMHA.
- Ensure that all the rules and policies of the HDMHA are carried out, and that any deviation from these is reported to the appropriate Divisional Coordinator.
- Ensure that all tickets, HNB and HDMHA are collected in a timely fashion and deposited into the draw boxes accordingly.

6. Communication

Communications is essential for sharing news and information with the Hillsborough and District Minor Hockey Association members. We are committed to sharing information in a timely, appropriate manner. The communication will be related to HDMHA matters and the privacy of our members will be respected.

HDMHA will use a range of tools available to us to communicate with our members.

- HDMHA Website – this website will include information on registration, schedules, tournaments, contacts, constitution, by-laws and our operations manual.
 - No offensive content or photos will be published. Any photos of players will require parental permission prior to publication (or we get them to sign a waiver at the beginning of the year)
 - We will seek feedback from time to time on ways to improve the information available on our website.
- Text/email communication – Board members, coaches, and team managers may use text and email to provide information in a short timely fashion on tournaments, training, practices and other HDMHA activities.
 - Emails will be used when sending information to a group or when more information is required.
 - Emails will have the bcc function used when sending to a group and no personal information will be disclosed.
 - Communication of a specific nature involving players will be directed through their parents/guardians.
- Social media – HDMHA will continue to use the Hillsborough Huskies Facebook page to feature and promote upcoming events. The page will also serve to notify members of cancellations in a timely fashion.

- All posts will respect members and provide a positive environment for sharing information.
- Posts deemed to be negative, misleading or bullying will be removed.
- No personal information about members will be allowed.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible may be blocked from the site and face disciplinary action.
- We expect our members to conduct themselves appropriately when using electronic communication to share information with other members, or posting material on public websites connected to HDMHA

A webmaster will be appointed to ensure accountability and control over material published on our website and Facebook page.

7. Fund Raising

HDMHA as an association has determined that the major fundraising event shall be the annual Banquet and Draw in the fall. A letter is issued in the Fall to garner prizes for the event. All players are asked to sell 1 ticket each. In the event a player refuses to sell a ticket they will be presented with a charge for each tournament their team participates in. This fundraiser covers the following costs:

- Tournaments
- Expenses related to the fundraiser
- Ice times
- Other related bills that may happen such as equipment purchases.

8 Discipline

Suspensions

Note this is exclusive of suspensions handed out by officials during games.

- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Disciplinary Committee of the Executive of the HDMHA.
- Written Notification of the suspension will be provided to the Suspended individual, by two board members of HDMHA including the following information:
 - Reason for suspension
 - Length of suspension

Complaints – re: Coaches and Team Officials

The first attempt to resolve any issue should always be at the team level via the manager, then the coach. If the issue cannot be resolved at the team level, then the next step is bringing the matter to the attention of the HDMHA board via a written submission using the form at Annex C. This form should be hand delivered to the President or Vice-President. In the event they are unavailable it can be given to a board member but addressed to with an identification of to be opened only by the President or Vice-President.

HDMHA will investigate all complaints submitted, by getting information from all parties identified in order to ensure a fair investigation. HDMHA will do what it can to retain confidentiality, in so far as it can, however it cannot be guaranteed. Part of the documentation submitted may be used in the investigation of the complaints. When submitting the form, it is an agreement that the information can be used in the investigation of the complaint.

Complaints – re: Referees and Linesmen

Any serious concerns regarding referee and linesmen should be submitted, in writing, to the Referee in Charge for action. along with a copy to the President of the HDMHA. The current referee in charge will be identified, along with contact information, on the Hillsborough Huskies web page [INSERT LINK HERE](#). Note that this is not the means to complain on the way a referee or linesman called a game as this is not the venue for questioning interpretations of judgement calls.

9. HDMHA Code of Conduct

This code of conduct is in addition to the [Hockey New Brunswick Code of Conduct](#) . It identifies the standard of behaviour that is expected from all HDMHA members during all HDMHA activities and Events.. For the purpose of this operations manual this includes all players, guardians, parents, coaches, officials, volunteers, board members, team managers and trainers involved in the operation of HDMHA activities and events.

- Promotion and commitment to an environment in which all individuals are treated with respect.
- Behaviour in a manner consistent with the values of HDMHA, which includes fairness, integrity and mutual respect.
- Avoidance of behaviour which can bring HMDHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medicinal drugs, and use of alcohol by minors.
- Adherence to the HDMHA Constitution, By-Laws and Operations Manual as well as HC and HNB rules and regulations.
- Members and participants of HDMHA shall not engage in any activity or behavior which endangers the safety of others such as hazing or initiation rituals.
- Abstaining from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist. There is a zero tolerance for behaviour that is considered harassment or abuse.

10. Fair Play Policy

It is the guiding principle of HDMHA that all players receive equal ice time. The Association believes that all players are an important component of each team, regardless of their skill level. HDMHA will not tolerate or support any coach shortening their bench to win a game. The only exception to this is if during the last three minutes of play the coach feels the outcome of the game can be changed.

Ice time shall not be withheld by a coach unless there are disciplinary measures in play. Examples of behaviours that may involve a shortened ice time are as follows:

- Disrespectful behaviour
- Lack of attendance to practice without a valid reason. Valid reasons may be obligations related to work, family or school.

There is nothing more important than the team in its entirety. All members of the team are contributors in their own fashion. HDMHA expects all its members to represent the Association in a positive manner.

IT IS A TEAM WIN JUST AS MUCH AS IT IS A TEAM LOSS. This concept needs to be further understood and promoted by all members of HDMHA.

All members of HDMHA, regardless of position, are expected to read and sign the Fair Play Contract every year. Copies of the contract can be found in Annex D.

Fair Play Codes – Players

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

Fair Play Code - Coaches

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- 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.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

Fair Play Code - Officials

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- 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.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward official’s player’s spectators or myself.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- 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.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

Fair Play Code – for Officials

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
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- 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.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

Fair Play Code – for Spectators

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form, and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.

11. HDMHA Social Media Policy

Times have changed and so have the means of communicating. For this reason, we have implemented this Social Media Policy. This policy includes but is not limited to, public communications such as Twitter, Facebook, MySpace, LinkedIn, SnapChat, Foursquare and any other social media network that allows users to communicate online.

Hillsborough Minor Hockey recognizes the importance, appreciates and leverages where possible social media. While HDMHA respects the right of all members to express their views publicly, we are also cognizant of the dangers that can be presented with social media.

The reason for this policy is to educate the Associations membership on the risks of social media and to ensure all HDMHA members are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, Hillsborough and District Minor Hockey Association, SNB and/or Hockey New Brunswick.

Social Media Guidelines

Hillsborough Minor Hockey holds the entire membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

- Comments or remarks of an inappropriate nature which are detrimental to a Team, Associations, Leagues, Hockey New Brunswick, or an individual will not be tolerated and will be subject to disciplinary action.
- It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team Personnel, players, corporate partners and the media can review social media communications.
- You should always conduct yourself in an appropriate and professional manner.
- Refrain from divulging confidential information of a personal or team 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.
- Always use your best judgement – 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.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in Hockey New Brunswick, Hockey New Brunswick recommends that you request approval from your Team or Minor Hockey Association.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the Hillsborough and District Minor Hockey Association social media policy. Violations may be subject to disciplinary action by the Team, HDMHA, SENB Hockey League and/or Hockey New Brunswick.

- Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, Hockey New Brunswick or individual.
- Divulging confidential information that may include, but is not limited to the following:
 - Player injuries.
 - Game strategies; or
 - Any other matter of a sensitive nature to a member of a team, association, league, Hockey New Brunswick

- Negative or derogatory comments about any team, association, league, Hockey New Brunswick staff, volunteer, program, stakeholder, player or any Hockey New Brunswick member.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use.
 - Alcohol abuse.
 - Public intoxication.
 - Hazing.
 - Sexual exploitation; etc.
- Online activity that contradicts the current policies of Hockey New Brunswick or any of its member associations.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the Hockey New Brunswick policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

The team, minor hockey association, league and/or Hockey New Brunswick will investigate reported violation(s) of this policy and disciplinary action may occur.

12 Building Teams

HDMHA strives to ensure equality among the teams in each division. In the event that there is enough players in a division to have two teams the following will apply:

- Player evaluations at the beginning of the season the coordinator of the division will divide registered players into appropriately sized groups to allow for the formation of two separate teams per group.
- Evaluation Coaches will be assigned for the evaluation process, with one Head Coach taking the lead role for each team.
- Each group will be assigned two sets of “temporary” jerseys for the evaluation process with the Head Coach from each group assuming the responsibility for their distribution, collection and control.
- Required ice time will be allocated for the evaluation process, which will consist of both skills and scrimmages.
- During the evaluations each Head Coach is responsible for rating each player based on the criteria established by the HDMHA board The ratings shall be recorded and provided to the Divisional Coordinator immediately upon completion of the process.
- At the conclusion of the evaluation period, the Division Coordinators and the V.P. of Recreational Hockey will oversee the team selections using the H.D.M.H.A. Recreational Draft Process.

HDMHA will review placement requests only if the following situations are in place

- Siblings playing within the same division
- Players with parents who have disabilities that will cause a transportation hardship

- Any accommodation request must be made yearly and prior to (INSERT DATE HERE) to the HDMHA board executive.
- No accommodations will be considered that will group more than 2 players together.

13 Ice Allocation

Responsibilities

Ice time remains an asset that needs to be managed in a timely fashion. Rental of the ice is one of the greatest expenses of HDMHA.

- The is the only person who can book the ice for HDMHA and must account for all the hours booked.
- Not all cancelled ice time will be replaced.
- Usage of this ice is the full responsibility of the team in whose name the Ice Coordinator books it. If the team cannot use the hour from time to time, it is the team's responsibility to cancel the booking at least 24 hours prior but preferably as soon as possible. HDMHA will be billed for ice time not cancelled.

Ice time may be cancelled due to the following:

- Bad weather
- Game cancellation
- Absence due to an away game

HDMHA teams are not permitted on the ice if the Association has canceled the Ice, even if the facility remains open.

School Exams or Travel, Etc. - As a general principle, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments. Failure to do so unexpectedly when scheduled to visit other associations is likely to result in the other association billing the team through the H.D.M.H.A. for the Association's costs. It will be the teams responsibility to reschedule ice with another team in their Division, when they are unable to secure their scheduled ice times. If all attempts to trade ice within your own division fail, please contact your Division Coordinator (however if the ice is unused Payment for the time will still be required).

14 Tournaments

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your Executive encourages all teams to participate in and support tournaments at home, in the metro area, and to other areas of the province and the Maritimes. (Note: Under-7 and Under-9 levels cannot leave the province for exhibition or tournaments).

HDMHA covers the registration costs of four (4) tournaments. These include one away tournament and the Hillsborough tournament. Teams wishing to participate in a fifth tournament must obtain parental

consent, consensus, as the costs associated with the 5th tournament will be split and borne by each player.

Teams may participate in up to one (1) away tournament requiring an out-of-town hotel stay. The second away tournament must have consensus from the parents.

HDMHA conducts two (2) tournaments each year, a Jamboree and the annual HDMHA tournament in February. These tournaments serve as a source of revenue for the Association and we will make every effort to maximize revenue and provide good value to the participants. Guidelines and procedures for each tournament can be found in Annex E (Jamboree) and Annex F (Annual Tournament)

Under-7 and Under-9 teams may enter 2 outside Jamborees each year, plus the H.D.M.H.A. Jamboree.

All tournament arrangements must be in accordance with all Hockey Canada, Hockey New Brunswick and H.D.M.H.A. rules and regulations.

Tournament entry fees are paid through the Treasurer, with the fifth (5) tournament costs being recuperated from the players.

At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.

Prior to departing for tournaments, rescheduling of games and cancellation of any ice times for the away period must be done.

15 Travel Permits

Hockey New Brunswick must sanction all games (and special events) for insurance purposes.

Travel Permits must be obtained to ensure insurance coverage for either an exhibition game or tournament. Scheduled league games do not require travel permits.

Through the H.D.M.H.A. Director of Travel Permits, a Hockey New Brunswick Travel Permit must be obtained. Travel Permits must be ordered/requested with a minimum 2 day notice. Permits are to be obtained from the eHockey system. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.

The hosting Tournament Association may disqualify teams traveling without a permit from tournament play. Therefore, the permit must be available at all tournaments.

Team officials are subject to disciplinary action for non-compliance with travel regulations.

The first offense of a team traveling without an appropriate travel permit will result in a suspension to the responsible team officials.

Second offense will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

Requests for Travel Permits must be made at least (7) days prior to game(s). Travel Permits MUST accompany a team to their game(s). Permits are to be obtained from the eHockey system.

Upon completion of Exhibition game(s) or Tournaments, a copy of the game sheet(s) must be returned to the HDMHA Director in charge of Travel Permits. Future Travel Permits may be withheld if game sheet(s) are not returned.

NOTE: The Under-9 and Under-7 Divisions can only travel within NB and must obtain a travel permit. A set number of game limits exist for the Under-9 and Under-7 Division, therefore it is imperative a travel permit is issued for each scheduled game.

16 Medical and First Aid Policies

At least one member of each HDMHA team must have completed the Hockey Canada Hockey Safety Course. The fees associated with doing the course shall be reimbursed by HDMHA.

Each team should always have a First Aid kit. Recommended content for a first aid kit is located in Annex G:

The [Medical Information Sheet](#) and [Hockey Canada Injury Report Form](#) should be readily available. Copies of these forms can be found in Annex G and Annex H.

17 RCMP Consent Forms

HDMHA is responsible for ensuring a safe playing environment for all players. HDMHA, HNB and Hockey Canada recognize the need for on ice safety.

All Board of Directors, Coaches, Assistant Coaches, Managers and Volunteers will be required to complete an RCMP Consent for Disclosure of Criminal Record at their own cost.

The form is to be used by any person associated with HDMHA that will hold a position responsible for the wellbeing of one or more children or vulnerable person. All information will be maintained in the strict of confidence. The division coordinator will provide Coaches, Assistant Coaches and Managers with the necessary forms. If for some reason a Coach, Assistant Coach or Manager refuses to complete the RCMP Consent Form they will be unable to hold a Volunteer position within the Hillsborough and District Minor Hockey Association.

18 CO-ED Dressing Room Policy

In 2003, Hockey New Brunswick decided to adopt and enforce the Hockey Canada Co-Ed Dressing room policy. This policy as it exists in the Hockey Canada Bulletin 01/28 was approved by the Hockey Canada Board of Directors.

When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities. Individual teams are free to relax these guidelines if the needs of all participants are met, and the team agrees with the alternate plan.

If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.

HDMHA will hear the concerns of any member if there is an issue with this matter on individual teams.

19 Game Sheets

Official Game sheets are the responsibility of the home team and shall be properly filled out and submitted in a timely fashion to HDMHA and SENB Hockey. For details on completing and submitting the game sheets see ANNEX J

Game Sheets are the responsibility of the home team and must be properly filled out, signed and ready before game time.

- It is the responsibility of the Timekeeper to ensure the coach starts the game sheet process and if you do not have the game sheet 10 minutes before the game, consult your coach.
- Verify all information is in its place and if not, attempt to acquire it before game time.
- If any information is unclear, please consult the Referee before the commencing of the game.
- Please ensure the game sheets are legible.
- Please ensure the Referee and Linesman Sign and Print the game sheets (so they are legible).

Annex A – Registration Form

Annex B – On Ice Helpers

From time to time, hockey teams enlist older hockey players to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place for these individuals. This can be achieved by following the guidelines below:

1. Any on-ice helpers must be currently registered members of Hockey New Brunswick and Hockey Canada. If the individual is not currently registered through a minor hockey association, female hockey program, junior team, senior team, or as an associate member, the association wishing to have the person help with on-ice activities must register the individual with Hockey New Brunswick.
2. All on-ice helpers must wear a CSA-certified helmet (with chin strap fastened and the appropriate facial protection that is required for the player's level of play). A BNQ-certified neck guard must also be worn by all minor hockey-aged players assisting as on-ice helpers.
3. Under-13 and below on-ice helpers must wear full-gear. All other helpers (above Under-13) are to wear what is mentioned above with the appropriate helmet and facial protection for their Division.
4. Additionally, all on-ice helpers must be under the direct supervision of a certified team official and are not to participate in drills. They are on the ice to assist coaches and demonstrate only.

Annex C – Hillsborough and District Minor Hockey Association - Complaint Intake Form

Please Note the following

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity.
- H.D.M.H.A. cannot guarantee complete confidentiality. The contents in this form may be shared as part of the investigation taken to resolve the complaint. By filling out this form you agree that HDMHA may share some or all this information in the process of resolving the complaint.
- Deliver this form either in person or via email to one of the executive board members. The contact information is located on our website (INSERT LINK)
- The following are definitions that will be used to determine the grounds on which the complaint is made and the process to address it.
- Misconduct - Misconduct refers to the behavior or a pattern of behavior that is found, by a formal (for example an independent investigation) or informal process (for example an internal fact finding), to be contrary to the Hockey Newfoundland and Labrador Code of Conduct and that is not harassment, abuse, or bullying.
- Bullying - Bullying describes behaviors that are similar to harassment, but occur between children under the age of twelve, or behaviors between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade, or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example engaging in bullying as well as provoking bullies to attach by taunting them),
- Harassment - Harassment is offensive behavior - emotional, physical, and or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, color, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.
- Abuse - Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.
- Abuse is an issue of child protection. Protection refers to provincial, territorial, or Aboriginal ban-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.
- Emotional Abuse - Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority, or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or ignoring the child or youth's needs.

- 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, and shoving, grabbing, hazing, or excessive exercise as a form of punishment.
- Neglect - A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is chronic inattention in the hockey context, for example when a player is made to play with injuries.
- Sexual Abuse - Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual
- Please note the following:
 - Complaints of harassment, abuse, or bullying will not qualify a player for an automatic release.
 - substantiated allegations of harassment, abuse, bullying or misconduct will be considered for sanctions ranging in severity from: no further action to expulsion.
 - HDMHA cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that Hockey Newfoundland and Labrador may share some or all of this information in the process of resolving the complaint.
 - Complaints will be addressed according to severity, resources, and safety for participants.
 - Investigation Process
 - The complaint intake form is filed with the President, Vice President, and respective divisional Chair.
 - After reviewing the written complaint, the President, Vice President and respective divisional Chair determines if the alleged complaint would be a minor incident or major incident.
 - If the complaint is of a minor incident, it will be referred to the respective association, league or team. The decision of the respective association, league or team is final and binding.
 - If the complaint is of a major incident, then an investigation file will be opened as directed by the President, Vice President and respective divisional Chair and a fact finding tasked will be initiated. The process for the investigations varies based on the severity of the complaint and may range from reporting to the appropriate agency for investigation to interviews with the all parties to determine if the allegations are substantiated.
- Upon completion of the investigation by the individual (s) tasked to conduct such, the President, Vice President and respective divisional Chair will decide if the allegations are factual, and if so, render a decision within twenty (21) days from the date the complaint was filed.

Please complete the following:

Person making the complaint:

First Name		Last Name	
Address			
City/Town		Province	
Postal Code		Telephone Number	
Email			

1. Name of person(s) against whom you are complaining:

First Name		Last Name	
Title/Role		Name of Association	
First Name		Last Name	
Title/Role		Name of Association	

2. Date and time (if known) of incident:

Date:	
Time:	

3. Particulars: Provide a summary of the incident(s) you are complaining about. Your summary must answer the following questions.

Where did the incident(s) happen?	
Who was involved? Include witnesses as well as the person(s) you are complaining about.	
What happened?	
Remedy/solution you are seeking.	

Annex D – Fair Play Contracts

https://www.hnb.ca/images/hnb/pdf/fair_play_contracts.pdf

Fair Play Rules for Hockey New Brunswick

COACHES

CONTRACT/GUIDELINES

As coaches within the Hockey New Brunswick, our focus is to ensure that players develop and refine their hockey and skating skills, fair play, work hard, build teamwork, have fun, and most importantly, learn to respect teammates, coaches, opponents, officials and their decisions, and the game of hockey. SAFETY and RESPECT are our goals.

As coaches we agree to abide by the following guidelines:

1. We will actively encourage and support the concepts of Fair Play: Respect the rules. Respect your opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. We will be organized and prepared for all practice sessions and games to maximize and optimize all scheduled ice time.
3. We will not openly be critical of any players on our team, opposing teams, officials, or other coaches.
4. We will treat all players fairly and with respect and ensure all players receive equitable ice time throughout the season.
5. We will respond to and be aware of all players' safety and their needs.
6. We will emphasize respect, teamwork, fun, and attempt to build a love for the game in our players.
7. We fully understand that our system is designed to serve the needs of the players first, and not to serve the coaches and parents.
8. We will attempt to teach our players to work hard to win, but not to win at all costs.
9. We will respect other coaches within our system and work with them to ensure maximum benefit to the players.
10. We will make ourselves available to meet with individual parents to discuss any personal concerns.

Signature: _____ Date: _____

Name (Print): _____

Team: _____

(A signed copy, signed by the coaching staff, of this Contract/Guidelines is given back to the executive.)



Annex D – Fair Play Contracts continued

PARENTS

CONTRACT/GUIDELINES

All parents of players within Hockey New Brunswick agree to abide by the following guidelines and ensure that friends/relatives who accompany them to the rink also follow these guidelines as applicable.

1. Parents will actively encourage and support the concepts of FAIR PLAY at all times. The concepts are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. For younger players parents will ensure that players are brought to the assigned dressing rooms for all scheduled games and practices.
3. Limit of one parent per player in dressing room prior to game/practice. (If possible no siblings/friends/relatives in dressing room prior to games/practices.) Please respect the need of each player to have his/her own space.
4. For younger players, parents should leave dressing room once your child is geared up for game/practice, minimum 15 minutes prior to games and 5 minutes before practices.
5. Parents are asked not to return to dressing room following game or practice until permitted by coaching staff. (Please respect a closed door.)
6. Parents will ensure their child attends ALL scheduled practices and games. Contact team manager if unable to attend for any reason.
7. Parents will leave the coaching to the coaching staff, and not interfere with, or undermine the coaches at any time. They are not to coach the kids from the stands during play and not to approach anyone involved with the function of the game or practice. Any major concerns can be addressed after the event giving a twenty-four hour cool off period. Do not encourage your child to play the game in a manner inconsistent with the coach's direction or plan.
8. Parents will communicate any/all concerns to the team manager, however if a manager has not been designated then all concerns will be directed to the coaching staff. If a manager is present, they will schedule a meeting between parents/coaches if necessary.
9. Parents and players are expected to participate in required team fund raising and rink volunteer work (Clock, Assisting Coaches).
10. Parents are to be aware that all kids may not receive the exact amount of ice time however all kids will get equal opportunity depending on coaching decisions throughout the game.
11. Parents will attend any team meetings or special functions that may be scheduled and ensure that your child does, as well, if required.
12. Parents are reminded that players will not be permitted on the ice without complete and safe equipment. Double check equipment before leaving home.

I agree to abide by the HNB Guidelines.

Signature: _____ Date: _____

Name(Print): _____

Team: _____

(The Parent Contract/Guidelines are distributed to the parents at the first team meeting at the start of the season. The Contracts/Guidelines are signed by all the parents. The parents hand the signed portion of the Contract/Guidelines to the manager indicating agreement.)



Annex D – Fair Play Contracts continued

PLAYERS

CONTRACT/GUIDELINES.

1. I will follow the rules of Fair Play. I will respect the rules of the game. I will respect my opponents. I will respect the officials and their decisions. Everyone will participate. I will maintain my self-control at all times.
2. I am on a team and will be a team player.
3. Winning isn't everything. Doing my best in all games and practices is everything.
4. I will respect my teammates.
5. I will maintain a positive attitude in a losing and winning situation and provide leadership to all my players at all times. We win as a team and lose as a team. No individuals are responsible.
6. I will listen to my coach's instructions.
7. I will show good sportsmanship at all times and maintain a positive attitude on and off the ice.

..... Return Signed Portion Below to Your Coach

I agree to abide by the HNB Rules.

Signature: _____ Date: _____

Name (Print): _____

Team: _____



Annex E – Jamboree

Timelines with tasks

October 1 - Registration email sent to other associations

Mid October - Communication sent to team managers and coaches for raffle donations.

October 31 - Registration fees handed to HDMHA Treasurer for deposit

Early November

- Confirmation of attendees and roster
- Creation and communication to attendees of game schedule
- Creation and communication of volunteer schedule to coaches and managers
- Communication of volunteer schedule to coaches and managers
- Order of treats and snacks for after game 1 and 2
- Order of medals for after the 3rd game

End November

- Review of schedule to ensure time slots are accurately filled
- Set up recording time for player names to be played before the games
- Schedule sent to Kwik copy for printing
- Collection and listing of donated items for raffle
- Creation of raffle tickets
- Purchase of 50/50 tickets and preparation of them in groups of 10 tickets per

Early December

- Fog machine and fog solution check
- Confirmation schedule sent out to teams, request for any changes to be sent by a set date
- Create booklet for tournament and send to Kwik copy to get printed
- Preparation of orange slicer (if getting oranges)
- Acquire plates to put oranges (or other fruit) on to serve

Weekend before Jamboree

- Ensure all white tickets (those issued to players upon registration) are returned.
- Prepare treat bags.
- Send reminder of tasks to volunteers.

Annex E – Jamboree continued

Volunteer Requirements

Team Dressing Rooms – ensure that the proper teams are in the right dressing rooms.

Raffle table sales/ Draw Saturday night (1-2 people)

- Volunteers to cover 2 games at a time
- Get Float from jamboree organizer
- Put raffle tickets in the bucket
- Jamboree organizer to remove profit and return to float balance for next set of volunteers

50/50 coordination (1-2 people)

- Volunteers to cover 2 games at a time
- Get Float from jamboree organizer
- Draw a winner
- Record winning ticket # and the amount on the sheet
- Return float to Jamboree organizer

Fog Machine/Ice Dividers (1-2 people)

- Volunteers to cover 2 games at a time
- Fog Machine and Archway
 - Before each game set up fog machine and archway
 - Give the go ahead to person running the announcements to start recording
 - Once all teams/players/coaches are on the ice remove the machine and archway
- Ice Dividers
 - To be moved before ice is cleaned after every second game
 - Put dividers back when flooding is complete

Announcements / Treat Delivery (1-2 people)

- Volunteers to cover 2 games at a time
- Announcements
 - Go to crows nest
 - Look at next track to be played on the list
 - 1 track per team
 - When fog machine volunteer signals that teams are ready to go on the ice hit Play
 - Stop CD when teams are on ice
- Treat Delivery
 - After announcements are played go to board room
 - After a teams 1st game cut/deliver fruit to their dressing room
 - After a teams 2nd game deliver treat bags to their dressing room
 - After 3rd game deliver medals to Team Coaches

Annex F – Annual HDMHA Tournament

Annex G – Medical Form

https://www.hnb.ca/images/hnb/pdf/medical_information_sheet4.pdf

HOCKEY CANADA



MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____ Telephone: (____) _____

Provincial Health Number (optional): _____

Mother's Name: _____ Father's Name: _____

Business Telephone Numbers: Mother _____ Father _____

Alternate emergency contact (if parents are not available)

Name: _____ Telephone: _____

Address: _____

Doctor's Name: _____ Telephone: (____) _____

Dentist's Name: _____ Telephone: (____) _____

Date of last complete physical examination: _____

* Before a player participates in a hockey program, any medical condition or injury problem should be checked by that individual's family physician.

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

- | | | |
|-----|----|--------------------------------------|
| Yes | No | Previous history of concussions |
| Yes | No | Fainting episodes during exercise |
| Yes | No | Epileptic |
| Yes | No | Wears glasses |
| Yes | No | Are lenses shatterproof |
| Yes | No | Wears contact lenses |
| Yes | No | Wears dental appliance |
| Yes | No | Hearing problem |
| Yes | No | Asthma |
| Yes | No | Trouble breathing during exercise |
| Yes | No | Heart Condition |
| Yes | No | Diabetic – Type 1 _____ Type 2 _____ |
| Yes | No | Medication |
| Yes | No | Allergies |

HOCKEY CANADA SAFETY PROGRAM



- Yes No Wears a medical information bracelet or necklace
For what purpose? _____
- Yes No Has any health problem that would interfere with participation on a hockey team
- Yes No Has had an illness that lasted more than a week and required medical attention in the
past year
- Yes No Has had injuries requiring medical attention in the past year
- Yes No Has been admitted to hospital in the last year
- Yes No Surgery in the last year
- Yes No Presently injured. Injured body part: _____
- Yes No Vaccinations up to date
Date of last Tetanus Shot: _____
- Yes No Hepatitis B vaccination

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

Medications: _____

Allergies: _____

Medical conditions: _____

Recent injuries: _____

Any information not covered above: _____

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

I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child.



I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

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

Annex H – Hockey Canada Injury Form

https://www.hnb.ca/images/hnb/pdf/InjuryReport_NewBrunswick.pdf

	<h1 style="margin: 0;">HOCKEY CANADA INJURY REPORT</h1> <p style="margin: 0;">PAGE 1/2</p>							
<p>See reverse for mailing address</p> <p>Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity</p>	<p>CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: ____/____/____ Mo. Day Yr.</p> <p>INJURED PARTICIPANT: <input type="checkbox"/> Player <input type="checkbox"/> Team Official <input type="checkbox"/> Game Official <input type="checkbox"/> Spectator</p> <p>Name: _____ Birthdate: ____/____/____ Sex: <input type="checkbox"/> M <input type="checkbox"/> F Mo. Day Yr.</p> <p>Address: _____</p> <p>City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____</p> <p>Parent / Guardian: _____ Email Address: _____</p>							
<p>DIVISION</p> <p><input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> PeeWee <input type="checkbox"/> Bantam <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile <input type="checkbox"/> Junior</p>	<p>CATEGORY</p> <p><input type="checkbox"/> AAA <input type="checkbox"/> A <input type="checkbox"/> BB <input type="checkbox"/> CC <input type="checkbox"/> DD <input type="checkbox"/> House <input type="checkbox"/> Minor Junior <input type="checkbox"/> Adult Rec. <input type="checkbox"/> AA <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> Major Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other _____</p>							
<p>BODY PART INJURED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist</p> </td> <td style="vertical-align: top;"> <p>Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot</p> </td> <td style="vertical-align: top;"> <p>Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin</p> </td> </tr> </table>		<p>Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental</p>	<p>Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper</p>	<p>Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest</p>	<p>Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist</p>	<p>Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot</p>	<p>Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin</p>	<p>NATURE OF CONDITION</p> <p><input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury</p>
<p>Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental</p>	<p>Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper</p>	<p>Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest</p>						
<p>Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist</p>	<p>Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot</p>	<p>Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin</p>						
<p>INJURY CONDITIONS</p> <p>Name of arena / location: _____</p> <p><input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Period #2 <input type="checkbox"/> Playoffs/Tournament <input type="checkbox"/> Period #3 <input type="checkbox"/> Practice <input type="checkbox"/> Overtime: _____ <input type="checkbox"/> Try-outs <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Other <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Warm-up <input type="checkbox"/> Other Sport <input type="checkbox"/> Period #1 <input type="checkbox"/> Other: _____</p>		<p>CAUSE OF INJURY</p> <p><input type="checkbox"/> Hit by Puck <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision on Open Ice <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked from Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fight <input type="checkbox"/> Blindsiding</p>	<p>Was the injured player in the correct league and level for their age group? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Was this a sanctioned Hockey Canada activity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>WEARING WHEN INJURED</p> <p><input type="checkbox"/> Full Face Mask <input type="checkbox"/> Intra-Oral Mouth Guard <input type="checkbox"/> Half Face Shield/Visor <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Short Gloves <input type="checkbox"/> Long Gloves</p>		<p>ADDITIONAL INFORMATION</p> <p>Has the player sustained this injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes" how long ago _____</p> <p>Was a penalty called as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Estimated absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks</p>	<p>DESCRIBE HOW ACCIDENT HAPPENED (Attach page if necessary)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.</p> <p>Signed: _____ (Parent/Guardian if under 18 years of age)</p> <p>Date: _____</p>					
<p>TEAM INFORMATION (to be completed by a Team Official)</p> <p>Association: _____</p> <p>Team Name: _____</p> <p>Team Official (Print): _____</p> <p>Team Official Position: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>HEALTH INSURANCE INFORMATION</p> <p>THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED</p> <p>Occupation: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-Time Student</p> <p>Employer (If minor, list parent's employer): _____</p> <p>1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Province: _____</p> <p>2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)</p> <p>3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)</p> <p>Make Claim Payable To: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____</p>		<p>Branch APPROVAL</p>					

Annex F – First Aid Kit Suggested List

- good quality scissors
- eye cup and patches
- eye solution
- band aids of various sizes
- gauze
- Telfa pads
- adhesive tape
- an antiseptic solution
- rubbing alcohol
- hydrogen peroxide
- Q-tips
- Vaseline
- 3" tensor bandage
- slings (6),
- safety pins
- tongue depressor
- towel
- tweezers
- antacid tablets
- diarrhea medicine
- gauze rolls
- small pocket knife

Annex J - Official Game Sheet Data Entry

1.1. OFFICIAL SCORER § Ensure Use of Three (3) Part Official Game Sheet § Enter Division / Category (e.g. Pee Wee Recreational) § Enter Arena Name (e.g. Moncton 4 Ice Centre) § Enter Date § Enter Start Time of Game § Enter Home Team Name § Enter Visiting Team Name § Enter Goals & Assists Information § Enter Penalty Information (see penalties) § Enter Total Goals Scored by Each Team by Period § Enter End Time of Game § Print & Sign Scorekeeper / Timekeeper Name

1.2. HOME TEAM § Enter Roster (Stickers are acceptable, but must be applied to all copies of official game sheet) § Note Suspended Players by Placing "SUS" Next to the Players Name Note Absent Players by Placing "ABS" Next to the Players Name § Note a Call Up Player (affiliate) with AP beside their name. § Enter Coaches Names (Everyone on the bench must have his/her name listed on official game sheet) § Signature of Coach / Bench Personnel § List Coach Certification # (Everyone on the bench must have his/her # listed on the official game sheet – when possible)

1.3. VISITING TEAM § Same as Home Team (See Above) § Visiting Team completes the game sheet roster first.

1.4. REFEREES § Enter Name on Official Game Sheet § Sign Official Game Sheet § List Referee Certification # on Official Game Sheet § Complete the reverse side if necessary – Game Incident Report § Ensuring all information is I. § Ensuring all contact information is available.

http://site2690.goalline.ca/page.php?page_id=71088 sending game results

SENBHL 2019/2020 LHSENB

PROCEDURES FOR PROVIDING GAME RESULTS web site www.senbhl.net

TO ALL COACHES AND MANAGERS:

Here are the procedures to use to provide the League with game results so these can appear on the web site ASAP.

The home team coach or manager is responsible to provide the game results following the game by email to senbhl@gmail.com

If the game is played on a date that is different from the officially scheduled date, put the official date on the sheet where we can see it.

When you provide the results, please indicate the following – the division (UNDER-11, UNDER-15), the game number, the Scheduled game date and the Score for each team (include team designation).

Example:

-- Under-15 1 - Game 234769 - November 14 - L10 – 3 P16 -3 Means team L10 vs P16 in Under-15 League

In addition, you can attach an electronic version of the game sheet (PDF, JPEG). In the Subject box of your email, put the division that the message is about. For instance, you can put BT-1 in the Subject box of your email.

You must still forward all game sheets (white copy) A.S.A.P. following the game with official game date indicated on the sheet by mail to S.E.N.B. Recreational League, P. O. Box 27092 Dieppe, N.B. E1A 4X0 or deliver in drop box at the entrance at the AJL Centre, 432 Melanson Road, Dieppe, N.B.

President/président - Roger Gaudet P.O. Box 27092, Dieppe, N.B E1A 6V3

Tel: 506-863-7128 Email/courriel: roger.gaudet@bellaliant.net

Statistician/statisticien - Donald Boudreau 131 Fourth Ave, Pointe du Chene, N.B. E4P 4H5

Tel. 506-532-8019 Email/courriel: senbhl@gmail.com

§ Ensuring all teams have their necessary copy of the report.

1.5. PENALTIES • List the period • List the Players # who is received the penalty • List the Players # who is serving the penalty • List the number of minutes • List the time the player went off the ice and on the ice • At the end of the game total the number of penalties and circle this #. Draw a line through the unused portion on the penalties section on the sheet.

POST-GAME: OFFICIAL GAME SHEET HANDLING & DISTRIBUTION

2.1. AFTER THE COMPLETION OF A GAME § Both Teams are to be provide a copy of the Completed Official Game Sheet § Third copy of the game sheet to be provide to H.D.M.H.A. (for games in our Association).

ANNEX B – Safety Information

INCIDENT OR ACCIDENT REPORTS § When necessary these reports must be completed immediately following the game.

31 EMERGENCY ACTION PLAN One member of the Coaching Staff of every team in H.D.M.H.A. must have attended a Hockey Canada Safety Program (sometimes called Train the Trainer). This member of the team is responsible for the safety of the team. This person is responsible to determine an action plan in case of emergencies. Emergency Action Plan for Hockey

Person in Charge § Most qualified person available with training in first aid and emergency control. § Familiarize yourself with arena emergency equipment § Take control of an emergency situation until a medical authority arrives § Assess injury status of player

Call Person § Know the location of emergency telephone

H.D.M.H.A. game sheets are available from your Divisional Director. The manager is to ensure he/she has game sheets available for every home game. The home team is responsible to have a TIMEKEEPER for the penalty box.

Have a list of emergency telephone numbers § Know the directions to arena § Know the best route in and out of arena for ambulance crew

Control Person § Ensure proper room to work for person in charge and ambulance crew § Discuss emergency action plan with: Arena staff, Officials, Opponents § Ensure that the route for the ambulance crew is clear and available § Seek highly trained medical personnel (i.e., MD, nurse) if requested by person in charge

Please locate and identify areas. (i.e., first aid room, route for ambulance crew, telephone)

Emergency Telephone Numbers

Emergency _____ Ambulance _____ Fire Department _____

Hospital _____ Police _____ General _____