



**2020-21**

**Acadia Minor Hockey Association**

**Coach and Manager Manual**

## **Board of Directors**

### **Board Chairperson**

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[chair@acadiaminorhockey.com](mailto:chair@acadiaminorhockey.com)

### **Chair of Finance Committee**

Jessica Corkum-Flemming

[finance@acadiaminorhockey.com](mailto:finance@acadiaminorhockey.com)

### **Chair of Development**

VACANT

### **Chair of Female Hockey**

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### **Chair of Risk Management**

Taryn Stevenson

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### **Chair of Competitive**

Billy Rhynard

[competitive@acadiaminorhockey.com](mailto:competitive@acadiaminorhockey.com)

### **Chair of Communications**

VACANT

### **Board Vice Chairperson / Chair of Conflict Resolution**

Nicole Druken

[vicechair@acadiaminorhockey.com](mailto:vicechair@acadiaminorhockey.com)

### **Secretary / Website**

Andrew King

[secretary@acadiaminorhockey.com](mailto:secretary@acadiaminorhockey.com)

### **Chair of Recreational**

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### **Chair of Physical Assets**

Lionel Rhynard

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### **Chair of Coach Selection**

Nadine Coleman

[coachselection@acadiaminorhockey.com](mailto:coachselection@acadiaminorhockey.com)

### **Ice Scheduler**

Nick Levy

[ice@acadiaminorhockey.com](mailto:ice@acadiaminorhockey.com)

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## **Non-Board Positions**

### **Registrar**

Jo Phinney

[registrar@acadiaminorhockey.com](mailto:registrar@acadiaminorhockey.com)

### **Fundraising Coordinator**

Taira Butler

[fundraising@acadiaminorhockey.com](mailto:fundraising@acadiaminorhockey.com)

### **Technical Director**

Kris MacDonald

[technicaldirector@acadiaminorhockey.com](mailto:technicaldirector@acadiaminorhockey.com)

### **Association Safety Rep**

Jeff Smith

[amhasafetyrep@gmail.com](mailto:amhasafetyrep@gmail.com)

## Division Coordinators

### **QuickStart**

Jill Sanford  
quickstart@acadiaminorhockey.com

### **IP**

Megan Austen  
ip@acadiaminorhockey.com

### **Sledge**

Ueli Albert  
sledge@acadiaminorhockey.com

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## Officiating

### **Referee in Chief**

Ken Borden  
refereechief@acadiaminorhockey.com

### **Timekeeper Coordinator**

Melissa Jodrey  
amhatimekeepers@gmail.com

### **Referee Scheduler**

Billy MacLeod  
referees@acadiaminorhockey.com

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## Key Dates

The following dates are for the 2020/21 AMHA Season:

Sunday, November 1

Sunday, Nov 15

Sunday, Dec 20

Monday, Jan 4

Saturday, April 3

Puck drop on 2020/21 Season

Last day for registration payments

Last day before Christmas Break

First day back after Christmas Break

Last day of the 2020/21 Season

# AMHA Policies

## AMHA Equitable Ice Policy

### **General**

1. In all U9 and U11 teams, there will be “Equitable Ice time” in all situations. There will be no “shortening the bench” at any time.
2. U13 C / U15 C / U18C - Equitable ice time in all situations
3. U13 / U15 / U18 Rep Teams – Equitable ice time in every game for the first and second periods, however there is an ability for a coach to use select players in the follow situations:
  - a) In all special team situations in the third period;
  - b) In the last three (3) minutes of the third period; and
  - c) In any overtime period(s) that ensue.

### **Caveat**

*A coach can address equitable ice time in relation to a breach of a team rule as laid out at the beginning of the hockey season by the head coach.*

### **Sanctions**

Any coach registered with AMHA coaching any minor hockey team who are not adhering to the AMHA “Equitable Ice Time” policy will be assessed the following disciplinary action:

1<sup>st</sup> offence: Written warning from the Chair of AMHA

2<sup>nd</sup> offence: Suspension of three (3) games from the date of offence.

3<sup>rd</sup> offence: Suspension for a period of one (1) year from coaching with AMHA.

4<sup>th</sup> offence: Indefinite suspension

### **Complaint Process**

If a complaint is received from the AMHA board from any member of AMHA of a breach of the Equitable Ice Policy, determination of that breach will be conducted by the Chair of Conflict resolution for AMHA in conjunction with the Conflict Resolution Committee volunteers. If a breach of the Equitable Ice policy is determined to have occurred, the appropriate sanction will be assessed to the coach in question by the AMHA Chair via written notice. This sanction cannot be grieved by the coach.

A coach assessed a sanction as determined by the involved board committee can request a meeting with the AMHA Chair and the Chair of Conflict Resolution to review the event in question, however the sanction will not be overturned once it has been levied to the coach.

*Approved by AMHA Board of Directors May 28, 2017*

## **AMHA Dressing Room Music Policy**

AMHA follows Hockey Canada rules concerning dressing room policies.

AMHA's intentions with regard to music is to promote a safe and hockey positive environment.

Motion concerning music played in dressing rooms:

All music played in AMHA dressing rooms or at AMHA events is to be radio safe and not offensive; if deemed offensive it is to be removed.

*Approved by AMHA Board of Directors May 26, 2013*

*Reviewed by AMHA Board of Directors February 19, 2017*

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## **AMHA Refunds/Withdrawals Policy**

Players who withdraw from AMHA programs after registration has closed may be eligible for a registration fee refund. Refunds will be addressed on a case by case basis and approved refunds will be subject to a \$25.00 administrative fee.

Any request for a refund shall be made in writing, specifying the reasons for such, to the AMHA Chair of Finance at [finance@acadiaminorhockey.com](mailto:finance@acadiaminorhockey.com)

- A registered player who withdraws from the program prior to December 31 may receive a prorated refund for the remainder of the season. No refunds will be issued after December 31.
- A registered player who is injured prior to December 31 and the injuries sustained do not permit return to play for the remainder of the season may receive a prorated refund.
- No refund will be issued to players who have missed time due to injury but who are able to return to play.
- No refund will be issued to players who are injured after December 31 and their injury prevents return to play for the remainder of the season.
- No refund will be issued to any player/family who has been released from the Association for any reason.

*Policy Reviewed by AMHA Board of Directors February 19, 2017*

*\*See COVID addendum to the Refund Policy for the 2020/21 season on our website to accommodate any pandemic related shut-down this year\**

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## **AMHA Social Media Policy**

AMHA follows the HNS Social Media Policy:

[http://www.hockeynovascotia.ca/files/hockey\\_nova\\_scotia\\_social\\_media\\_policy.docx](http://www.hockeynovascotia.ca/files/hockey_nova_scotia_social_media_policy.docx)

*Approved by AMHA Board of Directors March 19, 2017*

## **AMHA Jersey Policy**

Only jerseys issued by the Acadia Minor Hockey Association may be worn during games or events in which the players are representing AMHA.

### **Jersey Sponsorship**

#### **Permanently Sponsored Jerseys**

It should be noted that divisions which have sponsored shirts are unable to have any further sponsorship. This applies to the entire Novice division (Tim Horton's sponsored), and the Atom C division (McDonald's sponsorship).

### **Jersey Distribution**

All teams will be notified by the jersey coordinator when the jersey distribution process will begin, usually late September. Only the jersey coordinator or designate can distribute jerseys to maintain accurate inventory. If you are unable to attend the scheduled pick up, please designate someone else from your team to do so.

Head Coaches will be required to make a \$250.00 deposit using a personal post-dated cheque. This cheque will be returned when the jersey set signed out to them is returned complete. Incomplete sets will result in the cashing of the head coach's cheque.

### **Jersey Care and Maintenance**

Competitive team jerseys are to be worn only for games; players must provide their own practice jerseys.

Washing of jerseys must be done with care, inside out in cold water and hung to dry.

Jerseys must NOT be placed in the dryer. Excessive heat will damage or permanently shrink all or parts of the jerseys, rendering them useless to the team.

No team is permitted to write on the jerseys with marker. Nothing is to be sewed or attached to the jerseys, including Name Bars and "C" or "A"s.

To maintain the life of the jerseys it is required that they be in the jersey bags when not being used.

### **Jersey Collection**

Return the WASHED jerseys to the jersey coordinator at the end of the season with all name and sponsor bars carefully removed. It is recommended that coaches collect the jerseys at their last game as the collection dates may predate your year-end closing. Collection dates will be advertised.

If you are unable to make the collection date, designate another person to return the jerseys.

Any jersey not returned or showing signs of abuse will result in a \$65 charge to the player.

### **Name Bars/Sponsor Bars**

AMHA will no longer permit players to attach personalized items to the loaned association jerseys. Basically this means no name bars, sponsor bars, etc. The only

exception permitted to this rule is if a coach elects to name captains for their team than they are permitted to utilize sticker C's and A's.

The reason for this change simply is the effect these items have left on our association jerseys in regards to integrity. Many association jerseys have been cut and/or ripped from items being sewn on to them. AMHA has spent much effort and funds purchasing quality jerseys for all our players however, unfortunately, the funds are not there to replace these jerseys every few years. These jerseys need to last for multiple seasons and with the effect these name bars, sponsor bars and such have left on our jerseys we already find ourselves in a position where we have had to replace multiple teams jerseys for this coming season.

### **STOP Crest**

All AMHA jerseys have a STOP crest on the back.

*10.5. The STOP crest is mandatory on all jerseys for all Minor and Minor Female Hockey players participating within HNS. The STOP crest is to be worn on the back of the jersey, in the center directly above the number and below the name of the player.*

*HNS Regulations*

*Approved by AMHA Board of Directors September 03, 2019*

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### **AMHA Tournament Limit**

All AMHA teams are limited to three (3) away tournaments outside of the Local Area.

Local Area is defined as within a 90 minute drive from the Kentville Arena using Google Maps.

*Approved by AMHA Board of Directors July 18, 2017*

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### **AMHA Bench Staff Policy**

The AMHA limit on the number of bench staff rostered for any AMHA team is:

- 4 bench staff (head coach, assistants coaches, trainer)
- 1 manager

*Approved by AMHA Board of Directors October 16, 2016*

Teams may request permission for an extra bench staff (up to the HNS max of 5) with all costs of the additional 5<sup>th</sup> member to be covered by the team.

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### **AMHA Apparel Policy**

Any apparel using the AMHA logo must be navy blue.

**Cleve's Source for Sports** will now be the **exclusive** provider of apparel for Acadia Minor Hockey. Each player will receive a discount card at the start of the year and all team sales can be handled at the New Minas location.

Ben Taylor, Cleve's Team Sales, 902-468-6520 ext 240 [btaylor@cleves.ca](mailto:btaylor@cleves.ca).

*Approved by AMHA Board of Directors September 03, 2019*



## **AMHA Conflict Resolution Policy**

The purpose of this policy is to establish a standard approach to conflict resolution so that AMHA members can resolve issues in a timely and transparent manner. It will present a line of communication which must be respected, so that the process will be logical, coordinated, and effective.

During the hockey year, situations may arise that lead to misunderstandings, misinterpretations or conflicts. The flow of conflict resolution should be similar for all AMHA members. AMHA members include all players, parents, coaches, team officials, volunteers, referees and executive members.

All parties should adhere to the following protocol in resolving conflicts:

1. Observe “the 24-hour rule”. Games and practices are not appropriate places to attempt to resolve conflicts. Allow a minimum of 24 hours to pass prior to addressing an issue and use this cooling-off period to validate facts and organize your thoughts.
2. Every effort should be made to resolve conflicts at the team level. It is recommended that communication surrounding conflicts happen in person and where possible, away from the rink. Any face-to-face meeting should include a neutral third-party person, (ie. team manager, team marshal, parent, etc.).
3. If a resolution cannot be gained at the team level, the issue should be elevated to the Chairperson of the Conflict Resolution Committee (CRC). The complaint must be in written format (Form A).
4. Once the complaint has been received, the CRC will wherever possible, conduct and complete their investigation within seven days and render a written decision (Form A1) within 24 hours of the completion of the investigation. A decision from the CRC is considered final.
5. Any issue involving discrimination (sexual, racial, etc.) or harassment (verbal, physical, digital, etc.) at the team level should be immediately elevated to the Chairperson of the CRC. We are committed to a welcoming, diverse and inclusive hockey environment and developing our kids into more than just good hockey players.

### **Role of the Conflict Resolution Committee**

The CRC exists for the benefit of all AMHA members. All issues or incidents that are brought to the committee shall be dealt with following the protocols outlined above. Any conflicts or concerns brought to the CRC will be, wherever possible, handled in a confidential manner. If any incident involving an AMHA member requires immediate attention, the CRC has the authority to intervene at any time.

***Approved by AMHA Board of Directors on October 25, 2020***

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## **AMHA Shared Ice Time Policy**

Whereas due to the growth of the AMHA and the number of teams being iced by the AMHA and having regard to the limited availability of ice time to the AMHA and AMHA teams;

The Board of Directors adopts as a policy the following:

“All AMHA teams scheduled to have two one hour practices per week shall have two one hour practices per week, which practices will form part of a one and one-half ice slot to be shared with another AMHA team in the same division. For greater clarity, the Board of Directors agrees that as a policy each of the two teams will have one-half hour of full ice for practice (one-half hour allocated to one team for the first half-hour of the practice and one-half hour allocated to the other team for the last half-hour of the practice) with the teams sharing the middle half hour in such manner as the coaches agree.”

The foregoing policy shall NOT be varied from unless:

- i. The coaches of both teams agree to some other arrangement; and
- ii. If the proposed agreement involves something other than a team having two one hour practices per week (as part of the AMHA registration fees) then the proposal must first:
  - iii. Have the written consent of the majority of parents (one vote per player) involved with the teams (after the parents having received full written disclosure of the policy as adopted by AMHA); and
  - iv. Be approved by the AMHA Board at a regular AMHA Board meeting.

*Approved by the AMHA Board of Directors on October 19, 2008*

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## **AMHA Inclement Weather Policy**

From time to time the area that encompasses the Acadia Minor Hockey Association, will experience inclement weather that could create driving conditions that are not ideal.

Therefore, it is the responsibility of Coaches and Parents to make decisions on the safety of their players and children.

A coach may cancel a team activity (practice, game or other activity) due to inclement weather.

At any time, parents can opt not to send players to a team activity if they feel the conditions are too hazardous.

Neither scenario will be met with opposition, discipline or repercussions from team officials or by the AMHA Board of Directors.

In the event that the weather causes the closure of one or more of our rinks (Acadia, Canning and Kentville), AMHA will notify all teams of the appropriate facility(s) closure via email and it will be posted on the AMHA website.

The AMHA Board of Directors reserves the right to cancel all AMHA activities if they determine, (in consultation with the RCMP, Rink Staff/Managers or any other authorizing agency) it is in the best interest of all members of the Association.

The AMHA Ice Scheduler will try to find a make-up ice time for teams, but there is no guarantee that a replacement ice time will be allocated.

Note: Unless the rink(s) are closed or AMHA cancels all activities, the teams will be charged for their ice time.

This policy immediately replaces the AMHA Cancellation Policy.

*Approved by AMHA Board of Directors on January 24<sup>th</sup>, 2018*

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## **AMHA Coaching and Ethical Philosophy**

### **Introduction**

All coaches are a member and a representative of the Acadia Minor Hockey Association; your personal conduct on and off the ice is of principle importance towards the quality program we intend to offer our players. As Head Coach, you and your team officials are responsible to uphold the following rules of conduct, ethics and procedures contained in the following documentation.

### **1. Acadia Minor Hockey Association Player Charter of Rights**

Every player in our program has:

- 1.1. The right to practice the sport of hockey
- 1.2. The right to have fun
- 1.3. The right to practice sport in a team environment as an equal
- 1.4. The right to be treated with respect
- 1.5. The right to be trained and surrounded by competent individuals
- 1.6. The right to train with adaptations for the individual
- 1.7. The right to practice sport in complete security and in a safe environment
- 1.8. The right to have proper rest
- 1.9. The right to try and fail
- 1.10. The right to receive a hockey education

## 2. Acadia Minor Hockey Association Coaches Ethical Guidelines

- 2.1. I am coaching in order to provide a hockey education to our players.
- 2.2. I am coaching in order to work with my colleagues in a team environment.
- 2.3. I am coaching in order to improve myself as a coach partaking in as many seminars, clinics and coaches committee meetings as possible.
- 2.4. I am coaching in order to teach the values of respect, responsibility, honesty and integrity to my players, understanding that I will be their best example.
- 2.5. I will conduct myself in a responsible and professional manner with referees, parents, players, and members of the AMHA Board of Directors understanding that I represent the AMHA when fulfilling my responsibilities as a coach.
- 2.6. I will implement an Affiliation Program with the concerned teams in my particular category.
- 2.7. I will instruct my staff and personnel who are helping in any capacity with my team, to support and implement the Coaching and Ethical Philosophy of the Acadia Minor Hockey Association.

## 3. The Coach and their Responsibilities

### 3.1. Selection and Approval of Team Officials

- 3.1.1. Your choice for Team Manager must be approved by the AMHA Board and attend the mandatory AMHA Managers Meeting
- 3.1.2. Selection of assistant coaches and trainers must be submitted for approval by the AMHA Board at the first coaches meeting following coach selection. All team officials must have or obtain all coaching, safety and risk management certifications as mandated by Hockey Nova Scotia Minor Council (HNSMC).

### 3.2. Rules of Team Discipline

- 3.2.1. A copy of the rules of team discipline shall be provided to the Chair of the AMHA Conflict Resolution Committee a minimum of 2 weeks prior to the beginning of the season.
- 3.2.2. The rules of team discipline as outlined by the coach (expectations of parents/guardians and players) must be outlined in written form prior to the start of the season and be submitted to the parents/guardians and players (during the first meeting with players and parents/guardians prior to the start of the season). It should be noted that team rules do not over rule the associations Conflict Resolution Policy. The team rules shall be signed by the player and one parent/guardian and kept by the coach (help will be provided if necessary).
- 3.2.3. The team rules must clearly outline the consequences or penalties if the stated rules are ignored. This may even include the coach limiting a player's ice time. A coach cannot suspend a player. However, any conduct by a player/parent in violation of the team rules, the AMHA Conflict Resolution Policy or which results in a penalty being assessed; which is as one incident of a serious nature or from a chronic pattern is of a serious nature and must be referred immediately to the Chair of the AMHA Conflict Resolution Committee.

### 3.3. Program Evaluation/ Coaching Evaluations

- 3.3.1. Every coach shall maintain an annual plan (help will be provided if

necessary), which shall be submitted to the AMHA Development Committee, once the schedule has been completed and the team has been selected.

3.3.2. The coach shall work with the Technical Director on any questionnaires or program evaluations, which might be given to any team during the course of the season.

3.3.3. The coach shall be evaluated at the end of the season by the players, parents, the Technical Director and/or Development Committee. The coach shall also complete a self-evaluation to be handed to the Development Chair to be forwarded to the executive. The coach in conjunction with his staff shall complete a year-end review of their team and program.

#### **3.4. Contracting Professional Assistance**

3.4.1. The Chair of the Development Committee must be notified beforehand concerning the hiring of any professional assistance for their team.

### **4. AMHA Recreational Division Ethical Philosophy**

4.1. Recreational Coaches are expected to obtain winning results from good ice utilization in practice and equal rotation of players during the game.

4.2. Recreational Coaches are expected to work in a team environment with the AMHA Recreational Chair, their respective Division Coordinator, fellow coaches and the Technical Director with the objective of trying to achieve a balanced division.

4.3. Recreational Coaches are expected to implement the AMHA Equal Ice-Time policy, which applies to every sequence of every game.

### **5. AMHA Competitive Division Ethical Philosophy**

5.1. A high level of commitment is required from all participants where the emphasis is on competing.

5.2. Follow the AMHA Equitable Ice Time Policy.

5.3. You are expected to teach every tactical and situational aspect of the game to every player. Throughout the course of the season the coach is expected to allow all players a reasonable opportunity to use these skills in a game situation.

5.4. Every competitive coach is expected to have good communication with all players and parents.

# AMHA Website



Acadia Minor Hockey Association

Registration Tryouts Travel Teams Recreational Risk Management Schedules ~ Hockey Camps ~ Apparel

Development Managers Important Docs Executive Sledge Hockey Christmas Tournament Valley Wild Female Hockey

Coaches and Managers will have access to the website for their team.

This allows you to:

- Send emails to parents
- Manage the schedule
- Post news articles
- Post events
- Create photo albums
- Track player stats

Under the Development Tab you will find:

- Development Schedule
- Development drills
- Development Documents

Under the Risk Management Tab you will find a link to the:

- Explanations of what is required
- Links to HNS pages
- Letters for RCMP/Police for record checks

Under the AMHA Managers Tab you will find a link to the:

- This manual
- Sponsor Letter
- Hockey Canada Managers Handbook

Under the Policies tab, you will find:

- AMHA Policies,

Under the Executive tab, you will find:

- AMHA Contacts
- Board Meeting minutes
- Important Documents

# **Hockey Nova Scotia Rules and Regulations**

## **Hockey Nova Scotia Regulations**

For the full version of Hockey Nova Scotia's Regulations, please go to the HNS website:

[http://www.hockeynovascotia.ca/hns\\_12406.html](http://www.hockeynovascotia.ca/hns_12406.html)

### **NOTE**

This AMHA Coach and Manager Manual includes some of the more pertinent information to be aware of, but please refer to the original Hockey Nova Scotia Regulations if you have questions.

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## **Player Affiliation**

Representative Teams may affiliate with players on other teams when the higher team has players missing games due to injury, suspension, illness or personal reasons. While this provides for a convenient method to ensure your team is not undermanned during scheduled games, teams must ensure that the proper considerations have been made before using an affiliate player as a temporary replacement.

Acadia Minor Hockey Association shall operate under the 'Club' system of affiliation for all teams. Coaches must ensure that they go through the Head Coach or his/her designate of the team that the affiliated player resides with prior to using that player. All use of affiliates must be reported to the Division Coordinator.

HNS 6.1 A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games per season. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see HC Regulations B.42, E.36.

Exhibition and/or tournament games, which are not part of regular league games or play-off games, are excluded from the number of games referred to in HC Regulations E.35 (a).

HNS 6.6 General Affiliation Regulations for Minor and Female Hockey as defined in 6.1 above and in Hockey Canada Regulation E 29-39 are applicable, except where defined herein.

DIVISION AFFILIATES TO:

U18 A	U18 B, C
U18 B	U18 C
U18 C	As approved by HNSMC
U15 AA	U15 A, B, C
U15 A	U15 B, C
U15B	U15 C, U13 A, B
U15 C	As approved by HNSMC
U13 AAA	U13 AA, A, B, U11 AA
U13 AA	U13 A, B, U11 A, B
U13 A	U13 B, C, U11 A, B
U13 B	PU13 C, U11 A, B
U13 C	As approved by HNSMC
U11 AA	U11 A, B, C
U11 A	U11 B, C
U11 B	U11 C
U11 C	As approved by HNSMC

- 2) At no time may a player skip a Division for the purpose of affiliation (i.e.: U13 player CANNOT affiliate to U18)
- 3) U15 age players cannot affiliate to U18, with the exception of goaltenders and Female.
- 4) Only players registered on a Team Registration form, and approved by the Regional Director, may advance to a higher division or category team for purpose of affiliation.
- 5) Higher Division/Category Minor Teams must attain consent from lower Division/Category team prior to using an affiliate player. Failure to comply may result in suspension of offending team's Head Coach.
- 6) A maximum of three affiliates may be used by one team within one game.
- 7) With the exception of U13 AAA, U11, U15 or U18 AA teams from within amalgamated Minor Hockey Associations may only draw upon affiliates from one team. (Example - If a Minor Hockey Association has 3 "A" teams, that team must choose one "B" team only, to affiliate with). Affiliate teams are to be selected by December 1st.
- 8) Minor teams may use players from any combination of teams allowed within their club system affiliation.
- 9) For Minor Hockey Associations with 35 or fewer registered U18 players, the lowest affected team may, with approval of the Regional Director, affiliate to players in the U15 Division who are in their last year of U15eligibility, in accordance with the club system.
- 10) All players above U13 must have taken the Approved 2014 HNS checking clinic before being eligible as an affiliate player at a checking level. Does not apply to goaltenders.



## **Game Caps**

Teams are reminded that the Hockey Nova Scotia Minor Council has instituted game caps for all divisions of hockey. All teams must consider these restrictions when planning the season's schedule.

2.20. All Minor and Female teams should strive to achieve a practice to game ratio of two practices for each game played, but in all cases the number of games must not exceed the number of practices.

2.21. The maximum number of games to be played by division shall be as follows:

- U9 – Development Maximum 30 half ice games
- U9 – Intermediate Maximum 30 half ice games
- U9 – Advancing Maximum 30 half ice games
- U11 – Maximum 45 games
- U13 – Maximum 60 games
- U15 – Maximum 65 games
- U18 – Maximum 65 games
- Minor Junior – Maximum 65 games

Games noted above are defined as all exhibition, league and tournament games. A tournament would count as three games. The above cap would include all hockey except for Regional, Conference, DoC and Provincial and League Playoff games.

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## **Suspensions**

The Vice-Chair of AMHA will be notified in the event of a suspension. "When in doubt, sit them out" is a good rule of thumb.

Types Of Suspensions

1. a) GAME SPECIFIED: The offender is removed from specified games and shall not participate in any games, including exhibition, as a player, on ice or off ice official until the suspension is served in full.
2. b) SUSPENSIONS: The offender is removed for a specified number of games from all hockey excluding practices and tryouts.

See the HNS website for the Code of Discipline and list of suspensions:

[http://www.hockeynovascotia.ca/hns\\_12406.html](http://www.hockeynovascotia.ca/hns_12406.html)

## **AMHA Roles and Responsibilities**

### **Division Coordinator**

The Division Coordinator is responsible for the coordination of administrative issues for all of the teams in the division and acts as a liaison between the Board of Directors and the teams via the Team Managers and Head Coaches.

### **Job Description**

- Report to the Chair of Competitive and the Chair of Recreational.
- Is a member of both competitive and recreational committees.
- U11, U13, U15 and U18 Coordinators are members of the Tryout Committee.
- Represent the interests of players and parents of the division to the Board of Directors.
- Oversee the operation of teams in the division.
- Ensure the timely distribution of information regarding competitive tryouts and recreational team balancing.
- Assist in organizing recreation player evaluation sessions and games to help distribute players into even teams.
- In conjunction with team personnel, arrange for the allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- Supply the registrar with appropriate information on team officials and players.
- Ensure that team equipment needs (including safety) are fulfilled through the Physical Assets Chair.
- Ensure that, through the Physical Assets Chair, teams are provided with and return uniforms.
- Provide information on practice and game ice allocation to the division, and act as a liaison for the Chair of Ice Scheduling.
- Ensure team officials are knowledgeable of and adhere to game administration procedures.
- In coordination with the Risk Management Chair, ensure that all volunteers within the division are properly qualified.
- Act to try to resolve conflicts within the division where efforts at the team level have not been successful at achieving resolution. Communicate with the Vice Chairperson about conflict resolution matters.
- In conjunction with the Vice Chairperson, ensure that players and coaches within the division are aware of suspensions from HNS.

### **Coaches**

- Head Coach will provide AMHA with a list of all Assistant Coaches and Manager for approval by the board.
- Coaches will follow the AMHA Coaching and Ethical Philosophy.
- Coaches must always be a role model for their players and coaching staff.
- Coaches will treat officials with respect.
- All coaches must wear CSA approved helmets while on the ice.

- Coaches must ensure that all players on the ice are properly wearing all required equipment.
  - Coaches must ensure the safety of their players at all times while at the arena or on the road.
  - Coaches will ensure that there are ALWAYS two qualified adults in the dressing room to prevent bullying and to ensure player safety.
  - Coaches must strive to improve on their skill and knowledge of the game and the skill and knowledge of the game of their players.
  - Coaches should seek help and guidance of the AMHA Technical Director, Chair of Development or other Coaches as required.
  - Coaches will hold 2-4 parent meetings per season.
  - Coaches will read through this manual and become familiar with its contents.
- 

## **Manager**

The Team Manager plays an important role in ensuring that the players, parents and coaches enjoy a successful and memorable season.

The manager will assist the coaching staff on a number of pre-determined tasks.

The manager is often the glue that holds everything together utilizing solid planning tactics and possessing excellent communication and leadership abilities.

Managers that work together with the Coaches, Parents, Division Coordinators and the AMHA Executive are a great resource that helps to ensure that all players have a great hockey season.

The manager will assist the coach in 'getting things started'.

The Manager may assist other team volunteers in the following (these are a summary of tasks but not all inclusive):

- Maintain the team AMHA Website pages,
- Team Communication,
- Parent Meetings,
- Player Medical Information Forms,
- Budgets,
- Fundraising,
- Team Photo,
- First Aid Kit Acquisition,
- Team Jerseys Distribution,
- Submitting Team Roster,
- Finding Extra Ice Time,
- Scheduling Games and Practices,

- Filling out Game Sheets,
  - Booking Officials for Games,
  - Travel Permits,
  - Tournament Arrangements,
  - a Team Wrap Up and
  - AMHA surveys.
- 

### **Team Marshal Program**

**Background: Referee retention issues have been an increasing concern over the past few years.**

This referee shortage is caused by many reasons, but the most worrisome is the abuse from team officials and spectators towards youth referees. The abuse can come in many forms, but in particular, it is the verbal abuse which is personal, provocative and public in regards to the referee's on-ice performance that causes the referee to quit. This unacceptable behavior towards our youth and new officials must be addressed as a priority particularly if minor hockey is to have an adequate supply of referees. The Team Marshal Program is intended to empower one individual from each team to support the referee among their fellow parents/spectators.

#### **Specifics:**

- Acadia Minor Hockey Association U9, U11, U13, U15 and U18 teams participating in sanctioned HNS games shall designate an individual at every game to act as a Team Marshal.
- The individual acting as the Team Marshal (TM) shall be named on the team's game sheet.

#### **Responsibilities:**

- Listen, watch, and monitor the behavior of your team's parents. Parents are responsible for any family members/guests.
- The Team Marshal is expected to remind parents to keep their comments to themselves and refrain from vocalizing their complaints during the game. The best way to improve a referee's ability and knowledge is to have the coach provide feedback to Division Coordinator where a comment is appropriate.
- Quickly diffuse a potential problem before it arises by either being visible or calmly speaking with the individual(s) involved.
- Deal with, and act on, inappropriate comments, gestures and/or general unsporting behavior directed at referees, players or any other individual by your teams' spectators or coaches but please avoid getting into a confrontation.

- The Team Marshal is **not** expected to put themselves in a situation which may compromise their comfort level or personal safety.
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### **Officiating**

Officiating is handled by the Referee-in-Chief (RiC) and Timekeeper Coordinator (TC).

All AMHA games **must** be entered into the AMHA Website as it will be used to schedule the Referees and Timekeepers.

For all games after the start of the AMHA Season

1. All games must be entered into the AMHA Website;
2. Games must be entered at least 2 weeks in advance;
3. Any changes or additions inside **2 weeks**, must be followed up with an email to **both** the RiC and TC
4. Any cancellations just be communicated to the RiC and TC **as soon as possible**

You are not required to email all of your games to the RiC and TC, as long as they are entered into the system 2 weeks in advance.

If you have a complaint about an official, you can contact AMHA RiC who will address your concerns.

## Ice Scheduling

AMHA ice allocation is handled by the Ice Scheduler. Each team is given their practice ice and game ice allotment for the season in October. In 2019-2020, each Representative Team will be given 2 full ice practices, and 1 game time weekly. This may change in future years due to # of teams. Each Recreational team will be given one shared practice and one game time weekly. It is each team's responsibility to be aware of their scheduled ice times and to use their ice appropriately.

**All teams are required to use their team scheduling calendar on the AMHA website in order to keep the Master Ice Schedule up to date.**

### **Ice Rescheduling Protocol**

#### Competitive Teams

It is sometimes necessary to alter game ice times to accommodate league schedules and team travel. If it becomes necessary to change a game time, the team wishing to trade, sell or buy an ice time will utilize the website to ascertain ice availability within AMHA. Once you have finalized a trade, buy or sell of an ice time with another manager, please inform the Ice Scheduler of the details. These changes need to be recorded weekly by the Ice Scheduler for billing purposes.

#### Recreational Teams

If alterations to game times are required, please contact the Ice Scheduler.

**Under NO circumstances should any ice time be left vacant; if you are unable to find someone to use the ice then please contact the Ice Scheduler.**

### **Cancellations**

If the arenas are open, then Minor Hockey is still a go. It will be the parents and coaches call with safety in the forefront. If a parent or player will not come to the arena as they feel it not safe, we cannot and will not do anything to the players. It is their call; we appreciate their concern and will respect the call. AMHA is charged for the ice rental, hence the team is charged for the ice rental and no make up ice is given to the team.

Coaches / parents can have a look at the highway cameras online to view the conditions near the rink they are traveling to. The website is:

<http://gov.ns.ca/tran/cameras/camera.asp>.

Coaches/managers should develop some criteria for their team/parents on how and when they would cancel a game/practice/road trip etc i.e. telephone calls via tree, emails, 24 hrs in advance, 12 hrs, the morning of....

## **AMHA Team Structure**

All AMHA teams may have the following staff rostered (see policy above):

- Head Coach, assistant coaches and trainer up to a maximum number of bench staff of four (including the head coach).
- Any team manager who is included in the bench staff must be certified in either the National Coaches Certification Program (NCCP) or in the Hockey Canada Safety Program and acting in a position as specified for bench staff.
- Teams may request permission for an extra bench staff (up to the HNS max of 5) with all costs of the additional 5th member to be covered by the team.

Each team shall be entitled to a maximum of 19 players in uniform (which includes two (2) goaltenders, nine (9) forwards and six (6) defence), for any game or pre-game warm up. All who shall be duly registered with Hockey Canada.

The players duly registered as goaltenders shall be eligible to play as goaltenders only.

All teams may appoint a Captain and not more than three Alternate Captains. Goaltenders cannot be selected as Captain or Alternate Captain.

## Coaches and Managers

### Team / Parent Meeting(s)

- Introduction of coaching staff and manager
- Allow each parent to introduce themselves and their player.
- Describe team philosophy and rules
- Seasonal plan
- Introduction of Division Coordinator
- Conflict resolution policy
  - Assign “Parent Rep” if Coach and Manager are related.
- Budget forecast
- Fundraising ideas
- Tournaments
- Jersey care (jersey bag, only sew bars and C&A)
- Team apparel
- Communication (email, website, cell phones)
- Roles for parents (treasurer, fundraising committee, 50/50, photographer, etc...)
- Team social / year end party
- Open the floor to questions

NOTE: Financial statements shall be sent out to the parents monthly.

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### Coach Best Practices

All coaches within AMHA have access to the Technical Director and the Coach Mentor. Their mandate is to help coaches with all aspects of coaching including practices, games and off-ice sessions.

Hockey Nova Scotia has prepared the following Best Practices for Coaches:

- Come prepared with a written practice plan including utilization of your on-ice support people.
- Have a minimum of 50 pucks.
- Be punctual and lead by example.
- Ice is expensive (for AMHA 2017-18 it costs \$2.85/minute), so don't waste time with an on-ice stretch when it can be done off ice prior to session. Also, when a coach talks too much or takes too long to set up the next drill, money is wasted.
- Follow the skill development model when allotting your practice time. See Appendix.
- Specific and positive communication is a must.



- Avoid dangerous “routines” which will lead to boredom. Create interesting and engaging drills utilizing elements of surprise, variety, creativity, fun, excitement and competition.
  - Budget for unstructured and free ice time.
  - “Tell me and I’ll forget, show me and I might remember, involve me and I will understand”
  - Ensure proper execution of drills in practice. Have pucks and props set up in proper areas and communicate the whistle sequences clearly.
  - Relate what you do in practice to games.
  - Plan your work and work your plan. Don’t fall into the trap of having the one thing that was lacking in your last game dominate the entire next practice...you will be chasing your tail all year.
  - Make every drill a goalie drill.
- 

### **Team Management (Manager’s to-do list)**

- Get a list of players from your coach.
- Get parents phone numbers (home and cell) and email. CHECK WITH PARENTS IF THEY WILL ALLOW THEIR CONTACT INFORMATION TO BE SHARED BEFORE SENDING OUT AN EMAIL TO ALL PARENTS. BLIND COPY PARENTS UNTIL THEY HAVE GIVEN CONSENT.
- Send an introductory email to all the parents, with a list of the whole team, (including the parents names so they can know each other) and any meeting information.
- Get an AMHA website username and password from the AMHA Webmaster and update your team’s contact information so other managers can get a hold of you.
- Get parents to complete medical emergency form, photocopy and give one copy to coach to keep with first aid kit and the other copy you keep you with while at every game and practice.
- Get all team members (coaches, players and parents) to sign Fair Play Pledges.
- Get first aid kit and have it on the bench at all times.
- Game sheets are available at the AMHA office in the Kentville Arena, in the canteen at the Canning Arena, and in the public skate area of the Acadia Arena. Be sure to put your permit number at the top of your rosters on the game sheets. Keep a copy of all game sheets.
- Set the schedule for the year, either at a scheduling meeting or get it from your league coordinator. Send reminders to players and parents about games and tournaments to keep everyone in the loop.
- Once you have a home games scheduled, you will need to get a timekeeper and referees for the game. See the contact information for Referee in Chief and Timekeeper Coordinator at the front of this manual.
- Ice time changes shall be handled using the website Master Schedule. If you need extra home ice, look on the website to see what ice is available...if you do buy or swap another team’s ice, you MUST email the Ice Schedule with the change to the ice time. Your team is responsible for getting the timekeeper and refs for that extra ice. The Ice Scheduler is keeping track of ice time and will bill teams accordingly.

- If you need to sell ice, post the available ice on the website using the Master Schedule. Once someone takes it, remember to send the Ice Scheduler an email. Also remember to inform the referee in chief and timekeeper coordinator if there are changes.
- Keeping track of home and away games and timekeepers and referees gets hectic at times, have a system to organize this, as it will change frequently.
- You will be given an Official Roster by the Registrar, make sure that you have a copy of this at all games.
- You will get jerseys from the jersey coordinator (who will contact you by sending out an email) – get the players to try the jerseys on right away and contact the coordinator if there is a drastic need to change.
- Get the sponsor letter from the AMHA website documents tab and send to parents so they can use it to get a sponsor if needed. The team treasurer will issue receipts to the parents who can give to their sponsor.
- BUDGET – get together with the coach and treasurer to make a budget. The budget can always be changed, but it is a starting point for the year. There is a sample budget on the managers' webpage. Alter it to suit your needs. Things to think about.... how many tournaments will you go on, do you want to buy team hats, shirts, jackets, etc (if so, include this in the budget), how many extra practices will you need (at the beginning of the season until the regular schedule starts and over Christmas when AHMA shuts down for 2 weeks).
- Next decide how much money you want from parents up front so that you have money in the bank before you do your fundraising...\$100 or \$150 or \$200? Now figure out how much extra money you are going to have to raise and then decide on fundraising events (with your coach, then with the team at a parent meeting).
- In December, AHMA will be asking your team to pay “rep fees”. This is the cost of all your practice ice and home game ice plus the cost of timekeepers and referees and other association fees for the year. You will need to have this money ready to give to them so your fundraising should have netted at least this amount by December. The sample budget shows both the rep fees and the ‘other team amounts’. Note on the rep fee amounts that the registration fees the parents paid in August have been deducted.
- The rest of your budget is the non-rep fee stuff. You may still have time to raise that amount, just make sure you have tournament fee money ready.
- At the first parents meeting get volunteers for the following positions (You cannot do them all, share the work load depending on what you feel comfortable doing). Team safety person(s) – the go-to person(s) if someone gets hurt (more information on this is found in Hockey Canada’s Managers Manual), Treasurer (keep track of money and bank statements, writes cheques, etc), Fundraising Coordinator (coordinates fundraising events that the team decides on), 50/50 coordinator (keeps tickets and float for each home game and contacts the parents to tell them who sells next), Website manager (inputs game times and locations, inputs the game sheets, updates the news files and events, works with photographer to update website), tournament coordinator (someone who looks for tournaments to go to, blocks the hotels for your team, gets a list of restaurants in the area, looks for other things to do), team photographer (Someone who likes taking pictures at games, events, etc... and is willing to share them on the website

for others to see. \*Check with the parents to see if it is ok with them to post their players photos.)

- Keep in touch with the coaching staff throughout the year and communicate with the parents regularly.
- Obtain necessary travel permits.
- Make labels to put on the game sheets.
- Ensure in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician. Also ensure that a proper incident report of the accident is promptly filed with the Association and Hockey Nova Scotia (see form in Appendix).
- Some tournaments fill up quickly, so once you decide which tournaments your team is going to go on, send in the application form and the entry fee cheque with it. Some AAA and AA tournaments fill up even before the season starts, so book ASAP.
- Have a year end party. It is a great way to end and brings closure for all the players.
- The role of Division Coordinator is to be a liaison between the Board and the managers. They will be sending their managers emails from the executive and are available to answer questions on who managers need to contact in reference to things like suspensions, cancellations, meetings (managers should be inviting division managers to team meetings). Division Coordinators are who the parents can go to if the team manager and/or coach cannot rectify a complaint or concern, then the Division Coordinator will direct or advise on the next possible avenue of the action. Coaches/managers need to be encouraged to use their Division Coordinator for any concerns they may have.

## Travel Permits

For all non-league games and tournaments, you will have to fill out a travel / exhibition game / tournament request using your Hockey Canada e-Hockey account.

Once the AHMA's Registrar assigns you to a team, it will appear in your e-Hockey Account.

Make sure you put in your request as soon as you know you are going. There will be times when the request says pending (instead of approved) even after the game date, but as long as the request was put in before the game it will be ok.

### **Types of permits:**

- Exhibition Games
- Travel Permit
- Tournament Permit
- Hosting a Tournament

**Permits Outside of NS** - When traveling to away games or tournaments outside of NS but in Canada you need to get a permit a minimum of 3 weeks in advance.

**Outside Canada** - When traveling to away tournaments outside of Canada you need to get a permit a minimum of 6 months in advance.

**Violations** - Any team in violation to these rules will have their bench staff suspended for 2 weeks for the first offence.

Any team playing out of province must send a copy of the game sheet to the Regional Director within five days upon the return of the team. There must be one game sheet for each game played.

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## Goalie Gear

Younger groups may contact the Chair of Physical Assets to get goalie gear loaned to them. Head Coaches are responsible for signing in and out the gear.

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## Arenas

To find where the arenas are located throughout Nova Scotia, go to:

<http://www.arenamaps.com/arenas/NovaScotia.htm>

## Finances

The team manager plays a leading role in the administering of the teams finances based on the direction established by the head coach. The team treasurer and team manager work closely to ensure that the finances are handled properly. It is

important to understand that any finances obtained and expended in the team environment are ultimately the responsibility of AMHA. Financial decisions made by the team reflect upon the association and for this reason there are specific guideline that all teams must follow in conducting their financial business.

While the manager along with the head coach typically make the various financial decisions, it is important to remember that in most cases payments and fundraising efforts are made by the parents. Therefore it is prudent to ensure that financial decision are supported by the group.

### **Budgets**

All competitive teams must submit a prospective budget to the AMHA Chair of Finance by November 1<sup>st</sup> of each season. Final team budgets must be submitted no later than January 15<sup>th</sup> of each season. Interim Financial Statements are due December 15<sup>th</sup>. Year end financial statements are due April 30<sup>th</sup>.

### **Fundraising**

Teams are permitted to fundraise for team related expenses only. This may include such things as additional practice ice, exhibition game ice tournament fees, travel costs, teambuilding events, team supplies (first aid kit, etc.) and administrative costs.

Any fundraising contemplated to offset the costs of team apparel, etc. must be agreed to by the supporting parent group with reasonable adjustments/ allowances for any family that opts out.

- Teams are required to get a bank account and have at least 2 people as signing authority. A letter for the bank will be given to Managers from AMHA.
- Maintain team account / cheques during the season.
- Make all deposits are required.
- Collect fees from players/parents.
- All individual team finances and fundraising events need to be sent to the team monthly. Interim reports shall be sent to AMHA treasurer on December 15<sup>th</sup> and at year end.
- Close out all accounts at year end.

## Coach Certification

Coaches, Assistant Coaches, Trainers and Managers as per the Hockey NS definitions must meet the required certifications or they will not be eligible to be on the bench per Hockey NS rules (see above):

**Coach or Assistant Coach** - A person who is both on the bench during games and is on the ice during practices.

**Trainer** - A person who is on the bench during the games to attend to any injuries. This person is on the bench or in the rink during practices as well - but does not go on the ice at all to help with any practices.

**Manager** - A person who volunteers to help out a team with booking ice time, submitting tournament applications and making travel plans, coordinates team budgets and fundraising events. This person does not go on the bench during games and does not go on the ice during practice.

### **New Coaches**

Hockey Nova Scotia only requires that a coach or assistant take one clinic per season. If you are a coach and this will be your 1<sup>st</sup> year coaching, please enroll for the coaching clinic (IP or NCCP depending upon the age group you are coaching). If you are a bench staff member who is not a coach, you should enroll for the Safety Program Clinic first.

Please note that if you have registered for the classroom portion and fail to attend you will not be given credit for this course and will be unable to be on the bench.

AMHA pays for the coaching courses. However, if a coach does not attend as scheduled, then the coach will be billed for the missed course fees.

\*\*\* It is important that it is communicated to your respective coaches what courses they need, and you keep your own audit internally so you have an estimate of clinics costs.

*NOTE: For the NCCP, coaches who have previously certified in either the NCCP Coach or NCCP Intermediate levels are not required to take the new NCCP Development I Level Clinic where that is required. They will be eligible to coach with what they currently have.*

The AMHA website has more detailed information on the coach certification requirements and resources:

[http://acadiaminorhockey.com/page.php?page\\_id=31536](http://acadiaminorhockey.com/page.php?page_id=31536)

## Volunteer Screening

Hockey Nova Scotia mandates that all volunteers including coaches complete the Volunteer Screening process. This process includes the completion of a Criminal Records Check with Vulnerable Sector check and Completion of the Respect In Sport *Coach/Volunteer* Program. This is an online course that need only be completed once. The cost is \$30. Note: the Respect in Sport *Parent* Course is a separate course.

Criminal Record Checks are required to be completed for all coaches and other volunteers with teams (managers, trainers, etc.). These checks are good for three years. Volunteers who are not registered, with this information, with Hockey NS by December 1<sup>st</sup> will be removed from the bench.

Past Volunteers: Please check your eHockey account to determine if your qualifications are valid. If any of the items is missing or expired, see the information for new volunteers below.

New Volunteers: Manager are responsible to ensure that their team staff have the appropriate forms completed. To get your Criminal Records Check, go to the Police Station in your town (Kentville resident to Kentville Police Services, Wolfville to Wolfville RCMP, etc...) to complete the form.

IMPORTANT: Should your Criminal record check show a problem, review the Hockey NS document on their website to find out what to do next.

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## eHockey Account

Get an eHockey username to check when your qualifications are due for renewal.

<https://ehockey.hockeycanada.ca>

How to register for an NCCP Course

1. Log in to your eHockey
2. Scroll through the dates for the courses provided and choose the date that best suits your schedule.
3. Select that clinic. At this point you will be asked which level you are coaching. Please select an option. DO NOT select N/A.
4. Proceed to checkout
5. You will be sent an email receipt, **please forward this receipt to the Chair of Risk Management at [risk@acdiaminorhockey.com](mailto:risk@acdiaminorhockey.com)**

# HNS Coach Certification Information

## REGULATION ELEVEN - HNS CERTIFICATION REQUIREMENTS

11.1. **All Coaches, including assistants, at the U11 AA, A, and B, U13 AAA, AA, A and B, U15 AA, A, B, U18 AA, A, B, and Junior B and C Divisions within HNS must be certified at the NCCP Development 1 level. All Head Coaches at the Major U15, Major U18 and Junior A levels within HNS must be certified at the NCCP High Performance 1 Certification level.**

11.2. All instructors at Initiation Division are to be certified in the Intro Coach Program.

11.3. All coaches at the Novice Division are to be certified in the Intro Coach Program.

11.4. All coaches at Level C/Recreational from U11, U13, U15, U18 must be certified in the minimum Intro Coach Program or old Initiation Program. NCCP DEVELOPMENT I is acceptable for Level C/Rec coaches.

11.5. All bench staff at the AAA, AA, and A Divisions at all levels must be certified in the Hockey Canada Safety Program. Bench staff includes Head Coach, Assistant Coaches and Trainer.

11.6. All teams at the Level C/Recreational Division must have at least one member of the bench staff certified in the Hockey Canada Safety Program. Bench staff includes Head Coach, Assistant Coaches and Trainer. All Initiation Program and Novice Teams/ Groupings must have at least one coach or instructor certified in the Hockey Canada Safety Program.

11.7. It is recommended that all teams have at least one member of the bench staff seek certification at the HCSP Level II. HCSP Level II is available to individuals who hold current certification in First Aid and CPR from a recognized agency. HCSP Level II is provided once an individual provides proof of certification. There is no training clinic for this certification.

11.8. All Minor Hockey Associations shall appoint a Development Coordinator by September 15<sup>th</sup> annually.

**11.9 Minor Hockey Associations must check certifications and verify that all bench staff are properly certified by November 15<sup>th</sup> of each hockey season. The deadline for certification each season will be December 1<sup>st</sup> and any submissions for bench staff without certification after December 1<sup>st</sup> will not be accepted for Provincial Playdowns. No additional clinics will be conducted beyond this date.**

11.10. A list of all Minor Hockey Association coaches, assistants, trainers, and managers must be submitted to HNS by October 15<sup>th</sup> of each season. The date for Novice and Initiation is November 15<sup>th</sup>. All coaches, including assistants, trainers and managers, shall have completed the Speak Out or Respect in Sport course by December 1<sup>st</sup>.

11.11. All bench staff must complete the screening process as outlined by HNS Screening Policy. Coaches/Team Officials must submit all documentation for the Child Abuse Registry and Criminal Record checks within 30 days of an individual's involvement in any on-ice or off-ice activity within any Association, team or League. The



responsibility lies with all Minor Hockey Associations/Leagues/teams to ensure that all bench staff have completed the process as outlined in the HNS Screening Policy by December 1st of the current playing season.

11.12. A minimum of two certified bench staff must be on the bench to start any game.

**11.13. Any team official who is found to be in violation of any section of HNS Regulation #11- Coach Certification will be suspended indefinitely until certification for that official has been approved by HNS and it has been added to the HCR. The minimum suspension for a first offence is five [5] games, a second offence will result in the team official being suspended for one full calendar year. HNS, HNSMC and HNSFC reserve the right to lengthen these suspensions depending on the circumstance involved in each violation.**

**11.14. Any Team Official previously registered on the Hockey Canada Registry (HCR) with any team and was not approved due to lack of the following, Respect in Sport Volunteer Program (RIS), and Criminal Records Check (CRC) will NOT be eligible to be registered with any team until these are obtained. This includes on ice or off ice activities. This regulation would not include Team Officials that have been approved in the past but their CAR or CRC have expired. These Team Officials would still have until December 1<sup>st</sup> to obtain their renewals.**

## **Hockey University**

Hockey Nova Scotia is pleased to announce Hockey University: Hockey Canada's premier online resource for hockey education. Use your eHockey account to access Hockey University courses.

Members who are looking to update their credentials or are first time coaches, officials or team safety people will now be required to make Hockey University their first stop!

Hockey University (HU) is an engaging, interactive online forum that provides the basics on everything you need to know. The best part? It's all done at your convenience - when it best fits your schedule!

Hockey University programs are completed online and offer the following advantages:

- No travel necessary
- Effective cost management
- Convenience of completing programs at your leisure
- Instant credit once the programs are completed
- Recognition of your qualification applied to your HCR profile
- Numerous handouts and additional resources you can access at any point, as often as you need
- Ability to access and review lessons and sharpen your skills
- All accessible through [eHockey](#)

Link for Coaches and Volunteers for Respect in Sport course (old Speak Out course); <https://hns.respectgroupinc.com/secure/>

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## **Annapolis Valley Minor Hockey League (Recreational C)**

The AMHA Recreational 'C' teams participate in the AVMHL.

Please see the website for more information on the regulations and rules of this league: <http://avmhl.goalline.ca>

## **Scotia Minor Hockey League (Competitive AA, A, B)**

Please see the website for more information on the regulations and rules of this league: <http://www.scotiaminor.ca/>

## **Nova Scotia Peewee AAA League**

Please see the website for more information on the regulations and rules of this league: <http://cmhf.goalline.ca>

**The documents / forms shown on the following pages are for reference only.**

**The originals should be downloaded from the appropriate website: Hockey Canada, Hockey Nova Scotia or AMHA**

- Two Deep Dressing Room Policy - HNS
- Coed Dressing Room Policy – HC
- Abusive Parents Motion – HNS
- Head Injuries / Concussion Policy – HNS
- Concussion – Return to Play Framework – HNS
- Hockey Canada Injury Report – HC
- Player Medical Information Sheet – HC
- Hockey Canada Core Skills – HC

The following items can be found on the respective website:

- Practice Planner – AMHA
- Sample Budget – AMHA
- Sample Jersey Sponsor Letter – AMHA
- Conflict Resolution Complaint Form – AMHA
- Criminal Records Check (CRC) – HNS
- Child Abuse Registry (CAR) – HNS

**There are also many more documents on these websites to assist coaches and managers.**

**Hockey Canada**

<https://www.hockeycanada.ca/en-ca/home>

**Hockey Nova Scotia**

<http://www.hockeynovascotia.ca>

**Acadia Minor Hockey Association**

<http://www.acdiaminorhockey.com>

## **HC and HNS “Two Deep” Policy**

### **REMINDER: DRESSING ROOM SUPERVISION POLICY MUST BE ENFORCED**

Sep. 27, 2016

As we begin a new hockey season, Hockey Nova Scotia would like to remind our Minor Hockey Associations (MHAs) and members of our Dressing Room Supervision Policy.

The policy reads as follows:

*Hockey Canada (HC) and Hockey Nova Scotia (HNS) work diligently to protect all participants from all forms of Bullying, Harassment and Abuse whether Emotional, Physical or Sexual. HC and HNS consider any form of Bullying, Harassment and Abuse to be totally unacceptable and will do everything possible to prevent this behavior from taking place within all Minor and Female Hockey dressing rooms. To this end HC/HNS will promote awareness of all forms of Bullying, Harassment and Abuse by providing Educational materials and Programs for Participants, Parents, Coaches, Volunteers and Staff members.*

*It is the Policy of HC/HNS that there shall be no Bullying, Harassment, or Abuse permitted whether Physical, Emotional or Sexual of any Participants in any of the HC/HNS Programs. HC/HNS expects every parent, coach, volunteer and staff member to Safeguard the Welfare of all Participants and to Protect them from any form of Violence.*

*To that end HNS requires all Coaches/Bench staff and member Minor Hockey Associations to provide supervision for all Minor/Female Hockey dressing rooms before, during and after all games and practices. HNS requires that Minor/Female players should be supervised at all times, HNS requires MHAs/ Coaches to follow the “Two Deep Method” of supervision recommended by Hockey Canada. A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the “Two Deep Method” of supervision. Supervising personnel must be members of the team staff or adults who have completed either “Speak Out” or the “Respect In Sport” for volunteers and have submitted their record checks [CAR &CRC] to their MHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing rooms.*

*All Minor Hockey Associations within HNS are required to develop a Dressing Room Supervision Policy that supplements this HNS policy and this it is to be to be communicated to all members within that Association.*

*Failure to comply with this HNS Policy will result in Disciplinary action being taken by the appropriate HNS Council through the HNS Discipline Co-ordinator. A first Offence will result in a letter of reprimand being issued to the Head Coach and copied to the team’s Minor Hockey Association. A Second Offence will result in an Indefinite Suspension being issued to the Head Coach and an investigation being conducted by the appropriate HNS Council.*

*The intent of this Policy is to ensure the Safety of all participants in the Minor and Female Hockey Programs within HNS.*



## **HOCKEY CANADA CO-ED DRESSING ROOM POLICY**

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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 Initiation Program, Novice and Atom 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 Pee-Wee (11 years old) 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.

# MEMO



**Hockey Nova Scotia**

Suite 200, 6300 Lady Hammond Road  
Halifax, NS B3K 2R6  
P: (902) 454-9400  
F: (902) 454-3883  
dcossar@hockeynovascotia.ca

Hockey Nova Scotia Policy

**TO:** All Nova Scotia Minor Hockey Associations  
**FROM:** Darren Cossar, Executive Director Hockey Nova Scotia

**DATE:** 27/10/2008

**RE:** Hockey Nova Scotia risk management has reviewed significant literature re: concussion policy and as a result developed this policy for the protection and benefit of our players and all involved with the game of hockey in Nova Scotia.

Please be advised that at Hockey Nova Scotia's Board of Directors meeting December 10 & 11, 2004, a motion on dealing with **Abusive Parents** was unanimously passed.

1) A brain injury or concussion could happen as a result of various altercations or events such as a check or blow to the head/ jaw or upper body which is significant enough to cause the brain to shake or rattle.

Any parent who causes the brain to shake or rattle is in violation of the local Association's and this behavior that is deemed inappropriate is subject to disciplinary action by the Officers of the local Association. The Officers of the Association are empowered to suspend the parents from all activities of the association following a Disciplinary hearing of the local association. Hockey Nova Scotia recommends that the local Association adopt the following disciplinary process: initially a letter of warning; secondly, short term suspension; thirdly, long term suspension which is subject to approval of the President of Hockey Nova Scotia. A parent who fails to comply with the terms of reference for the suspension that is determined by the local Association, may be required to withdraw his/her membership within the local Association. This action may include the cancellation of the membership of all registered players of the parent.

Even when diagnosed by a physician via a diagnostic imaging test, CAT scan or MRI, a concussion may not be evident and despite "normal" visual diagnostics, this is encouraged to follow the steps and spread the word to all physicians with their local Association that there is a policy and it will be enforced.

Thank you for your cooperation and assistance in making this policy known and enforcing it to ensure our links remain a safe and positive place for our young players, referees and coaches to grow and develop.

Kindest Regards,

2) An injury could be present and could be temporary or permanent or indeed perhaps a blood clot may be present and could be fatal.

Darren Cossar

Executive Director

HOCKEY NOVA SCOTIA is adopting a "better life for everyone" philosophy when it comes to concussions. We want every player treated as if they were our own; therefore

when it comes to posing the question of "where is she/his a concussion?" a visit to the doctor or the emergency room is the only option to gain a definitive answer to this question.

Hockey Nova Scotia believes that the health and safety of the players in our game is more important than anything else and as such Hockey Nova Scotia demands that every precaution be taken before a player who has suffered a suspected or identified injury returns to practice or game situation.



## **Hockey Nova Scotia Policy re: Head Injuries/Concussions**

- A. A player suspected of a concussion must stop play immediately. Whether this happens on or off- ice, in a game or practice, the coach must remove the player from participation and request of the parents that they refer the player immediately to a physician for diagnosis. Final decision here is that of the coach and parents must follow-up as requested. Once requested by the coach that a player visit a doctor as a result of concussion like symptoms, the player will not be allowed to return to play until he/she has been treated by and a note provided by a medical physician.
- B. A player diagnosed as concussed by a medical physician must stop all on and off-ice activities immediately. This not a parental decision, but rather a responsibility of the coach. The coach must report this on a HNS injury report form and submit a copy to the president of their local minor hockey association or league.
- C. All coaches under the jurisdiction of Hockey Nova Scotia must understand that they cannot allow any player diagnosed as concussed to return to practice or play without written permission from a physician and the player following the return to play guidelines listed below. This need not be the physician who diagnosed the concussion but must be aware of the concussion.
- D. Such written approval must be submitted to the coach, who will inform the president of the local minor hockey association or league of the physicians report and that the return to play guidelines have been followed, as listed below, before said player assessed with such concussion is permitted to return to any form of hockey activity within the jurisdiction of Hockey Nova Scotia.

Hockey Nova Scotia is adamant that the responsibility for the enforcement of this policy is that of the coach and ultimately the president of the local minor hockey association and leagues that comprise the membership of Hockey Nova Scotia.

## HOCKEY NOVA SCOTIA RETURN TO PLAY FRAMEWORK

The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity.

**Steps 1 through 4 must be completed with consultation between the parent/guardian and the coach.**

**Doctor's clearance must be submitted to your coach or the Team Trainer/Safety Person after completion of step 4 and before movement to step 5, who will in turn inform the Association or League President.**

\*The player should only progress to the next step after 24 hours of no symptoms after completion of the previous step.

- Step 1:** No activity, only complete rest. Proceed to step 2 only when symptoms are gone.
- 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, anaerobic, aerobic workout).
- 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 note to be submitted to your team's Coach or training staff.***)
- Step 5:** Begin drills with body contact after medical clearance.
- Step 6:** Game play.

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

Failure of any coach, player, trainer, administrator or league to follow this policy and the guidelines herein will be suspended indefinitely pending a full investigation by Hockey Nova Scotia Risk Management.





# HOCKEY CANADA INJURY REPORT

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# HOCKEY CANADA INJURY REPORT

PAGE 1/2

See reverse for mailing address. Forms must be filled out in full or form will be returned. This form must come where an injury is sustained by a player. Signature of a parent/guardian is required for a youth hockey activity.	<b>CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE.</b> DATE OF INJURY: ____/____/____ No. ____/____/____ <b>INJURED PARTICIPANT:</b> <input type="checkbox"/> Player <input type="checkbox"/> Team Official <input type="checkbox"/> Spectator Name: _____ Birthdate: ____/____/____ Sex <input type="checkbox"/> M <input type="checkbox"/> F Address: _____ City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____ Parent / Guardian: _____	<b>DIVISION</b> <input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> PeeWee <input type="checkbox"/> Junior <input type="checkbox"/> Bantam <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile <input type="checkbox"/> Junior	<b>LOCATION</b> <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			
<b>WEARING WHEN INJURED</b> <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"/> Neck Protector <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Short Gloves <input type="checkbox"/> Long Gloves	<b>ADDITIONAL INFORMATION</b> Has the player sustained this injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" how long ago _____ Was a penalty called as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks	<b>DESCRIBE HOW ACCIDENT HAPPENED</b> <small>(refer page 1 if necessary)</small> I hereby authorize my Health Care Facility, _____, to be notified and/or contacted as my child, to lengthen my absence from hockey. I hereby authorize Hockey Canada any and all information with respect to any illness or injury, medical history, or any other information that may be in the files of all mental, hospital, and medical records. A photo of the injury is attached. This authorization shall be considered as effective and valid as the original. Signature: _____ Date: _____	<b>HEALTH INSURANCE INFORMATION</b> <b>THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED</b> Occupation: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-time Student Employer (if minor, list parent's employer): _____ 1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Province: _____ 2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.) 3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "YES", PLEASE FORWARD PRIMARY INSURER EXPANDED LISTINGS OF BENEFITS.) Make Claim Payable to: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____			
<b>INJURY CONDITIONS</b> Name of arena / location: _____ <input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Period #2 <input type="checkbox"/> Practice/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"/> Other Sport <input type="checkbox"/> Warm-up <input type="checkbox"/> Other <input type="checkbox"/> Period #1 <input type="checkbox"/> Other: _____	<b>CAUSE OF INJURY</b> <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Hockey Stick Injury <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 in with helmet <input type="checkbox"/> Fight <input type="checkbox"/> Blinding	<b>BODY PART INJURED</b> <table border="0" style="width:100%;"> <tr> <td style="vertical-align: top;"> <b>Head</b>  <input type="checkbox"/> Face <input type="checkbox"/> Skull  <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat  <input type="checkbox"/> Collarbone  <input type="checkbox"/> Neck <input type="checkbox"/> Dental  <input type="checkbox"/> Shoulder  <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist         </td> <td style="vertical-align: top;"> <b>Trunk</b>  <input type="checkbox"/> Lower Back <input type="checkbox"/> Abdomen  <input type="checkbox"/> Neck <input type="checkbox"/> Upper Back <input type="checkbox"/> Ribs  <input type="checkbox"/> Chest         </td> <td style="vertical-align: top;"> <b>Limbs</b>  <input type="checkbox"/> Left <input type="checkbox"/> Hand <input type="checkbox"/> Wrist  <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Hip  <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Toe  <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist <input type="checkbox"/> Other: _____  <input type="checkbox"/> Other: _____         </td> </tr> </table>	<b>Head</b> <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Collarbone <input type="checkbox"/> Neck <input type="checkbox"/> Dental <input type="checkbox"/> Shoulder <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	<b>Trunk</b> <input type="checkbox"/> Lower Back <input type="checkbox"/> Abdomen <input type="checkbox"/> Neck <input type="checkbox"/> Upper Back <input type="checkbox"/> Ribs <input type="checkbox"/> Chest	<b>Limbs</b> <input type="checkbox"/> Left <input type="checkbox"/> Hand <input type="checkbox"/> Wrist <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Hip <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Toe <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<b>NATURE OF CONDITION</b> <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Strain <input type="checkbox"/> Spain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury
<b>Head</b> <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Collarbone <input type="checkbox"/> Neck <input type="checkbox"/> Dental <input type="checkbox"/> Shoulder <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	<b>Trunk</b> <input type="checkbox"/> Lower Back <input type="checkbox"/> Abdomen <input type="checkbox"/> Neck <input type="checkbox"/> Upper Back <input type="checkbox"/> Ribs <input type="checkbox"/> Chest	<b>Limbs</b> <input type="checkbox"/> Left <input type="checkbox"/> Hand <input type="checkbox"/> Wrist <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Hip <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Toe <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____				
<b>PATIENT</b> Last name _____ Given name _____ Address _____ City / Town _____ Province _____ Postal Code _____ PHONE NO _____ SIGNATURE OF SUBSCRIBER _____	<b>DENTIST</b> SIGNATURE OF PATIENT/GUARDIAN _____ OFFICE VERIFICATION _____	<b>DENTIST STATEMENT</b> I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT. My dentist's name is _____ and his/her phone number is _____. My dentist is ACCURATE AND HAS BEEN CHARGED TO ME FOR THE SERVICES RENDERED. I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM TO THE DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM / HER. SIGNATURE OF PATIENT/GUARDIAN _____ OFFICE VERIFICATION _____	<b>PHYSICIAN'S STATEMENT</b> Physician: _____ Address: _____ Tel: (____) _____ Name of Hospital / Clinic: _____ Date of First Attendance: _____ Nature of Injury: _____ Claimant will be totally disabled: _____ from _____ to _____ Is the injury permanent and unrecoverable? <input type="checkbox"/> No <input type="checkbox"/> Yes Give the details of injury (degrees): _____ Prognosis for recovery: _____ Did any disease or previous injury contribute to the current injury? <input type="checkbox"/> No <input type="checkbox"/> Yes (describe): _____ Was the claimant hospitalized? <input type="checkbox"/> No <input type="checkbox"/> Yes (give hospital name, address and date admitted): _____ Names and addresses of other physicians or surgeons, if any, who attended claimant: _____ I certify that the above information is correct and to the best of my knowledge. Signed: _____ Date: _____			



**MEDICAL INFORMATION SHEET**

Name: \_\_\_\_\_

Date of birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_ ) \_\_\_\_\_

Provincial Health Number (optional): \_\_\_\_\_

**Parent/Guardian #1:** Name \_\_\_\_\_

Business Phone Number:( \_\_\_\_ ) \_\_\_\_\_

**Parent/Guardian #2:** Name \_\_\_\_\_

Business Phone Number:( \_\_\_\_ ) \_\_\_\_\_

**Alternate emergency contact (if parents are not available)**

Name: \_\_\_\_\_

Relationship to Player: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_ ) \_\_\_\_\_

**Doctor's Name:** \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_

**Dentist's Name:** \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_

Date of last complete physical examination: \_\_\_\_\_

*Before a player participates in a hockey program it is recommended that they have a medical and that they also have any medical condition or injury problem checked by their family physician*

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

Yes  No  Medication

Yes  No  Allergies

Yes  No  Previous history of concussions

Yes  No  Fainting or seizure during or after physical activity

Yes  No  Near fainting or Brownouts

Yes  No  Seizures and/or epilepsy

Yes  No  Wears glasses

Yes  No  Are lenses shatterproof

Yes  No  Wears contact lenses

Yes  No  Wears dental appliance

Yes  No  Hearing problem

Yes  No  Asthma

Yes  No  Trouble breathing during exercise

Yes  No  Heart Condition

Yes  No  Palpitations or Racing Heart

Yes  No  Family history of heart disease

Yes  No  Family history of unexpected death during physical activity

Yes  No  Family history of unexplained death of a young person

Yes  No  Diabetes – Type 1 \_\_\_\_\_ Type 2 \_\_\_\_\_

Yes  No  Wears medical information bracelet/necklace For what purpose? \_\_\_\_\_

Yes  No  Health problem that would interfere with participation on a hockey team

Yes  No  Has had an illness that lasted more than a week and required medical attention in the past year

Yes  No  Has had injuries requiring medical attention in the past year

Yes  No  Been admitted to hospital in the last year

Yes  No  Surgery in the last year

Yes  No  Presently injured Injured body part: \_\_\_\_\_

Yes  No  Vaccinations up to date Date of last Tetanus Shot: \_\_\_\_\_

Yes  No  Hepatitis B vaccination

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

\_\_\_\_\_

\_\_\_\_\_

Medications: \_\_\_\_\_

Recent injuries: \_\_\_\_\_

Allergies: \_\_\_\_\_

Any information not covered above: \_\_\_\_\_

Medical conditions: \_\_\_\_\_

\_\_\_\_\_

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: \_\_\_\_\_ Signature of Player: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

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





Have a Great Season!!!

Reminder to check the AMHA website often

[www.acdiaminorhockey.com](http://www.acdiaminorhockey.com)