



CANADA



Canadian Red Cross

RespectED: Violence & Abuse Prevention

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SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

An information guide to Hockey Canada's Risk Management and National Insurance Programs & A Guide to Understanding Bullying, Harassment and Abuse For Parents and Guardians

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UNDERSTANDING BULLYING HARASSMENT & ABUSE

MISSION STATEMENT

The mission of Hockey Canada is to lead, develop, and promote positive hockey experiences



FAIR PLAY MEANS SAFETY FOR ALL

**A Parents' & Guardians' Guide To Understanding
Bullying, Harassment & Abuse**

What does safety for my child mean?

We all want our children to be safe - keeping them safe means putting the **child's best interests first**. In sports this means ensuring that the young player is treated with respect and integrity – emotionally, socially, intellectually, physically, culturally, and spiritually.

What is Hockey Canada's mission?

The mission of Hockey Canada is to lead, develop, and promote positive hockey experiences.

The well being of its participants are of primary importance. This includes, among other things, a shared responsibility with parents and guardians to nurture the physical and emotional well-being of its participants.

RECOGNIZING BULLYING, HARASSMENT & ABUSE

When is my child unsafe?

Young people are unsafe when someone uses his or her power or position to harm them either emotionally, physically and/or sexually. These types of violence can be bullying, harassment or abuse. It can happen between peers, between younger and older youth or between adults and youth.

BULLYING

What is bullying?

Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Basically it is “mean” behaviour. It involves three groups of people: the bullies, the bullied and the bystanders. Hurtful actions may be:

Physical

(used most often by boys)

- hitting
- shoving
- kicking
- spitting on
- grabbing
- beating others up
- damaging or stealing another person's property

Verbal

- name-calling
- humiliating
- degrading behaviours
- may happen over the phone
- hurtful teasing
- threatening someone
- in notes or in person
- through text messaging or chat rooms

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Relational

(used most often by girls)

- making others look foolish
- excluding peers
- spreading gossip or rumours
- this may happen in person, over the phone, through text messaging, or over the computer

Cyber-Bullying

(includes the use of email, cell phones, text messages and internet sites)

- Pretend they are other people online to trick others
- Send threatening or harassing emails
- Spread lies and rumors about the people they are victimizing
- Trick people into revealing personal information
- Send or forward mean text messages
- Post pictures of people without their consent

What is the role of the the person who is the bystander?

People who are bystanders or witnesses play a role in the bullying world. Their reaction or lack of reaction often influences the outcome of the interaction:

- a passive response give the person who is bullying a theatre to cause hurt and a sense of reinforcement as there is no opposition.
- a supportive response gives the person who bullies positive attention, alignment, power and social status. The person who is the bystander may also increase their own social status.
- a negative response supports the person being bullied and may stop the bullying; it may also put the person who is the bystander at risk to become the next victim.

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Bullying is not...

- Conflict between friends
- An argument between people of equal power
- Accidental
- Normal relational development challenges
- A “one-time” event (usually)
- Friendly teasing that all parties are enjoying
- Something people grow out of

Bullying is....

- Hurting behaviours based on oppression and “meanness”
- Based on power differentials
- Intentionally harmful
- Intense and long in duration
- Repeated over time (generally)
- Oppressive – isolates victims
- Caused by many factors and behavioural challenges

(Beyond the Hurt, Red Cross RespectED, 2002)

What is harassment?

Harassment is offensive behaviour – emotional, physical, and/or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex/gender, disability, marital status, or pardoned conviction. It is a HUMAN RIGHTS issue.

Harassment may be a single event or a pattern of mistreatment. It may be directed at an individual or group through the development of a “chilly” or “hostile” environment.

Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination. Examples include displays of favouritism or dis-favouritism, subtle put downs or ostracism.

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What is criminal harassment?

Criminal harassment—often known as stalking—involves following another person; monitoring them or someone close to them, or their home; contacting them repeatedly against their wishes or threatening them. For a charge of criminal harassment to be laid, the victim must have reason to fear for his/her safety (or the safety of someone else) and the perpetrator must know—or could reasonably be expected to know—that the victim is fearful (Family Violence in Canada, A Statistical Profile, 2001).

Criminal charges may also be laid in harassment cases if a person has been physically or sexually assaulted.

What are the most common types of harassment?

The most common types of harassment are harassment based on race, disability and sexual harassment.

What is racism?

Racism is when people are treated differently because of their colour, racial or ethnic background. Examples include racist names, treating someone as inferior or second-rate, leaving someone out or blaming problems on them because of their religion, skin colour, or country of origin.

What is disability harassment?

Disability harassment is when a person is treated differently because of a real or perceived disability, either physical, mental or learning. It may be verbal – such as name calling or threatening the person with physical harm, actually physically harming a person, hurtful written comments, or preventing an individual from fully participating in on-ice or team activities.

What is sexual harassment?

Sexual harassment is unwelcome behaviour of a sexual or gender nature that negatively affects the person or the environment. Examples are questions about one's sex life, sexual staring, sexual comments, unwanted touching, insults about sexual orientation and sexual assault.

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What determines if harassment has occurred?

Dealing with harassment can sometimes be difficult as what is viewed as harassment by one person may be viewed as a “joke” by another person. But it is the **impact** of the behaviour on the victim that is the most critical issue, **not the intention** of the person who harasses.

ABUSE

What is abuse?

Abuse is when a young person (age defined by Provincial/Territorial Child Protection Acts) needs protection from a person they trust and/or are dependent upon. This is a PROTECTION issue. The person in power may be hurting them in a number of ways:

- Emotional abuse: a **chronic** attack on a child's self esteem that is psychologically damaging by a person in a position of power, authority or trust. It can take many forms such as terrorizing, degrading and rejecting but it is **NOT** simply:
 - Benching a player for disciplinary reasons
 - Cutting a player from a team after tryouts
 - Refusing to transfer a player
 - Limiting ice time
 - Yelling instructions from the bench

These are not protection issues

- Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, striking, shoving, grabbing, hazing or excessive exercise as a form of punishment.
- Neglect is the **chronic** inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated, players are made to play with injuries, equipment is inadequate or unsafe, or road trips are not properly supervised.
- Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

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Contact

- Touched and fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with object or finger
- Sexually oriented hazing

Non Contact

- Obscene calls/remarks on a computer, cell phone or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions or comments
- Indecent exposure
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate
- Forced to watch others masturbate

HAZING

What is hazing?

“Hazing” is an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s). Hazing is against Hockey Canada's regulations.

BULLYING AND HARASSMENT: TIPS FOR CHILDREN AND YOUTH

If you are being targeted

- Remember it is not your fault, and there is nothing wrong with you—no one deserves to be bullied or harassed.
- Tell an adult you trust. They can give you support and help stop the bullying or harassment. If no one helps you, keep telling until you do get help.
- Have a teacher or an adult help you with a safety plan if the bullying is making you afraid or upset.
- Take a Stand:
 - KEEP YOUR COOL** and walk away. Using insults or fighting back will make the problem worse.
 - USE HUMOUR.** Say something funny and make them think you don't care.
 - BE ASSERTIVE,** look confident and let the person know that they need to stop what they are doing.
- Hang out with friends that you know will support you and work together to speak out against bullying and harassment.

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If you see that someone is being bullied or harassed:

- Stand up for your friends who are targeted.
- Refuse to go along with bullying or harassment—people who laugh, agree or cheer only encourage the behaviour. Instead, take the side of the person who is being targeted.
- Report what you see or hear to an adult.

If you are bullying or harassing someone:

- Stop the aggressive, controlling behaviour.
- Take responsibility for your actions.
- Treat people the way you want to be treated.
- Learn how to be a good friend.
- Talk to someone about how you feel and ask for help.

Four steps to stop Cyberbullying:

- 1.STOP** – Do not try to reason with or talk to someone who is Cyberbullying you.
- 2.BLOCK** – Use the block sender technology to prevent the person from contacting you again.
- 3.TALK** – Tell a trusted adult, inform your school, use a help line and/or report it to police.
- 4.SAVE** – Save any instant messages or emails you receive from the person who is bullying you.

TIPS FOR PARENTS

- Teach your children that if they see someone being bullied, they should not watch, laugh or join in.
- Pay attention to the relationships in your children's groups. Ensure all children are included and that inappropriate behaviours are addressed.
- Help kids see the value of offering empathy and support to those who are bullied.
- Be a good example for your children. Model respectful behaviours at home and in your daily interactions.

ON CYBERBULLYING

- Familiarize yourself with online activities. Learn about the websites, blogs, chatrooms and cyberlingo that your children are using.
- Keep the computer in a common area so you can monitor activities.
- Keep open communication lines with your children so they feel comfortable talking to you about cyberbullying experiences. Let them know that you are there to support them.
- Recognize that online communication is a very important social aspect in kids' lives. Do not automatically remove their online privileges if you find out about a cyberbullying experience.
- Talk to your children about what is acceptable behaviour online and offline.
- Report any incident of online harassment and physical threats to the local police or your Internet Service Provider.
- Report any bullying that occurs over your child's cell phone to your phone service provider. You may have to change the phone number if the problem does not stop.

RECOGNIZING VULNERABLE SITUATIONS

How do I know when my child is being bullied, harassed or abused?

- Listen to them
- Believe them
- Observe them
- Watch their interactions with others
- Be aware of sudden changes in their behaviour and/or anger in them
- Question unexplained bruises, marks on their faces, back, thighs, upper arms, heads, buttocks, genital areas

Who would hurt my child?

Unfortunately, it is usually someone both you and your child know and who misuses his/her power over your child. This may be a peer, a young person, or an adult.

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Who are sexual offenders?

Sexual offenders are/can be:

- Most often male but may be female
- Heterosexual, homosexual or bisexual
- An older child, adolescent or adult
- Found in all levels of society and in all cultures
- Either infrequent offenders or pedophiles who are fixated on children as sexual objects
- Prone to rationalize and minimize their abusive behaviour

Where is my child most at risk of being bullied, harassed or abused?

Basically your child is most vulnerable when:

- He/she is alone with another person - this could be in the arena, dressing room, car, bus, home, office, outside - anywhere!!
- In a group setting where there is inadequate supervision.

RECOGNIZING COPING MECHANISMS

How do children and youth cope with the trauma of bullying, harassment and abuse?

- Some pretend it never happened.
- Others convince themselves that it wasn't so terrible.
- Many find excuses as to why it happened.
- Some blame themselves.
- Some develop physiological defenses - headaches, body pains and illnesses.
- Others escape through drugs, alcohol, food or sex.
- A few try to hide from their pain by being perfect.
- Some try suicide.

Why do kids not tell?

They may:

- Be frightened.
- Believe they are responsible.
- Not want to get the perpetrator into trouble.
- Be embarrassed and ashamed.
- Think no-one will believe them.
- Worry that they will not be allowed to play hockey.

IDENTIFYING PARENTS' & GUARDIANS' ROLE

What do I do if a child or youth tells me he/she is being harmed?

Follow "HEARD"

H – Hear what they are saying and not saying

- Listen to your child's fears about the situation.

E – Empathize with them

A – Affirm

- Identify vulnerable situations and be there to protect your child.

R – Report/Refer

- If it is mild bullying or harassment, try to resolve the situation informally.
- If it is moderate or serious bullying or harassment, refer the complaint as specified in your organization's policy.
- If it is Criminal Harassment, the police must be informed.
- If it is abuse refer immediately to your Provincial/Territorial Child Protection Agency or Police.
- Keep it confidential; do not get caught in the "rumour mill".

D – Document the situation and your response; determine the support your child needs

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What do I do if I suspect my child is being harmed?

Follow “DARE”

D – Document your observations

- Record behaviors, dates, times and people involved.

A – Affirm the child’s situation

- Identify vulnerable situations and be there to observe and protect your child.
- Seek advice or information from a knowledgeable person.
- Tell your child your concerns.
- Listen to your child’s fears about the situation.

R – Report/Refer if your suspicions are strong

- If it is mild bullying or harassment, try to resolve the situation informally.
- If it is moderate or serious bullying or harassment, refer the complaint as specified in your organization’s policy.
- If it is Criminal Harassment, the police must be informed.
- If it is abuse refer immediately to your Provincial/Territorial Child Protection Agency or Police.
- Keep it confidential; do not get caught in the “rumour mill”.

E – Establish support for your child

Don’t:

- React with shock, horror or disbelief - even though you may feel like it.
- Promise to keep a secret - you are legally bound to report if it is a protection or criminal issue.
- Promise “everything will be fine” - there are many problems to resolve, it will take time.
- Assume the child or youth hates the person hurting them - there may be conflicting feelings.
- Put the responsibility of reporting on someone else - they may not do it.
- Press the child or youth for details - the matter may go to court, so it is important that evidence is not contaminated.

How do I protect my child or youth against hazing?

- Talk with him/her about hazing; discuss peer pressure.
- Explain that he/she does not have to submit to hazing.
- Know Regulation 04 of the Hockey Canada Constitution.
- Report incidents.

RECOGNIZING RESPONSIBILITIES

Recognizing my responsibility as a parent/guardian.

Your contribution is key to meeting this goal:

- Ensure your own behaviour models respect and integrity towards coaches, officials, participants, and other parents.
- Understand the issues and become knowledgeable; read all the Speak Out materials.
- Know and support your Association's policies and procedures.
- Attend a Speak Out: It's More Than Just a Game workshop.
- Act when you see a bullying, harassing or abusive situation.
- Speak Out and promote safe environments.

What is my responsibility in responding to bullying and harassing behaviour?

Hockey Canada is committed to providing safe environments for everyone involved with the game. This is particularly important for young participants. Safe environments need to be the goal of everyone. This means that harassment and bullying will be stopped immediately with the victims well-being given priority. Therefore it is everyone's responsibility to:

- Intervene with low-level mediation for mild bullying and harassment situations
- Report to hockey administration serious bullying and harassment situations
- Ensure that criminal harassment cases are reported to police
- Report criminal behavior such as assault to police

What is my legal responsibility in reporting abuse?

As Canadians it is our legal responsibility to report the abuse and neglect of children and youth. Consequently, it is the policy of Hockey Canada that any Hockey Canada personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or Hockey Canada partner (parent, guardian) who has reasonable grounds to suspect that a participant is, or may be suffering, or may have suffered from emotional, physical abuse and neglect and/or sexual abuse, shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Across Canada, a person is considered a child up to the age of 16 to 19 years depending on provincial and territorial legislation.

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When I report abuse, what questions will be asked?

- The child's name, address, age, sex and birthdate
- Parents'/guardians' names and addresses
- The name and address of alleged offender
- Details of the incident(s) that prompted your report
- Your name and address

What happens when a report of abuse is made?

- A social worker or police officer will decide if an investigation is needed.
- If the child is "at risk" and needs protection an investigation is started as soon as possible.
- An experienced interviewer will conduct the interview.
- The primary concern is safety of the child.
- The social worker and/or police officer will decide what further action is required.

Why don't people report?

They don't report because they:

- Are unaware of the reporting laws and policies.
- Believe that they can take care of the problem themselves - it's their own business!
- Are fearful of retaliation from the abuser - or are friends with the abuser.
- Find it hard to believe.
- Assume someone else will make a report.
- Don't want "to tell" on someone.
- Want to protect their child from questions and embarrassment.
- Are not sure where or how to make a report.
- Just want it "all to go away".
- Forget that the child's best interests is the priority.

Do children ever make false allegations?

Yes, sometimes it happens. Some of the research shows that about 8% of disclosures are false. Most of the false allegations by children are encouraged by adults - e.g. custody cases, others have been by adolescents who wanted "to get even". It is important to reinforce the truth - false allegations are devastating to the person accused.

HOW DO I KEEP MY CHILD SAFE?

There are five essentials to keeping your child safe.

1. Communication

- Listen, talk, believe and reassure your child.
- Provide opportunities for conversations with your child.
- Be open to any questions; nothing is off limits.
- Be open to discussing difficult subjects such as sexuality.
- Develop frank and open communication with the coaches.
- If you have concerns, communicate them to the appropriate persons.
- If you see or hear bullying, harassing or abusive behaviour, **Speak Out!**

2. Knowledge

- Make your child aware of vulnerable situations in a matter-of-fact way.
- Review your club's bullying, harassment and abuse policy and procedures.
- Be aware of your club's screening and selection process for staff and volunteers.
- Get to know the adults who are interacting with your child.
- Discuss with the coaches their expectations and the setting of boundaries: physical, sexual and social.

3. Skills

- Teach your child specific ways to handle difficult situations.
- Help your child define their personal boundaries.
- Teach your child how to be assertive when their boundaries are crossed.

4. Build a safety plan

- Develop check-ins, contingency plans, family codes.
- Attend practices and games.
- Be wary of regular private closed practices.
- Be concerned of time spent alone with older youth and adults beyond training and game times.

5. Advocate

- You are your child's strongest supporter.
- Evaluate situations according to the **"best interest of your child"**.

HOCKEY CANADA ROLES & RESPONSIBILITIES

What is Hockey Canada's role in promoting safety for my child?

Protecting participants from all forms of bullying, harassment, and abuse whether emotional, physical or sexual, is an important element of safety. Hockey Canada considers any form of bullying, harassment, or abuse to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Hockey Canada will promote awareness of all forms of bullying, harassment, and abuse by providing educational materials and programs for participants, parents, volunteers and staff members.

What is Hockey Canada's policy on preventing bullying, harassment and abuse?

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

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PREVENTION OF BULLYING, HARASSMENT AND ABUSE RESOURCES:

Since 1997, Hockey Canada has produced a number of resources for distribution through its member Branches to educate the membership and provide direction regarding the prevention of all forms of bullying, harassment and abuse.

The Speak Out campaign includes:

- “Speak Out!” brochures for players.
- “Speak Out!” “bench” posters and “bullying” posters.
- “Speak Out!” video.
- “Speak Out! ... Act Now!” A Guide to Preventing and Responding to Abuse and Harassment for Clubs and Associations.
- “Fair Play Means Safety for All: A Guide to Understanding Bullying/Harassment and Abuse For Parents and Guardians”
- Recognition and Prevention of Abuse Policy/Recognition and Prevention of Bullying/Harassment Policy.
- Forms for coach/volunteer application and police record checks.

WWW.HOCKEYCANADA.CA/SPEAKOUT

Contact your Branch or local association for these and other resources.

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RespectED: Violence & Abuse Prevention

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**SAFETY REQUIRES
TEAMWORK**

RISK MANAGEMENT

INTRODUCTION

Accidents can and do happen anywhere, anytime to anyone. This is especially true in sports which involve physical contact, like hockey.

Whenever physical contact is involved, **there is always the potential for serious injuries**. When serious injuries occur, they can inflict tremendous hardship on injured parties and their families, often for a lifetime. In addition, serious injuries also involve the threat of lawsuits where people and organizations are sued for negligence.

This is where risk management becomes important. **Risk management includes identifying, assessing and eliminating or minimizing risks in an activity, in this case, organized hockey. Risk management requires all participants in organized hockey to play specific roles in order to prevent accidents and injuries before they happen.**

This manual will help you, the hockey participant, to recognize the basic concepts of risk management, and more importantly, understand the role that you must play to make hockey a safer game for all participants. This not only involves identifying and eliminating or minimizing risks, but instilling important values in participants such as respect for the rules and other participants.

This manual also provides you with a user-friendly guide to the features and procedures of Hockey Canada's National Insurance Program. Insurance is the last component of an effective risk management program, as it provides protection for all participants against the consequences of unavoidable risks.

Although this manual outlines the National Insurance Program, it is important to emphasize that unless the risk management activities of identifying, assessing and minimizing or eliminating risks are effective, no

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

insurance fund will be adequate for all the claims which would arise from such unmanaged risk exposure. In short, risk management is our first line of defense; insurance is our last line of defense.

With 4.2 million Canadians involved in organized hockey, including 500,000 players, 75,000 coaches, 30,000 officials, 100,000 volunteers and 300,000 involved parents, Hockey Canada feels it has a responsibility to educate all stakeholders about risk management, and the roles they must play on hockey's risk management team.

Remember, risk management is like electricity - it is present for as long as we are prepared to generate it.

WHAT'S IT ALL ABOUT?

Definition: Risk management is the process by which an organization identifies, assesses, controls and minimizes the risk of bodily injury or financial loss arising from its activities.

In organized hockey, risk management is the process by which a Branch, Association, League or Team reviews its activities, programs and operating procedures (including buildings and staff) to identify, understand and insure against the everyday risks confronted in operating an organized hockey program.

Risk management consists of four (4) basic steps, performed in a logical sequence:

- Step 1:** Identify the risks connected with an activity (eg. game, locker room, arena parking lot, travel).
- Step 2:** Assess the relative significance of all on-ice and off-ice risks.
- Step 3:** Eliminate or minimize identified risks.
- Step 4:** Provide protection against unavoidable risks. This can include insurance coverage.

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It's important to remember that unless the first three steps are carried out effectively, insurance or other funds which may be set aside, will be inadequate. They will not be able to contain the claims that would arise from a risk exposure that is uncontrolled and unmanaged.

RISK MANAGEMENT IS OUR FIRST LINE OF DEFENCE

SAFETY REQUIRES TEAMWORK

Who is involved?

While there are some aspects of risk management, notably those dealing with the evaluation of risks and the selection of financing options, that require advanced training and expertise, there are areas where we must all play a role. This is especially true in the first and third steps: identifying, and minimizing or eliminating avoidable risks.

Which of the following roles do you play on the risk management team?

- players
- coaches
- trainers/safety people
- administrators
- parents
- on-ice officials (referees and linesmen)
- off-ice officials
- other volunteers (managers, statisticians)
- spectators
- arena management and employees

WHAT ROLE DO YOU PLAY?

The identification, minimization and elimination of risks

All of these risk management team members have a responsibility to contribute to the identification, minimization and elimination of risks. The following are some examples of identified risks and suggested procedures to minimize or eliminate them:

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A. YOU ARE A PARENT, and while watching your child play you notice that the players' bench gate sticks out beyond the boards. What should you do?

Action:

1. Immediately bring the problem to the attention of the coach.
Perhaps there is a temporary repair which can be made.
2. Alert the arena staff and follow-up in writing.
3. If the situation has not been rectified, write the Recreation Manager and/or the Mayor of your municipality.

B. YOU ARE A PLAYER, and you have incurred your third groin pull injury of the season. What should you do?

Action:

1. Consult your physician and/or another medical professional regarding the proper methods to strengthen this area. You might want to consider adopting an in-season conditioning program and an off-season conditioning program in the summer to minimize the potential of a more serious injury or a recurrence of the same injury.
2. If you are not already in the habit of completing a proper warm-up procedure before every game, practice, or dry-land training session, consult your physician or another medical professional who may be able to put together a suitable warm-up for you.

C. YOU ARE RESPONSIBLE FOR PURCHASING ICE TIME ON BEHALF OF YOUR MINOR HOCKEY ASSOCIATION. You are reading through the Rink Rental Agreement and come across the phrase, “- - - the Lessee hereby saves and holds harmless the Lessor - - -”. What should you do?

Action:

1. Read the agreement very carefully to ensure you are not accepting more responsibility than you believe you should.
2. If you are uncomfortable or uncertain of the full meaning of the contract, then do not sign it.

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- 3.If the contract requires minor hockey to indemnify and hold harmless the municipality or facility owner, and if it does not contain a phrase limiting minor hockey's responsibilities to claims arising from minor hockey activities, then the following should be added to the indemnification and hold harmless section of the agreement "except claims arising from the negligence or responsibility of the lessor/municipality or facility owner".
- 4.In the event you are still confused over the contract wording, obtain assistance from someone else within your Branch or minor hockey association.
- 5.Do not sign the contract if you are not fully confident in your understanding of it.

D. YOU ARE A COACH, and it is your first year coaching a boys competitive team. None of the players on your final roster have played hockey with body checking before. Your players are eager to start body checking but you want to ensure that they develop the proper fundamental checking skills and a sense of respect for rules and others. What should you do?

Action:

- 1.Teach your players safe and effective checking skills using proper teaching progressions. To help you, contact your association or Branch office to see how you can borrow or purchase additional materials on body checking. It is essential that players learn safe and effective checking skills in a non-threatening environment.
- 2.Instill a sense of respect for opponents, officials, rules, teammates, coaches and volunteers in your players and volunteers. This helps all involved to keep the game in its proper perspective and to remember that there is much more to hockey than just winning games.
- 3.You must teach your players about the dangers of hitting from behind: players should never bump, push or check an opponent from behind, especially one who is in the danger zone – the three to four metres in front of the boards.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

E. YOUR MIDGET TEAM is involved in a hockey tournament four hours away from home. As team manager, you booked hotel rooms for your players, coaches and parents. On arriving at the hotel, you discover that the players' rooms are situated in a different area from the coaches' and parents' rooms. What should you do?

Action:

1. Determine if it is possible to properly supervise the players with your present accommodations.
2. Check with one of the hotel managers to determine if there is a block of rooms available to accommodate players, coaches and parents in the same area.
3. If neither of these options are feasible, you may want to investigate the possibility of moving to another hotel which can meet your accommodation needs during the tournament.
4. Ask parents to assist you and the coaches with supervising the players.
5. Next time you book rooms for an overnight trip, book early and ensure that you emphasize the necessity for all your rooms to be in the same area of the hotel.

F. YOU WERE NOT AT YOUR JUNIOR B HOCKEY TEAM'S Directors' meeting and in your absence you were elected as the person responsible to co-ordinate a fundraiser. You determine that a dance is the ideal fundraiser but you have many safety concerns. What should you do?

Action:

1. Contact your Branch office to ensure that your fundraiser meets Branch/ Hockey Canada sanctioning guidelines.
2. Read your hall rental agreement and liquor license very carefully. Remember that your name is the only one on both of these contracts. Make sure that you and others in your organization abide by the terms of these contracts.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

3. Hire or solicit bartenders with experience. You require someone who knows how and when to stop serving some of your patrons.
4. Get people you trust to work the door and act as security before, during and after the dance.
5. Contact your local police department to determine the cost of hiring police officers to help with security during the event. Inform the police of your event.

G. YOU ARE RESPONSIBLE FOR the operation and staffing of the arena concession on behalf of your minor hockey association. It is September and you have just recruited a group of responsible, trustworthy volunteers to work at the concession throughout the season. You want to ensure that the concession is operated in a safe and efficient manner. What should you do?

Action:

1. Confirm your responsibilities and liabilities within the rink rental agreement.
2. Hold a concession orientation session for a core group of responsible volunteers, making sure to involve the arena manager. Ensure that your volunteers are trained adequately in all operations of the concession, paying special attention to potentially dangerous appliances such as deep friers, popcorn poppers, coffee makers and other potential hazards. You should also make sure your volunteers are always looking for potential risks such as wet floors in and around the concession area.
3. Develop a schedule whereby one member of this core group of volunteers is working in the concession whenever it is open. Ideally, one responsible volunteer who participated in your training course should be present whenever the concession is open. Devise an alternate plan to accommodate any volunteer who is sick or is unable to make their shift.
4. Implement proper inventory control and accounting procedures to protect you from potential theft, and you and your volunteers from any criticism.

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H. YOU ARE A REFEREE, and in the second period of a tightly contested game, the visiting team scores three quick goals to go up 6-2. Subsequently, the game deteriorates into a contest of cheap shots and intimidation tactics. What should you do?

Action:

1. Call all infractions as defined by the Rule Book, regardless of the score or time of game.
2. If, after assessing numerous penalties, there is no apparent change in behaviour, consult with the coaches and ask for their assistance in changing the players' behaviour.
3. If the poor conduct still persists, continue calling every penalty as defined by the Rule Book. At the conclusion of the game, file a report with the league convener outlining the poor conduct and lack of cooperation you received.

I. YOU ARE A TRAINER/SAFETY PERSON on a minor hockey team, and while in the dressing room, getting ready for the game, you observe two players pushing and shoving each other. The players, both in full equipment including skates, wrestle each other to the floor, knocking sticks and other equipment to the floor. What should you do?

Action:

1. Intervene immediately and instruct the players to stop the horseplay. Inform the coaching staff about the incident and work with the coaches to educate the players about the danger of horseplay in the dressing room, especially while wearing skates.
2. Ensure that the dressing room floor is kept free of debris, including equipment.

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J. YOU ARE AN ARENA EMPLOYEE working the late shift on Friday night. As you start the ice resurfacing machine, one of the players from the final game informs you that there is a huge gash in the ice surface just inside the blue line. What should you do?

Action:

1. Repair the hole immediately. Document the location, time, repair made and the player who brought it to your attention.
2. Alert the morning arena staff of the problem area and request they inspect it to make certain it is safe, before anyone goes on the ice surface.
3. Follow appropriate ice maintenance as indentified by your facility manager.

FAIR PLAY CODES

WHAT IS FAIR PLAY?

Fair play is a universal concept that forms the foundation for all sport. Fair play does not change the rules of the game. Fair play goes far beyond scoring and winning, it is about the development of skills and character, on and off the ice, that lead to a life long enjoyment of sport and recreation. Fair play allows all athletes the same opportunity to develop skills, the chance to display those skills in an atmosphere of respect, and to develop an appreciation for the efforts of all participants.

All involved in the game must be proactive and a good role model in the promotion of the values of fair play. The following are recommended fair play codes for players, parents, spectators, coaches, officials, and league organizers.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Players

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

Coaches

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

Parents

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one’s best is as important as winning, so that my child will never feel defeated by the outcome of a game.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgement or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

Officials

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

Spectators

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

League organizers

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

EMERGENCY ACTION PLAN

Accidents can happen anytime, anywhere to anyone. Therefore, to be prepared in the event of serious injuries, every team must establish an Emergency Action Plan (EAP).

The EAP requires the appointment of three (3) individuals to specific roles, which they would assume in the event of a medical emergency. The EAP should be rehearsed at various times throughout the season:

Charge person

- The most qualified person available with training in emergency control, first aid or the Hockey Canada Safety Program
- Familiarizes themselves with arena emergency equipment
- Takes control of an emergency situation until a medical authority arrives
- Assesses severity of an injury

Call person

- Makes call for emergency assistance
- Knows location of emergency telephones in every facility
- Knows list of emergency telephone numbers
- Knows best directions to arena
- Knows best route in and out of arena for ambulance crew
- Communicates with the Charge Person and Control Person

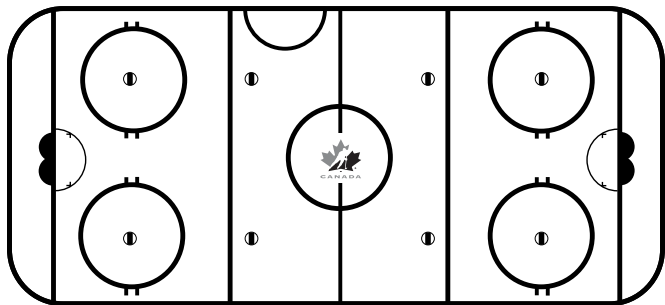
Control person

- Controls crowd and other players and keeps them away from Charge Person and injured player
- Ensures proper room to work for Charge Person and ambulance crew
- Discusses Emergency Action Plan with Arena Staff, Officials, Opponents
- Ensures that the route for the ambulance crew is clear and available
- Seeks highly trained medical personnel (ie. MD, Nurse) if requested by Charge Person

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AN EMERGENCY ACTION PLAN FOR HOCKEY

Legend: Phone: ○ Exits: □ First Aid: +



Equipment locations

Please locate and identify areas on above map: i.e., first aid room, routes for ambulance crew, telephones, emergency exits, etc.

Arena/Facility name: _____

Address: _____

Telephone number: _____

Emergency telephone numbers

Emergency: _____ Ambulance: _____

Fire Dept: _____ Hospital: _____

Police: _____ General: _____

Other: _____

HOCKEY CANADA INSURANCE PROGRAM

ALSO AVAILABLE AT WWW.HOCKEYCANADA.CA/INSURANCE

This insurance coverage is part of a Trust Agreement. The extent of this Trust Agreement cannot be accurately reflected in a booklet the size of “Safety Requires Teamwork”.

Therefore, this section contains a general description of the Hockey Canada Insurance Program and its features. If there is a discrepancy between this section and the master policy, then the terms and provisions of the master policies shall take precedence. If you wish to view the policy documents, you are entitled to do so and may visit any Branch of Hockey Canada at reasonable times for this purpose.

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NEGLIGENCE; THE REALITY OF LITIGATION

Everyone realizes that accidents sometimes happen. A little thought will lead to an equally clear conclusion – sometimes an accident could have been avoided by exercising more care. Sometimes “accidents” which lead to injuries were caused by negligence.

Negligence is a legal concept of fault or blameworthiness which, stripped of complicated terminology to its essential components, means that someone failed to do something he or she should have done, or did something that he or she should not have done. The standard of conduct the law expects is that of the reasonable person, having regard to all the factual circumstances of the case.

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Where an injured person (the Plaintiff) believes that his or her injuries were caused by the negligence of someone else, he or she has the right to commence a lawsuit claiming an amount of money (damages) from the allegedly negligent person (the Defendant). Damages may be claimed for losses of two types: monetary losses, such as medical expenses, loss of wages, and the costs of care; and non-monetary losses for pain and suffering and loss of enjoyment of life.

In our legal system, the issues raised in lawsuits by the Plaintiff and the Defendant are decided after a trial by a trial judge or judge and jury. The Plaintiff has an onus of proving both the negligence of the Defendant and the amount of the damages he or she claims on a “balance of probabilities”. This means that the Plaintiff must show, through evidence, that it is more likely than not that the Defendant failed to do what was reasonable in all the circumstances of the case, and that the Defendant’s unreasonable conduct caused the Plaintiff to suffer harm of some kind.

The amount of damages which a court might award to an injured Plaintiff will vary depending on the severity of the injuries suffered. A very serious, permanent injury which was caused by negligence may legitimately lead to significant damage awards. Even relatively minor injuries, from which the Plaintiff makes a full recovery, may justify an award of thousands of dollars in damages. Damages are not, in the great majority of cases, intended to fine or punish the Defendant. They are only to compensate the Plaintiff.

The litigation process may be slow moving. Cases often take several years or even longer to reach trial. It frequently appears inefficient or cumbersome to those involved in lawsuits. Any lawsuit will cause the parties on both sides a certain amount of anxiety, inconvenience and expense. Involvement in a lawsuit is seldom an experience that is enjoyed by anyone, whether Plaintiff or Defendant.

There are risks of injury in almost every activity. Hockey is a vigorous, physical game played at high speeds, which carries with it obvious inherent risks, both to participants and to spectators. The courts recognize that the standards of reasonable conduct applicable to hockey players during

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

practices and games are not the same standards which apply on the streets or at social gatherings. However, hockey players are not immune from potential liability for negligence. Deliberate cheap shots and fighting which result in injury to other players may well lead to legal liability. Where it results in physical injuries to another person, unnecessary roughhousing, showing off or fooling around which isn't part of the game might also be criticized by the courts, whether it occurs on the ice, on the bench or in the dressing room. Coaches and others who encourage or condone such actions might also be held responsible for any injury that results. All participants should attempt at all times to ensure that hockey is played cleanly and fairly, that dangerous activities which are not part of the game are avoided, and that everyone treats others with the same care, consideration and respect he or she hopes to receive in return. The reason isn't only to avoid potential lawsuits. Remember, no amount of money, no matter how large, can restore the physical health, remove the scars, or erase the pain of an injured person.

PURPOSE OF THE INSURANCE PROGRAM

The Insurance Program must ensure that adequate financial resources are in place to compensate those who are injured or who have suffered a financial loss as the result of their involvement in hockey. It involves good financial management, so that funds are in place to meet claims obligations when they fall due. It also includes establishing control mechanisms so that only genuine claims are reimbursed.

Insurance is one important method of handling claims, but only when it is practical, possible and cost-effective. Ironically, insurance is not available to cover many hockey-related risk exposures, as many times the desired coverage is simply unaffordable.

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost of risks which confront organized hockey.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Hockey is managed primarily by extremely dedicated volunteers. The real purpose of this section is to provide guidance when decisions are being made which may affect the degree of risk assumed by a League or Team.

Every effort has been made to make this section as helpful and comprehensive as possible. If any doubt remains about a specific situation, please consult your Branch or the Hockey Canada National Office.

ARE YOU COVERED?

Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee **while acting within the scope of his or her duties**. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada. It includes any sponsor of any team or Hockey Canada, but only with respect to his, her or their liability as such; and it includes any owner of any insured team.

Note: A volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid.

When are you covered?

1. Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!
2. Transportation directly to and from the arena or venue.
3. Accommodations while billeted or at a hotel during a Hockey Canada/Branch sanctioned hockey activity.

FEATURES OF THE INSURANCE PROGRAM

Types of coverage

Comprehensive General Liability

The liability coverage is designed to cover Hockey Canada members for their on and off-ice activities while participating in Hockey Canada sanctioned hockey events.

This coverage responds on behalf of an individual who has paid a premium or had a premium paid on their behalf, and who is named as a defendant in a lawsuit alleging that, that individual was negligent doing whatever it was they were alleged to have done or did not do what they should have done and thereby contributed to the personal injury the claimant incurred.

The Hockey Canada Liability Policy will provide up to \$20,000,000 of coverage with respect to a single liability occurrence, as dictated by the terms and conditions of the policy. Any additional costs that are over and above the \$20,000,000 limit must be borne by the named individuals and/or their respective homeowner's insurance, to the extent that may apply.

The policy is designed to cover most events your team would be involved in. For example, if a Minor Hockey Association were to rent a bus and driver to transport a team to a game or tournament sanctioned by the Branch, and if that vehicle was in an accident and a number of players suffered serious injuries and a lawsuit ensued, then the liability coverage placed on that vehicle by the owners, would respond to any claims which might arise, and should that coverage be insufficient to respond to all of the damages awarded, then the Hockey Canada coverage/policy would respond as the secondary carrier to the maximum allowable by the policy.

Liability Coverage

The Hockey Canada Liability Coverage is a General Liability Insurance Policy designed to respond on behalf of any of the registered participants in the game including players, coaches, managers, trainers, on and off-ice officials and volunteers.

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This Policy is a Personal Injury and Property Damage Policy.

Personal Injury - Example, a player receives a serious injury during a sanctioned game and as a result of that injury, a lawsuit arises. If you, as a coach, are named as one of the defendants in that lawsuit, alleging that you were negligent by “not doing something you should have done” or “doing something you should not have done”, then the Hockey Canada Liability Policy would respond on your behalf in defending you in that action from the first dollar.

Property Damage - Example, a team was in its dressing room prior to the start of the game, and while the coach was absent, a number of players started ‘horsing-around’ which resulted in damage being done to the walls of the dressing room. A claim was made by the facility owner for recovery of costs incurred to repair the damage. If the coach was named as being negligent for not properly supervising the players, then the Hockey Canada Off-ice Policy would defend his interests. It should be pointed out that in the property damage area of the Policy there is a \$5,000 deductible. In addition, it should be noted that there are exclusions within the Policy wherein the Policy would not respond on behalf of any individual where it is shown that the claim has arisen as a result of an intentional act by the defendant.

Accidental Death & Dismemberment (AD&D) - AD&D insurance covers very serious, permanent injuries that might occur while participating in a Hockey Canada/Branch sanctioned activity. This coverage is in addition to any other valid and collectable insurance policy.

Eligibility

Class 1 - All members of registered teams including coaches, trainers, safety people & assistants, referees, Hockey Canada personnel - (administrators, off-ice officials, & other Hockey Canada designated persons.)

Class 2 - All volunteer members of Hockey Canada.

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BENEFITS

When injury results in any one of the following losses within 365 days after the date of the accident, Hockey Canada will compensate:

For Loss of:

Life (as of September 1st 04)	\$ 25,000
Entire sight of both eyes	\$ 50,000
One hand and sight of one eye	\$ 45,000
Speech and hearing in both ears	\$ 45,000
Sight of one eye	\$ 35,000
Speech or hearing in both ears	\$ 30,000

For loss of, or loss of use of:

Both hands or both feet or both legs	\$ 45,000
One hand and one foot.	\$ 45,000
One arm or one leg	\$ 30,000
One hand or one foot	\$ 30,000

Critical Incidence Stress Counselling:

Off-ice maximum per incident per insured:	\$ 2,000
for all insureds:	\$ 10,000
On-ice maximum per incident:	\$ 25,000

For Paralysis of (effective September 1st 2004):

All four limbs (Quadriplegia)	\$ 1,000,000
Both Lower Limbs (Paraplegia)	\$ 1,000,000
One arm and leg on the same side of the body (Hemiplegia)	\$ 1,000,000

Not applicable to Class 2 members

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Hockey Canada Directors & Officers Liability Insurance Program (D&O):

Hockey Canada's D&O insurance program covers the directors and officers of all Minor Hockey Associations, Junior Teams, Branches, and Major Junior Hockey Teams and Leagues for their exposure to legal action arising from alleged wrongful acts, which they are believed to have committed while on the board of directors of one or more of these organizations.

When coverage applies, the policy will provide for defence against the action and if the case should go against the director or officer, will pay the amount of the indemnification.

In the event that a director or officer should receive an action against him/her the Branch Office must be advised immediately so that proper steps can be taken to investigate and defend the case.

Major Medical/Dental Coverage

This insurance augments Provincial, Medical and Hospital plans. It covers players, coaches, trainers/safety people referees and other designated volunteers against accidents which occur during participation in a Hockey Canada/Branch sanctioned activity.

This plan is designed to provide coverage for those who might otherwise not be covered by any other group health insurance plan. It can also serve as a supplement to other similar coverage an individual or family may hold, to achieve maximum allowable coverage. It is not applicable as an addition when another plan's coverage meets or exceeds the allowable amount.

Dental: This plan operates under the same guidelines as the Major Medical coverage.

Accidental Dental expense benefit

When accidental injury to whole or sound teeth shall, within 30 days, require treatment, the plan will pay for reasonable expenses actually incurred within 52 weeks after the date of the accident.

Maximum \$1,250 per tooth

Up to a \$2,500 maximum

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If, due to the age of the covered members, dental development is not sufficient to permit treatment within 52 weeks, a report from the dentist or dental surgeon is required within 90 days of the date of accident, stating pertinent facts as to the damage. On receipt of a satisfactory report, the incurred expenses will be paid, subject to a maximum future treatment limit of \$ 2,500. Capped or crowned teeth shall be deemed as whole or sound.

Accidental Medical Treatment Benefit

When by reason of injury, and within thirty days from the date of the accident, the Insured Person requires medical treatment or incurs expenses for any of the following services, while under the regular care and attendance of a legally qualified physician or surgeon who is not a member of the immediate family of the Insured Person with respect to items 1 to 7:

1. Private duty nursing by a licensed graduate nurse (R.N.) who does not ordinarily reside in the Insured Person's home or is not a member of his/her immediate family;
2. Ambulance transportation, when such service is provided by a Professional Ambulance Service of the nearest approved hospital which is equipped to provide the required and recommended necessary treatment, ambulance expenses will be reimbursed at 100%;
3. Hospital services for which benefits are not provided by any Federal or Provincial Government Hospital Insurance Plan administered by the Province or Territory in which the Insured person normally resides, whether paid or not;
4. Rental of a wheelchair, iron lung and other durable equipment for therapeutic treatment, not to exceed the purchase price prevailing at the time rental became necessary;
5. Fees of a licensed physiotherapist, athletic therapist, chiropractor or osteopath recommended by a legally qualified physician or surgeon, will be re-imbursed up to \$500 in any one hockey season. No payments will be made to any team personnel who refer players to their clinic for treatment.
6. Drugs and medicines purchased by prescription made by a physician or surgeon.
7. Miscellaneous expenses such as hearing aids, crutches, splints, casts, trusses and braces, but excluding replacement there of.

Hockey Canada will pay the necessary expenses actually incurred, therefore, by or on behalf of an Insured Person within fifty-two weeks after the date of

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

the accident, not to exceed the amount of \$5,000.00 as a result of any one accident. Any sublimits or co-insurance indicated above shall apply.

Hockey Canada shall not be liable for any expense incurred for treatment or services by a legally qualified physician or surgeon.

This policy is subject to and shall not contravene any Federal or Provincial statutory requirement with respect to hospital and/or medical plans, nor shall it duplicate any benefits which are provided under any Federal or Provincial Hospital or Medical Plans, or any other providing a reimbursement expense.

Prosthetic appliance benefit

Will pay all reasonable costs for the purchase of artificial legs, eyes, etc. necessitated by accidental injury.

Maximum \$1,000

Tuition expense benefit

In the event that an accident confines the covered member to his or her residence or hospital for a period in excess of 40 consecutive school days, within 30 days of the accident, the cost of tutorial expenses of a qualified teacher will be paid to a maximum of \$10/hr.

Maximum \$ 2,000

Emergency taxi and travel expense benefit

This benefit will pay the reasonable expense incurred for a licensed taxi to transport the eligible member to the nearest hospital or a doctor's office, where immediate medical attention is required. In certain circumstances Hockey Canada will consider the reimbursement of fuel for a volunteer who provides the same service due to immediate need of medical attention.

The Travel Expense Benefit will pay the cost of all reasonable travel expenses incurred as a result of an accidental injury. Treatment must begin within 30 days of an accident for coverage to apply.

Maximum \$140 per accident

Note: For the emergency taxi benefit and the travel expense, all bills or receipts must be submitted.

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Loss of income benefit

In the event that an accident results in the covered member incurring a loss of earnings in excess of 30 consecutive days we shall provide reimbursement for those earnings lost for the next 30 day period. We shall do this based on a \$250 per week/\$1000 maximum per claim limit. This benefit is not intended to reimburse for missed Officiating assignments. Proper documentation of the lost earnings in the form of a Statement of Earnings and Deductions and/or a T-4 will be required.

Maximum \$250/week, 30 day waiting period

Maximum \$1000/claim, 30 day waiting period

Hockey Canada accident insurance benefits do not cover:

1. Benefits eligible for payment by an Employee's Private Medical and/or Dental Plan. The plan acts as second "payer" in all cases and can be used for deductibles/coinsurance not paid by the first "payer".
2. Any benefits provided or paid by any Government Hospital or Medical Plans, whether or not the injured person is included in such plan. There are no payments for any non-resident who plays hockey in Canada without some form of primary coverage.
3. The purchase, repair or replacement of eyeglasses or contact lenses, or prescriptions thereof.
4. Sickness or disease either as a cause or effect.
5. Injury resulting from war or any act of war, whether declared or undeclared.
6. Air travel, except as a fare-paying passenger in an aircraft with a certificate of air worthiness to/from a Hockey Canada sanctioned activity.
7. Expenses of dental treatment incurred for the cost of replacement or repair of artificial teeth or dentures, permanent bridgework excepted.
8. The expenses of a knee brace or similar device, the use of which is solely to allow an insured person to participate in a game or practice of hockey.
9. Any expenses not submitted within 365 days of the date of the accident.
10. Any accident report forms not submitted within 90 days of the accident.
11. Equipment replacement.

This insurance coverage is part of a Trust Agreement. The extent of this Trust Agreement cannot be accurately reflected in a booklet the size of "Safety Requires Teamwork". Therefore, this booklet contains a general description of the Hockey Canada Insurance Program and its features. If there is a

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discrepancy between this booklet and the master policy, then the terms and provisions of the master policies shall take precedence. If you wish to view the policy documents, you are entitled to do so and may visit any Branch of Hockey Canada at reasonable times for this purpose.

HOW TO MAKE A CLAIM

- 1.SECURE** a Hockey Canada Injury Report Form (page 48) from your team or Minor Hockey Association. In the event that there are none available, contact your local Branch office.
- 2.COMPLETE** the form in its entirety. Have your team official complete the team section and your Doctor/Dentist complete the back of the form.
- 3.SUBMIT** the fully completed form to your Branch office along with any receipts or invoices within 90 days of the date of accident.

NOTE:

- Only Accident Report Forms received in the Branch office within 90 days of the date of accident will be accepted.
- Forms must be completed in their entirety or the forms will be returned.
- Only original receipts and/or invoices are acceptable.
- Hockey Canada is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first. Hockey Canada shall cover those costs not covered by your primary insurance to our policy limits.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Available for download at: www.hockeycanada.ca/insurance



HOCKEY CANADA INJURY REPORT

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See reverse for mailing address
Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: ___/___/___
Mo. Day Yr.

INJURED PARTICIPANT: Player Team Official Game Official Spectator

Name: _____ Birthdate: ___/___/___ Sex: M F
Mo. Day Yr.

Address: _____

City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____

Parent / Guardian: _____

DIVISION <input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> Peeewe <input type="checkbox"/> Bantam <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile <input type="checkbox"/> Junior	CATEGORY <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 _____
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BODY PART INJURED <table border="1"> <tr> <td> Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental </td> <td> Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper </td> <td> Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest </td> </tr> <tr> <td> Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist </td> <td> Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot </td> <td> Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin </td> </tr> </table>	Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest	Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin	NATURE OF CONDITION <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury
Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest					
Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin					

ON-SITE CARE
 On-Site Care Only Refused Care
 Sent to Hospital by: Ambulance Car

INJURY CONDITIONS Name of arena / location: _____ <input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Period #2 <input type="checkbox"/> Playoffs/Tournament <input type="checkbox"/> Period #3 <input type="checkbox"/> Practice <input type="checkbox"/> Overtime: _____ <input type="checkbox"/> Try-outs <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Other <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Warm-up <input type="checkbox"/> Other Sport <input type="checkbox"/> Period #1 <input type="checkbox"/> Other: _____	CAUSE OF INJURY <input type="checkbox"/> Hit by Puck <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision on Open Ice <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked from Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fight <input type="checkbox"/> Blindsiding	Was the injured player in the correct league and level for their age group? <input type="checkbox"/> Yes <input type="checkbox"/> No Was this a sanctioned Hockey Canada activity? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	--

LOCATION
 Defensive Zone Offensive Zone Neutral Zone
 Behind the Net 3 ft. from Boards Spectator Area
 Parking Lot Dressing Room Bench
 Other: _____

WEARING WHEN INJURED <input type="checkbox"/> Full Face Mask <input type="checkbox"/> Intra-Oral Mouth Guard <input type="checkbox"/> Half Face Shield/Visor <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Short Gloves <input type="checkbox"/> Long Gloves	ADDITIONAL INFORMATION 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	DESCRIBE HOW ACCIDENT HAPPENED <small>(Attach page if necessary)</small> _____ _____ _____ _____ _____	I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original. Signed: _____ (Parent/Guardian if under 18 years of age) Date: _____
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TEAM INFORMATION (To be completed by a Team Official) Association: _____ Team Name: _____ Team Official (Print): _____ Team Official Position: _____ Signature: _____ Date: _____	HEALTH INSURANCE INFORMATION THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED 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 EXPLANATIONS OF BENEFITS.) Make Claim Payable To: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____	Branch APPROVAL _____ _____
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SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL



HOCKEY CANADA INJURY REPORT

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PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic: _____ Address: _____

Nature of Injury: _____ Date of First Attendance: _____

_____ Claimant will be totally disabled: _____

_____ From: _____ To: _____

_____ Is the injury permanent and irrecoverable? No Yes

Give the details of injury (degree): _____

Prognosis for recovery: _____

Did any disease or previous injury contribute to the current injury? No Yes (describe): _____

Was the claimant hospitalized? No 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: _____

DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$2,500 per accident
Treatment must be completed within 52 weeks of accident

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

Patient

Last name _____ Given name _____

Address _____

City / Town _____ Province _____ Postal Code _____

Dentist

PHONE NO _____

I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM / HER

SIGNATURE OF SUBSCRIBER _____

FOR DENTIST USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES OR SPECIAL CONSIDERATION.

DUPLICATE FORM

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.

I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ _____ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR THE SERVICES RENDERED.

I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR.

SIGNATURE OF (PATIENT/GUARDIAN) _____ OFFICE VERIFICATION _____

DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE.

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

TOTAL FEE SUBMITTED

Mail completed form to: Hockey Canada
801 King Edward Avenue, Suite N204
Ottawa, Ontario K1N 6N5

Tel: 613-562-5677
Fax: 613-562-5676
www.hockeycanada.ca

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

CASE STUDIES

Note: When reviewing these cases, please remember that Hockey Canada is the player, coach, team official, volunteer, referee, etc. ... those involved in a sanctioned Hockey Canada/Branch event.

CASE #1

In the course of a Junior Hockey game, tempers flare, gloves are dropped and the helmets come off. A fight ensues between two players and injuries occur. The smaller of the two players incurs broken teeth, a broken jaw and facial lacerations. He subsequently initiates legal action and sues his assailant. He also presses charges for assault. Is Hockey Canada Major Medical/Dental coverage provided for the injured player?

Yes. A claim for Medical/Dental expenses would be considered for reimbursement, if the helmets were not deliberately taken off. No liability insurance would apply as this fight would be considered an intentional act.

CASE #2

While driving to an out-of-town game, a car carrying four players is forced off the road and overturns. The accident leaves one player dead. What is the process for accessing the accidental death benefit?

The information that may be requested can include:

- A police autopsy and toxicology report
- A map (illustrating location of sanctioned event, place of departure, accident and intended destination)
- Press clippings
- Death certificate
- Confirmation of players' eligibility and approved accident claim forms must be received within 90 days.

You may also be contacted, and the following information may also be required: i) game report; ii) registration certificate; and iii) accident report form.

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CASE #3

During an adult recreational game, a player is accidentally struck in the eye with the butt end of a stick. Two weeks later, as a result of swelling, he submits an accident claim to the coach indicating he cannot see properly out of the injured eye. The coach decides this is only a temporary injury and holds the claim. Forty-five days later, the player again follows-up with the coach regarding the claim for the eye injury and the coach again fails to respond. Over the course of several months, the player is in contact with the coach with respect to the eye injury, however, there is still some vision in the injured eye, therefore, no action is taken. The following season, the coach and Branch office are advised that the player has lost sight in the injured eye and a claim is submitted under the Hockey Canada AD&D policy. Will the policy respond?

No. The insurance company requires notification of claim within 90 days from the date of the accident.

CASE #4

A novice player (8-9 years old) is all dressed for his game and eager to get to the arena. He has his skates on and his stick in hand and heads out to his father's car in the laneway. The player trips going down the stairs at his house and chips his front teeth. The dentist advises that the proper dental restoration must take place over a period of time as the child grows. Does the Hockey Canada policy respond? To what limits? Over what period of time?

Yes. However, if the child's parents are covered by an Extended Health Plan provided by their respective employers, this plan would pay first and the Hockey Canada Plan would pay the balance of the cost up to the policy limits. Under the terms of the Hockey Canada Plan, all of the work by the dentist must be completed within a year of the accident, unless the dental development of the player is not sufficient to allow proper treatment.

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CASE #5

During a Hockey Canada regular league game, a fight breaks out among the spectators in the stands. The arena security staff are incompetent, and instead of containing the situation, they take action that provokes a general riot. The security staff have been hired by the owners of the arena, and are under their control and supervision. A dozen or more suits are brought against the arena owners, alleging that their negligence and lack of care caused a number of serious injuries. The arena owners pass these suits to Hockey Canada, because Hockey Canada signed a contractual agreement with the arena whereby Hockey Canada agreed to indemnify and hold the owners harmless for any and all liability directly or indirectly arising from Hockey Canada's use of the premises.

The Hockey Canada liability policy is quite readily prepared to respond on behalf of all of its members to claims which arise from an accident, incident or occurrence which resulted from the negligence of one of our members. The Hockey Canada policy is not, however, prepared to accept responsibility and respond to any claim which may arise from an accident, incident or occurrence which happened directly or indirectly as a result of the negligence of someone who is not a member of Hockey Canada or any of its Branches (e.g., arena staff member, owner, or operator of a facility). It is therefore imperative that every individual who has the responsibility for signing rink rental agreements ensures that a contract does not contain a "Hold Harmless Clause", which in effect would transfer all of the liability for any incident, accident or occurrence which took place in that facility, regardless of who was ultimately negligent.

CASE #6

A team manager receives a complaint from the parents of a player who has recently been dropped from the team. The parents allege that their son has sustained a potentially disabling injury during a practice as a direct result of the coach's negligence. The manager decides that the complaint has no merit, and that the parents are simply troublemakers. He decides to ignore the letter.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Some months later, he receives a letter from legal counsel retained by the parents, relating to the same matter. It invites the manager to enter discussions for a settlement. Once again, the manager ignores it.

Some months later still, the manager receives a writ (claim), signalling that the parents have initiated formal legal action. This time the manager sends the writ on to the Branch office, who promptly send it to the Hockey Canada National Office, who in turn report it to the insurers. Will the insurers consider that the claim is covered by the policy under these circumstances?

Maybe. The insurance company may decline to pay if late reporting is a factor. Prompt reporting is imperative.

CASE #7

The team has a final practice prior to leaving town for a road game, the following day. The coach arranges for all of the players' equipment to be stored in his garage overnight, since the transport rendez-vous will be in his driveway. The garage is left unlocked, and all of the equipment is stolen. We will further assume that because the door is unlocked, the coach is negligent, and that he is likely to be legally liable for the loss of the property. Will Hockey Canada's liability policy pay?

No. There exists an exclusion specific to the property in the 'care, custody or control', of the insured.

CASE #8

A young player is billeted for a tournament in another town where he is subjected to sexual abuse. The parents sue Hockey Canada, the team managers and others for not ensuring that the hosts were of good repute and character. Will Hockey Canada policy pay for the defense, and judgement, if any?

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Yes and No. If the damage is caused by psychological rather than corporeal, it may nevertheless be considered to be 'bodily injury' and therefore covered within the scope of the bodily injury liability insuring agreement. There is, however, an exclusion with respect to damages or injury that is caused intentionally. It could be argued that 'injury' resulting from sexual abuse is intentional on the part of the abuser. If it should be so held, then the policy would not protect the abuser, but it would protect Hockey Canada if it was brought into the suit for damages.

CASE #9

The fundraising event is a great success, and the volunteers at the bar are pouring with a heavy hand. They continue to serve some people who have clearly already had too much. One of these customers is involved in a head-on collision on the way home as a result of intoxication, causing death and serious injuries. Hockey Canada is subsequently sued under the Provincial Liquor Law Act that makes the servers of liquor responsible when it may be perceived that their negligence has directly or indirectly been involved in, or contributed to such an incident. Will Hockey Canada policy respond?

Yes. The Hockey Canada policy includes exposure to liability for bodily injury and property damage that may be generated by Provincial statutes relating to liquor law liability (subject to the policy's other terms and conditions). It will not pay exemplary or punitive damages (eg. fines).

CASE #10

A Bantam hockey player is fighting for the puck two (2) metres from the side boards. He is checked from behind into the boards and suffers a broken neck rendering him a paraplegic. The injured player subsequently sues the player who checked him as well as the three game officials, the two coaches, the Minor Hockey Association, the Branch and Hockey Canada. The suit is for \$5.4 million. Will the Hockey Canada Liability Policy respond and to what extent?

Yes. The Hockey Canada Liability Policy would respond on behalf of all parties provided they were properly registered, had a premium paid on their behalf and were playing in a properly sanctioned Hockey Canada game. The Policy would only respond up to the 20 million dollar per occurrence limit, as dictated by the Policy.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

CASE #11

You coach a Novice hockey team. You have scheduled a practice for Tuesday night, however, one of your two (2) assistant coaches cannot attend. You develop your practice plan keeping in mind there will be two coaches on the ice instead of the usual three. When you get to the arena, a parent of one of the players, noticing there are only two coaches, offers his assistance. You reply, “we can always use a hand”, and he gets ready and goes on the ice during practice. Is this parent covered under the Hockey Canada insurance plan?

Absolutely not. There has been no premium paid on behalf of the parent. Hockey Canada may, at its discretion, cover an “emergency volunteer” provided it was well documented, however, Hockey Canada does not extend coverage to anyone who volunteers in a non-emergency situation. In addition, Hockey Canada does not cover parent-child games, student-teacher games or other exhibition games against non-members of Hockey Canada.

CASE #12

Your minor hockey association asked a member of the Association to chair the Associations fundraising activities for the year without performing a background check on the individual. One of the fundraising activities netted the Association \$25,000.00, however, the money has since gone missing. The members of the Association file a lawsuit alleging the Board of Directors were negligent in handling the funds derived from the fundraising venture, and should have exercised greater care when asking the member of the Association to handle the funds when they knew, or ought to have known that he was convicted of fraud six years ago. Are you covered?

Yes. This claim is alleging financial mismanagement and incorrect hiring practices and therefore is covered under the Hockey Canada D & O policy. This policy will defend the claim on behalf of the Association and its individual officers and directors.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

GLOSSARY OF TERMS

Assumed liability: liability which would not rest upon a person except that he or she has accepted responsibility by contract, expressed or implied. This is also known as contract liability.

Claimant: a person who submits a claim to an insurer or organization.

Deductible: the amount “deducted” from a claim by the insurance company as the pre-agreed amount the insured will pay for a particular claim or number of claims.

Defendant: in litigation proceedings, one who is accused of wrong doing.

Liability: legal responsibility for a particular act or event and all the consequences that flow from it. If a person is liable, he or she must usually pay financial compensation to anyone who is injured or suffers a loss because of the act or event.

Litigation: the act or process of carrying on a lawsuit.

Loss prevention: the process of reducing or eliminating the probability of loss.

Loss reduction: the process of decreasing the severity or consequences of an accident.

Negligence: carelessness by someone causing injury or damages to someone else. Wrongdoers are responsible for damages to anyone they should reasonably have foreseen would be affected by their actions. You can be negligent for doing something you should not have done, or not doing something you should have done.

Plaintiff: a party who commences a law suit or initiates proceedings to have a court determine responsibility or fault.

Risk Management: the process through which an organization identifies, assesses, controls and insures against the risk of bodily injury or financial loss arising from its activities.

Waiver: a document in which one person gives up the right to sue another person.

RISK MANAGEMENT AND INSURANCE FEES

Each Hockey Canada Member pays into the Hockey Canada Insurance Program or has a fee paid on his/her behalf. This fee covers the following:

Liability Insurance
Accidental Death and Dismemberment Insurance
Major Medical/Dental Insurance
Risk Management and Administration
Directors and Officers Liability Insurance
Sexual Misconduct Liability Insurance

\$16.15

Note:

- These rates are applicable for Minor and Female players, Level 1-3 referees, coaches, managers, and trainers/safety people.
- There is an additional charge for Major Medical/Dental Insurance for Junior, Major Junior, Senior, and Adult Recreational players as well as Level 4-6 Referees. These fees vary across the country depending on claims experience.
- Individual Branches may charge a Branch Administration Fee.
- Sales tax is applicable in Ontario and Quebec on the liability and Accidental Death and Dismemberment Insurance Policies.
- Volunteer's and staff insurance fees are incorporated in the fees paid by players, coaches, managers, and trainers/safety people.

CONCUSSION AWARENESS

CONCUSSIONS

Because of the contact nature of the game and the speed with which it is played, the brain is vulnerable to injury. Trauma may occur through direct contact to the head or face or indirectly through a whiplash effect. Injuries to the brain are characterized by an altered state of consciousness. It is the altered state of consciousness that is the key thing to look for with any head injury.

Definition: A concussion is a brain injury, and may involve loss of consciousness. However, a concussion most often occurs without a loss of consciousness.

Mechanism: Blow to the head, face or jaw, or even elsewhere on the body.

Note: Children are more sensitive to the effects of a concussion and may need to have a longer period of rest prior to returning to activity and the sport.

Common Symptoms and Signs

Symptoms and signs may appear immediately upon injury or have a delayed onset (may be worse later that day or even the next morning), so players should continue to be observed even after the initial symptoms and signs appear to have returned to normal.

Symptoms

- Headache
- Dizziness
- Feeling dazed
- Seeing stars
- Sensitivity to light
- Ringing in ears
- Tiredness
- Nausea, vomiting
- Irritability
- Confusion, disorientation

Signs

- Poor balance or coordination
- Slow or slurred speech
- Poor concentration
- Delayed responses to questions
- Vacant stare
- Decreased playing ability
- Unusual emotions, personality change, and inappropriate behaviour

ANY ONE OF THESE SIGNS OR SYMPTOMS IS ENOUGH TO REMOVE A PLAYER FROM ACTION.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

MENTAL STATUS TESTING

For information only. Do not attempt to treat a concussion. Always have the player consult a physician.

Orientation: Does the player know what the exact time and place is? Does the player know the circumstances of the injury?

Concentration: Can the player spell “world” backwards?

Memory: Does the player know the score of the game?

Initial response

If there is any loss of consciousness – Initiate Emergency Action Plan and call an ambulance. Assume possible neck injury.

- Stabilize the head and neck
- Check A (Airway), B (Breathing), C (Circulation) and continue to monitor the A, B, C's if unconscious
- Never give players aspirin, Tylenol or other medications
- Notify a parent or guardian of any player with a concussion.

Concussion Management

- Remove the player from the current activity
- Do not leave the player alone; monitor signs and symptoms
- Do not administer medication
- Inform the coach, parent or guardian about the injury
- The player should be evaluated by a medical doctor. All players should consult a physician after a concussion. Coaches, trainers/safety people, players and parents should not attempt to treat a concussion without a physician's involvement.
- The player must not return to play in that game or practice and must have a physician's approval prior to return to play.

Note: if there is no loss of consciousness but the symptoms persist, become worse, or new symptoms appear, immediate medical attention is necessary.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

RETURN TO PLAY

The return to play process is gradual, and begins after a doctor has given the player clearance to return to **activity**. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. There is no return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

- Step 1** No activity, only complete rest. Proceed to step 2 only when symptoms are gone. This includes avoiding both mental and physical stress.
- Step 2** Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.
- Step 3** Sport specific activities and training (e.g. skating).
- Step 4** Drills without body contact. May add light resistance training and progress to heavier weights.
The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. Go to step 5 after medical clearance.
- Step 5** Begin drills with body contact.
- Step 6** Game play. The earliest a concussed athlete should return to play is one week.

Note: Players should proceed through return to play steps only when they do not experience symptoms or signs and a physician has given clearance. Each step should be a minimum of one day. If symptoms or signs return, the player should return to the previous step, and be re-evaluated by a physician.

Never return to play if symptoms persist!

REMEMBER:

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

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

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

PREVENTION TIPS

Players

- Make sure your helmet fits snugly and that the strap is fastened
- Respect other players
- No hits to the head
- No hits from behind
- Get a custom fitted mouth guard

Coach/Trainer/Safety Person/Referee

- Eliminate all checks to the head
- Eliminate all hits from behind
- Recognize signs and symptoms of concussion
- Inform and educate players about the risks of concussion

APPENDIX 1

Hockey Canada - structure

Hockey Canada links players, coaches and others involved in local minor hockey associations across Canada to all other provincial, national and international hockey bodies. The local association is a member of the Branch and the Branch is a member of Hockey Canada. In turn, Hockey Canada is a member of the International Ice Hockey Federation.

Role of Hockey Canada

Organized hockey in Canada is governed by Hockey Canada, the sole governing body recognized by the Federal Government. In 2003, the CHA became known as Hockey Canada. The CHA was formed in July 1994 when the ongoing hockey operations of the Canadian Amateur Hockey Association and Hockey Canada were combined. The Canadian Amateur Hockey Association was formed in 1914 and focused on the governing of amateur hockey in Canada. Hockey Canada was formed in 1969 to operate Canada's National Team in order to improve its performance at international events.

Hockey Canada is founded on the following objectives:

- To foster and encourage the sport of hockey throughout Canada
- To foster and encourage leadership programs in all areas related to the development of hockey in Canada
- To promote and encourage the foundation of provincial and intercollegiate hockey associations as local governing bodies
- To establish and maintain a uniform test of amateur standing and uniform playing rules for organized hockey
- To affiliate with and cooperate with other national and international hockey organizations
- To conduct inter-branch and international contests of organized hockey

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Hockey Canada - structure

Hockey Canada provides a forum for other partners in organized hockey in Canada to offer input into the governing of the game. The Canadian Hockey League (CHL) and Canadian Inter-University Sport (CIS) both have representatives on the Hockey Canada's Board of Directors, while the Canadian Colleges Athletic Association (CCAA) have representation on Hockey Canada's Development Council. These organizations are affiliated with Hockey Canada, but maintain autonomy over their own eligibility and playing rules.

Hockey Canada also brings representatives of professional hockey to the table. The professional game in both Canada and the United States is governed by the National Hockey League (NHL) and other associated professional leagues. The NHL and the National Hockey League Players' Association (NHLPA) both have representatives on the Hockey Canada Board of Directors, and are actively involved in providing professional players and developing policies for Canada's national team entries into Olympic and other international competitions.

International competition is controlled by the IIHF, of which Hockey Canada is a member. For Canadians, international hockey involves players, coaches, officials and administrators, both from the professional and amateur ranks.

With the exception of Ontario, which includes three Branches, each province is organized as one Branch of Hockey Canada. Further, the Northwest Territories have a Branch of Hockey Canada.

The Hockey Canada Board of Directors consists of seven (7) Officers, the thirteen (13) Branch Presidents, five (5) Council Representatives along with the Referee-In-Chief and Director of International Operations. The Board is responsible for making decisions regarding all policies, rules and regulations for Hockey Canada.

The Hockey Canada structure also includes five councils which address the following estates of hockey: minor, senior, junior, female and development. Each of these Councils is headed by a chairperson and membership of the Councils consists of one representative from each of the Branches. The Councils develop and recommend the policy applicable to their area of hockey, and forward these recommendations to the Board of Directors.

APPENDIX 2

Safety messages

Sharing of Water Bottles

There has been concern shown over the potential health risks related to the sharing of water bottles by players, officials, coaches and other participants. The Hockey Canada Safety Program recommends the following protocol as it relates to the use of water bottles:

- Good team hygiene includes ensuring all players and staff have their own water bottles to prevent the transmission of viruses and bacteria.
- Bottles should be labeled and washed after each practice or game.
- It is further recommended that officials avoid the practice of drinking from the goaltenders water bottle. If officials require water during a game, we suggest they have their own water bottle at the penalty bench.
- Good hygienic practices will help to maintain a healthy team atmosphere and ultimately assist in keeping all participants healthy throughout the season.

Return to Play Recommendations

It is recommended that players who are removed from games or practices due to injury or serious illness, and do not return to that game or practice, **should obtain a note from a physician before they are allowed to return to play.**

After an extended layoff, players should practice before they play. The practice situation is a controlled setting which allows players to gradually adapt and feel comfortable without risking further injury. The practice situation also permits a player to regain conditioning and cardiovascular endurance before returning to play. Remember, players are much more at risk to re-injure themselves in the injured area or another area because of a lack of conditioning.

If you are ever in doubt as to the seriousness of a player's injury or illness, exercise common sense and direct the parents to seek medical attention for the player and request that a physician's note be obtained before permitting the player to play or practice. **Clearly communicate the necessity of medical permission from a physician to the player's parents or guardians.**

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

APPENDIX 3

Facility safety checklist

Name of facility _____

Address _____

Facility Manager _____

Date of inspection _____ By whom _____

Position _____

Findings

Area	Condition			Notes/Comments
	Good	Acceptable	Unacceptable	
Ice condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Breakaway nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glass enclosures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Penalty boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Officials' box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heating system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other danger areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Report filed with _____ Date _____
(e.g., branch, rink manager, etc.)

Response requested Yes No

Action taken _____

APPENDIX 4

First Aid Kit

The best kit is one which contains only the supplies that you use most often. There is no reason to carry a wide variety of items, if you do not know how to, or are not qualified to use such items.

You should carry a list of all emergency telephone numbers in your kit, including ambulance, fire department, police and general emergency. It is also recommended that you include several quarters in the event that you must make an emergency telephone call and only a pay phone is available.

The following is a recommended list of items that you should include in your first aid kit. Whenever you use an item you should replace it immediately to ensure that your kit remains fully stocked.

AMOUNT	ITEM	APPLICATION
1	Soft, sturdy kit/box	A durable waterproof kit which holds all your supplies in one place and is easily transportable.
1 roll	Pre-Wrap	Covers & protects skin when taping an injury.
2 rolls	1 1/2" Athletic Tape (low grade)	Protects exposed injuries and provides support for injured joints.
2 - 4	Tensor bandages- 2", 4" or 6"	Use for injury support and compression over soft tissue injuries. The size of the injured area dictates the appropriate tensor size.
2	40" cotton triangular bandages (slings)	Use for injury support/slings or to apply pressure.
1 bag	Sterile cotton tipped applicators	Use to clean wounds.
1 box	Knuckle dressings	Cover cuts in unusual areas - knuckles, web spaces, etc.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

AMOUNT	ITEM	APPLICATION
1 box	Fingertip dressings	Cover cuts on finger tips.
2 boxes	Elastic stretch strips in assorted sizes	To cover all minor skin wounds – blisters, lacerations.
10	Sterile pads (non adhering)	Used to cover cuts and abrasions. Non adhering so they will not stick to the wound.
10	4" X 4" gauze	To control bleeding and cover wounds – use over non adherent dressings.
1 roll	4" stretch gauze	Covers & compresses wounds.
1 container	Petroleum Jelly	Use to reduce friction in the case of blisters.
4 - 8	Ziploc plastic bags (various sizes)	Hold ice, contaminated or bloody materials - gloves, compresses, etc.
1 pair	Bandage scissors	Cut dressings, tape, equipment, etc.
10 pairs	Barrier protection gloves	Medical non latex gloves. Must be worn at all times when attending to an injured player.
1 container	Hand Sanitizer or wipes	Alcohol based. Ensures clean hands when dealing with injuries or when immediate access to hand washing is not available.
1	Pocket mask	Use when there is mouth to mouth contact for CPR or artificial respiration.
1	Note pad/pencil	Use to take notes (or write reminders for yourself) and record injuries.
2	Working pens	
	Ice	Apply to soft tissue injuries.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

APPENDIX 5 RISK MANAGEMENT RESOURCES

BreakAway's online store features DVD resources including: Speak Out!, Stretching/Emergency Action Plan and Equipment Fitting.



BREAKAWAY

ALSO FEATURES SEVERAL INFORMATIVE
VIDEOS, DVDS, BOOKS

ON THE FOLLOWING TOPICS:

Coaching, Individual Skills, Team Tactics
Off-Ice Skill Training, Officiating

SHOP ONLINE AT:

WWW.HOCKEYCANADA.CA/BREAKAWAY

OR CALL: 1-800-667-2242



EQUIPMENT TIPS

**PROPER FITTING, PROTECTIVE QUALITY
& MAINTENANCE**

KEEPING YOUR EQUIPMENT CLEAN

Immediately after **every** game and practice, equipment should be hung up to dry. Moisture allows bacteria to grow so air drying after every use is essential. This will assist in preventing athlete infections and in prolonging the life of the equipment. (Never place leather equipment over any source of direct heat, as cracking will occur.)

All equipment including the hockey bag should be washed/cleaned on a regular basis and periodic spraying with an alcohol based equipment disinfecting spray is also recommended. The Centers for Disease Control (CDC) issue warnings to athletes and sports teams to routinely clean all sports equipment due to a dramatic increase in serious infections. Cleaning can be done at home or through professional cleaning services. The CDC recommends professional cleaning at least once a year.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

UNDERGARMENTS

Choose an undergarment arrangement that will be cool and comfortable under your equipment. This will avoid irritation of the skin (from the equipment). Underwear will absorb moisture from your skin.

What players wear under their equipment is a personal choice. A number of material combinations exist for underwear from 100% cotton to cotton/polyester and other blends of material.

Always wear a SINGLE PAIR of socks in your skates. As with underwear, a variety of material blends are available. Choose a blend that offers you comfort, warmth and moisture absorbing abilities.

For all underwear and socks, 50/50 cotton/polyester blends provide maximum ventilation and comfort.



Helpful Hints

Always ensure underwear and socks are dry and clean to avoid chafing from your equipment and to maintain hygiene.

Avoid wrinkles in your socks when tightening your skates!

Carry an extra set of undergarments on tournament days or when you play more than once in a day.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

ATHLETIC SUPPORTS

Fitting

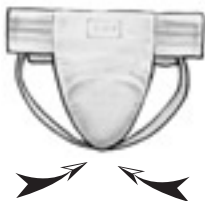
Two types of athletic supports are available; a jock/jill strap or boxer short style. Each type incorporates a plastic protective cup.

The jock strap (for males), jill strap (for females) and boxers are fitted according to the individual player's waist size. It is important that a player chooses an appropriately sized protective cup and strap or boxer for effective shock absorption.



Protective Quality

If the Jock or Jill strap tears in any way it should be repaired or replaced. One common area of breakdown is where the two straps meet the protective cup. Should these straps detach, the protective cup can be pushed out of position.



Maintenance

The strap and protective cup should be hung up to dry after each session. The strap should be machine washed regularly. Be sure to remove the plastic protective cup before washing. If the plastic protective cup cracks, it must be replaced immediately.



Helpful Hints

The jill/jock strap should fit like a pair of briefs not too loose so that the protective cup moves around and not too tight to restrict movement or chafe. The boxer short style must fit snugly, but not restrictive, to ensure the cup does not move out of place.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

SHIN PADS

Fitting

Shin pads are generally measured in junior (8" to 13") or senior sizing (14" to 17"). Ensure that the cap of the shin pad is centred on the kneecap. The calf padding should wrap around the lower leg to offer maximum protection to this area of the leg. Also, the protective padding above the plastic kneecap should overlap approximately 2" with the bottom of the hockey pants. With the skate open, the player should ensure that the shin pad rests 1" above the foot when the foot is fully flexed up and does not inhibit movement of the foot in any way. It is now recommended that the skate tongue be positioned behind the shin pad for added protection.



Protective Quality

A shin pad that is too short can leave exposed areas between the top of the skate and the bottom of the shin pad. A shin pad that is too long may cause discomfort and restrict movement in the ankle and knee areas. The flexible portion of the shin pad (the padded portion between the plastic knee and plastic shin guard) should allow maximum movement. However, since this is the least protected area on the shin pad, ensure that the shin pad properly covers the knee and shin. Cracked shin pads must be replaced immediately.

Maintenance

Proper hang drying of equipment after each session is essential. Remember, air dry only. To clean, simply mix a little laundry soap with water and use a soft scrub brush on the padding. If playing more than once a day, a fan will speed up the drying process.

Helpful Hints

Buying velcro straps to fasten shin pads to the legs is much less expensive in the long run than using tape. Remember to check the length of the straps with the shin pads on, to ensure a proper fit.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

PANTS

Fitting

Hockey pants are generally sized either according to waist size or in group sizing (S, M, L, XL, XXL). Measure the waist to get the required pant size.

Pants should be fitted with shin pads in place to ensure the length of the pant leg reaches the top of the kneecap and covers approximately 2" of the shin pad's top flair padding.

For female players, fit the hips first then check the position of the leg and kidney pads to ensure they cover these areas adequately.



The correct positioning of rib, hip, thigh and kidney padding is important to ensure protection of these areas. The padding around the waist of the pants should cover the kidney area (half-way between the hips and underarm). The padding on the rear of the pants should extend far enough to completely cover the bottom end of the tail bone. Thigh padding (plastic shell) and hip padding must fit over the appropriate areas to offer maximum protection.

If the pants have a belt, the belt should be positioned just above the hip bone with the pants on and allow for a snug adjustment without falling off the player's hips.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Protective Quality

The traditional hockey pant is the most common pant, which features padding built into the pants. Purchase pants with as much padding as possible.

Ensure all necessary padding is in place and protecting the appropriate areas in a full range of motion for the player.

If any pads, such as the thigh pad, crack, they should be replaced immediately as they are no longer effective. Tearing that occurs in the outer shell of the pants should be repaired immediately as this can affect protective quality. The inside of the pants should also be inspected for tearing, and repairs made as necessary.



Maintenance

Proper drying after all sessions is essential. Pants should be hung in a well ventilated area to air dry. Several times each season, all removable padding should be washed with a mild detergent and air dried.

Helpful Hints

Players should have a good range of motion while wearing pants. A good measure is to have the player fully squat with pants (and shin pads) on. If the player can comfortably squat and the padding remains in position, then the pants fit properly.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

SKATES

Fitting

Skates usually fit a 1/2 size smaller than street shoes.

When fitting skates wear the same socks to be worn when skating. Ensure that there are no wrinkles in the sock when placing the foot into the boot.

Loosen the laces so that the foot can easily slip into the boot and then slide the foot forward to press the ends of the toes against the front of the skate. With the foot in this position, you should be able to place one finger between the boot and the heel of the foot.



Prior to lacing up the skates, kick the heel into the boot's heel by banging the skate against the floor. Lace the boot with the first 3 eyelets snug, the next 3-4 eyelets loose, to prevent constriction of this area, and the last 2-4 eyelets very snug to maximize energy transfer to the boot.

Once the skates are laced up, there should be approximately 1 1/2" to 2" between the eyelets. If they are farther apart, a narrower boot is necessary. If the eyelets are closer, then a wider boot is required. Different skate brands are designed for either narrow or wide feet. A variety of widths are available.

Next, walk in both skates for 10 to 15 minutes to ensure a comfortable fit. Remove the skates and check the feet for red areas or pressure points, which are signs of an improperly fitted skate. Note that all skates will generally require a break-in period. Any irregularities of the feet, such as bone spurs, may also affect the fit of the boot.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Protective Quality

Skate tongues should be worn behind the shin pads to fully protect the lower shin.

Never wrap laces around the ankles as this can inhibit circulation and irritate the Achilles tendon.



If the hard shell in the toes becomes cracked, the skates should not be worn as this could result in serious injury. Skates should be replaced or repaired if this occurs.

Maintenance

Always dry skates by opening boots wide and pulling out removable liners after every session.

Regularly check skate blades for:

- sharpness
- bending of the blade, which can be corrected
- loose rivets
- cracked blade holders or blades
- loose blades

If you are on the ice more than three (3) times a week, skates should be sharpened weekly. Skates should also be sharpened if there is a noticeable reduction in the player's ability to stop or turn. If the blades squeak when stopping, check for bending. Also, regularly check the skate boots, laces and eyelets. Repair or replace as needed.

Skate blades should be wiped dry after each use. Skate guards should be placed on the skate blades to avoid damage during transport or when walking on non-ice surfaces.

Helpful Hints

Never buy skates too big to grow into as this can seriously inhibit proper skating development.

Remove insoles for more effective skate drying.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

SHOULDER PADS

Fitting

It's important that the shoulder pads completely cover the shoulders, upper back, chest and upper arms to just above the elbow area.

The protective caps should be positioned on the top of the shoulders and the arm pads should extend to meet the elbow pads.

It is recommended that the back of the shoulder pads should overlap slightly with the pants.

The upper arm pads should fit securely around the bicep and tricep muscle areas.



Protective Quality

The plastic cups are designed to protect the shoulder and disperse any force over a large area through the full range of motion.

Check all straps and velcro fasteners around the arms and the mid-body to ensure they are intact and do not cause discomfort. Adjust length as necessary.

Maintenance

Ensure there are no cracks or tears in any parts of the pads. Repair or replace as necessary. Check and replace any missing fasteners or rivets. Always hang dry after every session.

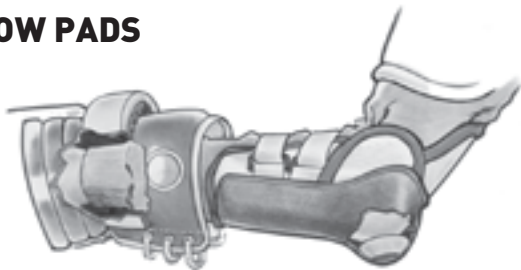
Helpful Hint

A player should have good range of motion while wearing shoulder pads.

To test range of motion, have the player lift arms slightly above shoulder height. In this position, ensure that the pads do not dig into the neck area.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

ELBOW PADS



Fitting

Most introductory and intermediate quality elbow pads can be used on either elbow. Note that some elbow pads are made specifically for left and right arms. Ensure pads are on the appropriate arms.

Place the donut inside the elbow pad on the point of the elbow. Snugly fasten all the straps of the elbow pad so that it does not slide when the arm is fully extended.

The top of the elbow pad should meet the bottom of the shoulder pads' arm pad and extend down the forearm to where the top of the glove starts. The forearm padding should wrap around the entire forearm to offer maximum protection.

The elbow pad should not restrict movement of the elbow. With the elbow pads on, test the range of motion by bending the arm at the elbow and watching for any constriction or restriction of movement. If you wear short cuff gloves, ensure that your elbow pads are long enough to meet the cuff of the glove.

Protective Quality

Ensure that the elbow pad contains a donut pad or pocket where the point of the elbow rests. The elbow pad should have a plastic cup which protects the elbow point. Several models may have this plastic shell on the exterior of the pad or it may form an integral part of the pad. Generally, this cup is not removable.

Slash guards are rigid plastic pads which protect the forearm area. The slash guard should be on the outside of the elbow pad.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Maintenance

Occasionally check the straps to ensure that they provide comfortable attachment to the arms. Straps should not be substituted with tape as this can cause loss of circulation, discomfort and decreased protection.

Proper drying, in a well ventilated area, will help the donut pad from breaking down prematurely.

Elbow pads may be washed in the same manner as shin pads.

Helpful Hints

Frequently test the donut pad by pressing down with your fingers. If any cracks appear, or if the padding is hard or brittle, the pad must be replaced to avoid potential injury.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

GLOVES

Fitting

Ideal gloves are lightweight, flexible and offer maximum movement. Gloves are made from a variety of materials including leather and Kevlar. While leather gloves are more durable, they take longer to dry and are heavier to wear.



Gloves should fit like loose winter gloves over the fingers. The top of the glove should extend up the forearm to the bottom of the elbow pad to ensure full protection of the forearm area.

Protective Quality

Ensure that the padding on the back of the glove and the hard shell components are of sufficient quality to protect your hand and wrist area, which can be tested by pressing the back of the glove with the fingers. The compression should not be felt inside the glove. If the glove has laces in the cuffs, leave them in and do them up. Never remove laces. Laces prevent tearing of the side gussets of the glove.

Maintenance

Ensure proper air drying after ice sessions. Remember, never dry gloves over an open heat source. Gloves which have lost finger pads or roll pads should be repaired or discarded. Ensure the palms of the gloves are soft and in good shape through proper drying. Replace worn out palms at a leather or shoe repair shop immediately to avoid injury. Watering palms can cause them to become brittle and break down.

Helpful Hints

Whenever testing a pair of gloves, use a hockey stick to stick handle on the spot for a few minutes. The gloves should offer freedom of movement in a variety of positions without chafing or restricting movement.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

HELMETS

Fitting

Helmets must be Canadian Standards Association (CSA) certified. All CSA certified hockey helmets will have a sticker indicating this approval. These stickers must remain on the equipment and be visible during play.



Helmets are generally measured in junior or senior sizing and may be found in head sizes of 6 1/2" to 7 3/4". They may also be found in group sizes (S, M, L, XL). Choose a size that fits snugly on the head, yet allows room for adjustments for final fitting.

Using the adjusting mechanisms, (which differ from model to model), adjust the helmet to fit so that when shaking the head from side to side and back and forth, the helmet does not move and does not cause discomfort.

The front of the helmet should fall just above the eyebrows. Select a size of helmet that provides these elements for a good fit.

Adjust the chin strap so that it is snug to the chin in order to provide proper protection. The chin strap is not properly fastened if it hangs down. If the chin strap is too loose it could cause the helmet to fall off on impact.



SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Protective Quality

Ear guards are a standard component on most helmets. The ear guards protect the ears from impact injuries. **If you purchase a helmet with ear guards, they must be left on to maintain CSA certification.**



Any helmet with a break or crack in the outer shell must be replaced.

Maintenance

Regularly check the helmet to ensure screws are in place and secure.

Only use manufacturers approved replacement parts on helmets.

Helmets should never be painted as this may weaken the structure and voids the CSA certification.



Any alterations such as: drilling extra holes, removing side straps, clamps or chin cup, will void the CSA certification.

Always air dry the helmet after all on-ice sessions.

Helpful Hint

Occasionally, check the inside padding of the helmet by pressing the thumb into the padding. If the padding retains its original shape, the helmet maintains its protective quality. If the padding breaks or cracks, then it is time to replace the helmet.

Occasionally check the front visor screws to ensure they have not rusted in place.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

FACIAL PROTECTORS

Hockey Canada requires all minor and all female players to wear CSA certified full face protectors, properly attached to CSA certified hockey helmets. Full face protectors come in three (3) styles: wire cage, high impact polycarbonate shield or a combination of the two.

CSA certifies full-face protectors and eye protectors (visors). Below are protectors appropriate for use in ice hockey.

Category	Description	Type	CSA Sticker Colour
Full-face protectors	Players older than 10 years of age (other than goalkeepers)	B1 or 1	White
		A*	Green
	Players 10 years of age and younger (other than goalkeepers)	B2 or 2	Orange
		B*	Red
	Goalkeepers of all ages	D1, D2 or 3	Blue
		C*	Purple
Eye protectors (visors)	Players in the major junior age category and older (other than goalkeepers)	C or 4	Yellow

* Also appropriate for use in ringette.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Fitting

The facial shield or cage must be compatible with the helmet. Not all masks fit every helmet. The facial protector should fit to allow one finger to be placed snugly between the bottom of the chin and the chin cup of the protector.

Protective Quality

Any facial protector with a break or crack should be replaced immediately. Never cut or alter wire masks as this weakens the structure and voids the CSA certification. Removal of the chin cup not only voids the CSA certification, it may expose the chin area to undue risk of injury.



Although the facemask does prevent dental injuries, it is still recommended that all players who play hockey wear an internal mouthguard. Dental injuries still occur despite the use of a facemask and furthermore the proper wearing of a mouthguard could prevent a concussion. The mouthguard should ideally be molded to an athlete's teeth by a dentist.

Maintenance

Periodically tighten the adjusting screws on the helmet and those that attach the facial shield. Any helmet with a clear visor should be protected between uses with the shield bag that generally accompanies the product.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

THROAT PROTECTORS

Fitting

The throat protector should be snug but not uncomfortably tight.

Bib style protectors are worn beneath the shoulder pads and offer increased protection.

The throat protector should completely cover the throat and with bib styles, the upper chest area.

Protective Quality

There are two types of throat protectors: bib style or collar style. The bib style provides more protection to the chest area. Each are generally made of ballistic nylon or similar material. Throat protectors are designed to protect the throat area from lacerations and cuts. They are NOT designed to protect against spinal injuries to the neck region. All throat protectors must bear the Bureau de normalisation du Québec (BNQ) logo. If the throat protector is altered the BNQ Certification is void.



Maintenance

Dry after each session in a well ventilated area. The throat protector should be washed regularly in cold water and hung to dry, away from direct heat sources.



Helpful Hints

Keep all Velcro fasteners in good shape and replace if necessary.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

JERSEYS & SOCKS

Fitting

A hockey jersey should be large enough to fit over the upper body equipment and provide the player with a good range of motion.

The length of the sweater should be sufficient to allow it to go over the pants and not ride up when the player is skating. The arms of the sweater should extend to the wrists. Ensure the sweater is not too baggy to avoid it getting caught on bench doors and other objects.

Ensure the neckline of the sweater does not compress the back of the neck. This may result in chafing and/or injury.

Socks hold the shin pads in position. They should extend from the top of the foot to the top of the leg.

Socks are tucked inside the back of the skates and inside the hockey pants. They are held up with either a hockey garter belt system or velcro fasteners attached to the jock/jill strap. Socks should not be held up with tape or straps above the knee area. This can cause loss of circulation and discomfort.

Maintenance

Jerseys and socks should be washed after each ice session in cool water, to avoid shrinking, and air dried.

Helpful Hints

To air dry equipment, you may wish to consider using a clothes rack which can be stored and set-up easily. Never use a direct heat source to dry equipment. This could lead to a breakdown of the fibres and the padding.



SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

STICKS



Fitting

A properly chosen stick is essential to developing effective puck control and shooting skills.

There are several key points to remember when selecting a stick:

- **Junior or Senior Sizing:** Junior sticks are made with narrower shafts and smaller blades for better control. It is strongly recommended that junior sticks be chosen with a straight blade. Senior sized sticks are for intermediate and older players who have the ability to comfortably control a larger stick.
- **Length:** As a rule of thumb, in street shoes, the stick should reach between the chin and the mouth of the player with the toe of the stick on the ground. While wearing skates, the butt end of the stick should reach just below the chin.
- **Blade Lie:** This is the angle of the blade in relation to the shaft of the stick and affects the angle at which the stick rises from the ice. Generally, lies are available from 4 – 8. In a “ready stance”, with the stick’s blade flat on the ice, there should be no gap between the ice and the bottom edge of the blade. If so, then try a different lie to remove this gap.
- **Sticks come in varying degrees of flexibility.** Generally, the less flexible a stick, the greater amount of strength required to effectively use it. Younger players should use sticks with greater flexibility than senior players.

Protective Quality

The butt end of all sticks must be covered with tape or a commercially made butt end to prevent injuries. Some sticks come with a wooden plug which must be inserted into the top of the stick and then taped.

SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Maintenance

Do not store sticks near any direct heat source because they will dry out much quicker.

The taping of the blade of a stick is a personal preference. The tape is meant to act as a surface which provides an increased degree of friction to aid in puckhandling. Tape the blade of a stick from the heel to the toe, covering the entire blade.

GOALTENDER STICKS

Goaltenders should select a stick which allows them to comfortably assume the crouch (ready) position with the blade of the stick flat on the ice. Be aware of different lies, which is the angle at which the shaft rises from the ice, as well as the length of the paddle.

Helpful Hints

At practice, try other players' sticks. Experiment with different lengths, lies and flexibilities to determine which stick best suits you.



GOALTENDERS EQUIPMENT

Hockey Canada Playing Rule Number: Rule 23. Goaltender's Equipment

- (a) With the exception of skates and stick, all equipment worn by the goaltender must be constructed solely for the purpose of protection of the head or body, and must not include any garment or contrivance which would give the goaltender undue assistance in keeping goal. Abdominal aprons extending down the thighs on the outside of the pants are prohibited.

Note 1: Protective padding attached to the back of, or forming part of the goaltender's blocker glove shall not exceed 20.3 cm (8 in.) in width nor 38.1 cm (15 in.) in length. Any measurement exceeding 20.3 cm (8 in.) measured anywhere across the full length of the wrist area, or more than 38.1 cm (15 in.) anywhere on the length constitutes an illegal blocker glove.

Note 2: The base of the goaltender's catching glove shall be restricted to a maximum of 20.32 cm (8 in.) in width, which is to include any attachments added to that glove. **The distance from the heel of the glove along the pocket and following the contour of the glove to the top of the "T" trap must not exceed 46 cm (18 in.) The heel is considered to be the point at which the straight vertical line of the cuff meets the glove. Any measurement exceeding 20.32 cm (8 in.) measured anywhere across the full length of the wrist area.** The maximum circumference of the legal goaltenders catching glove can not exceed 114.3 cm (45 in.) (see page 92 for diagram). The lacing or webbing or other material joining the thumb and index finger of a goaltender's glove, or any cage, pocket or pouch created by this material, must not exceed the minimum amount of material necessary to fill the gap between the thumb and the index finger when they are fully extended and spread. Any other pocket, pouch or contrivance added to the glove by a manufacturer or otherwise is not acceptable and makes the glove illegal.

Note 3: The binding and/or stitching at the edges of both goaltender's gloves shall not be included in the measurement of either the length or width.

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Note 4: When a request for a measurement of a goaltender's glove has been made the team shall state the glove that is to be measured and whether it is to be the length or width of the glove.

- (b) Goaltender's pads, shall not exceed **27.94 cm (11 in.)** in width and **96.52 cm (38 in.) in length** as measured on the goaltender and shall not be altered in anyway. **The minimum length of the boot of the pad is to be no less than 17.78 cm (7 in.). The boot is the bottom of the pad that sits over the top of the skate. The boot channel of the goalkeeper pad must be flat or concave in appearance.**

Note: Puck foil (a plastic piece attached to the bottom of goaltender's pads designed to stop the puck) is considered to be illegal equipment.

- (c) A Minor penalty shall be assessed a goaltender guilty of using or wearing illegal equipment.
- (d) A goaltender shall remove her face protector for purpose of identification, if so asked by the Referee. A goaltender who refuses this request shall be assessed a Gross Misconduct penalty.

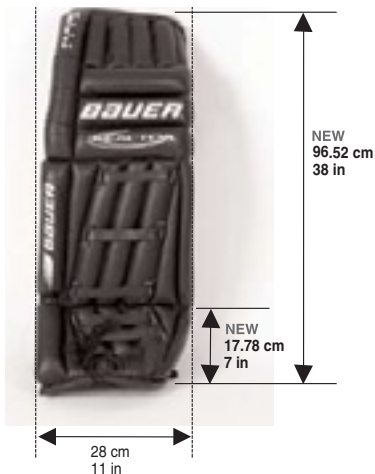
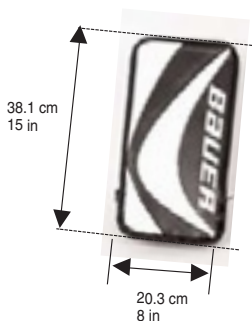
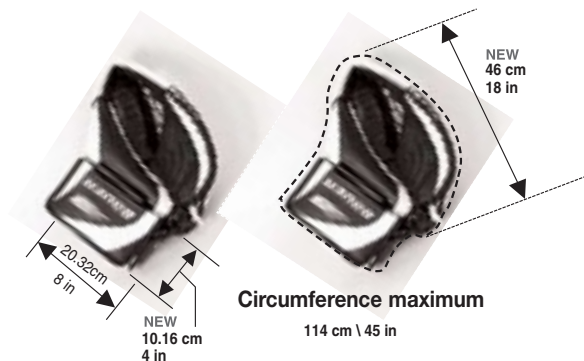
Chest and Arm Pads

1. No raised ridges are allowed on the front edges or sides of the chest pad, the inside or outside of the arms, or across the shoulders.
2. Layering at the elbow is permitted to add protection but not to add stopping area. This layering, both across the front and down the sides to protect the point of the elbow shall not exceed 17.78 cm (7 in.).
3. Shoulder Cap Protectors must follow the contour of the shoulder cap without becoming a projection/extension beyond or above the shoulder or shoulder cap. This contoured padding must not be more than 2.54 cm (1 in.) in thickness beyond the top ridge of the shoulder and shoulder cap.
4. On each side, the Shoulder Clavicle Protectors are not to exceed 17.78 cm (7 in.) in width. Their maximum thickness is to be 2.54 cm (1 in.). This protection is not to extend or project above or beyond the shoulder or shoulder cap nor extend beyond the armpit. No insert is allowed between the Shoulder Clavicle Protector and the chest pad that would elevate the Shoulder Clavicle Protector.
5. If when the goalkeeper assumes the normal crouch position, the shoulder and/or shoulder cap protection is pushed above the contour of the shoulder, the chest pad will be considered illegal.

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APPROVED GLOVES & PADS

Rule 23



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LEG PADS

Fitting

Always fit goal pads while wearing skates. Kneel down into each pad making sure the kneecap is in the middle of the knee roll.

The large vertical roll should be on the outside of each leg. After doing up all the straps, the pad should extend from the toe of the skate to 4" above the knee.



Knee pads add additional protection when the goalie is in a position where the pads do not protect a certain area of the knee.

The leg pads should have padding at the back of the leg which fits under the straps. The top of the pads should extend approximately 3" above the bottom of the pants. Remember, a proper fit is essential for good protective quality and comfort.

Maintenance

Always store pads standing to prevent flattening of the padding. Air dry to prevent mildew as the pads dry out. Remember, do not dry over an open heat source.

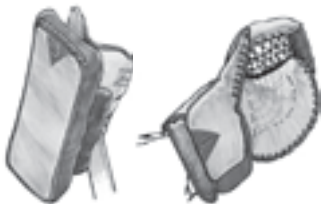
Straps should be checked regularly and replaced if needed. Any cuts in the leather should be repaired immediately. Gently rub a leather conditioner over all leather areas to prevent premature breakdown.

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CATCHER & BLOCKER GLOVES

Fitting

For proper protection and fitting, follow the same steps as on page 81, under “Gloves”. With the catcher and blocker on the hands, lower the hands to the side, the gloves should not fall off. The blocker should be of the proper size to ensure comfort, easy gripping and control of the stick.



Protective Quality

The catcher must have a heavily padded cuff which overlaps the arm pad to offer maximum protection.

Routinely test the padding on the catcher glove by pressing the fingers into the padding. If the padding is lumpy or spongy, then it has broken down and requires replacement.

The bottom of the back-pad on the blocker should never be warped, as this exposes the ends of the fingers to possible injury.

Maintenance

Use a leather conditioner on all leather components of your gloves monthly.

UPPER BODY PROTECTION

The upper body protection padding for a goaltender is designed to protect the collarbone, entire chest and abdominal areas and down the arms to the wrists. Speak with a qualified representative to assist with fitting this specialized equipment.



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Fitting

Ensure that all straps are utilized and fastened properly. Elbow padding must be properly positioned over the elbow. Arm padding should extend down to the wrist. The body pad should tuck into the pants about 2" below the navel.

Protective Quality

The arm pads should overlap slightly with the gloves while allowing movement of the wrists and hands.

Maintenance

Proper air drying after every session is essential to prolong the life and quality of the padding.

Any damaged straps or padding should be repaired at a leather or shoe repair shop. Do not utilize tape in place of straps as this may restrict movement and blood flow.

PANTS & ATHLETIC SUPPORTS

Goaltenders wear a specially designed athletic support and cup which has extra padding and protection. The athletic support should be fitted with the same principles as a regular player's equipment, but is specifically designed for a goaltender.

As with regular pants, goaltender pants are designed to absorb and disperse impact from pucks. Padding is positioned to protect hips, waist, lower back (kidney area), tailbone, thighs and the groin area.

The same principles apply for fitting, protective quality and maintenance with goaltender pants as for players' pants except:

- Ensure the goalie pants are loose enough around the waist to allow the belly pad to tuck into the pants.
- Remember, these pants have several additional protective pieces. Padding is heavier than regular pants and may require suspenders to help the pants from falling out of position.

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CANADIAN HOCKEY LEAGUE DIRECTORY



CANADIAN HOCKEY LEAGUE (CHL)
305 Milner Avenue Suite 201
Scarborough ON M1B 3V4
Tel: 416-332-9711
Fax: 416-332-1477
www.chl.ca



ONTARIO HOCKEY LEAGUE (OHL)
305 Milner Avenue Suite 200
Scarborough ON M1B 3V4
Tel: 416-299-8700
Fax: 416-299-8787
www.ontariohockeyleague.com



QUEBEC MAJOR JUNIOR HOCKEY LEAGUE (QMJHL)
255 boul. Roland Thérien
Bureau 101
Longueuil, QC J4H 4A6
Tel: 450-442-3590
Fax: 450-442-3593
www.lhjmj.qc.ca



WESTERN HOCKEY LEAGUE (WHL)
#1-3030 Sunridge Way NE
Calgary AB T1Y 7K4
Tel: 403-693-3030
Fax: 403-693-3031
www.whl.ca

HOCKEY CANADA



HOCKEY CANADA
Father David Bauer Arena
2424 University Drive NW
Calgary AB T2N 3Y9
Tel: 403-777-3636
Fax: 403-777-3635
www.hockeycanada.ca



HOCKEY CANADA
801 King Edward Avenue
Suite N204
Ottawa ON K1N 6N5
Tel: 613-562-5677
Fax: 613-562-5676
www.hockeycanada.ca

HOCKEY CANADA REGIONAL CENTRES



ATLANTIC
125 Station Street
Saint John NB E2L 4X4
Tel: 506-652-2263
Fax: 506-652-6641



ONTARIO
400 Kipling Ave
Toronto, ON
M8V 3L1
Tel: 416-548-9683
Fax: 416-251-5770



QUEBEC
Bell Centre
1275 St. Antoine O.
Montreal QC H3C 5H8
Tel: 514-925-2240
Fax: 514-925-2243



WEST
Father David Bauer Arena
2424 University Dr. NW
Calgary AB T2N 3Y9
Tel: 403-777-3636
Fax: 403-777-3635

HOCKEY CANADA BRANCHES



BC HOCKEY
6671 Oldfield Road
Saanichton, BC V8M 2A1
Tel: (250) 652-2978
Fax: (250) 652-4536
www.bchockey.net



HOCKEY ALBERTA
Suite 1, 7875 48th Ave
Red Deer, AB T4P 2K1
Tel/Tél. : (403) 342-6777
Fax/Télé. : (403) 346-4277
www.hockey-alberta.ca



**SASKATCHEWAN
HOCKEY ASSOCIATION**
#2-575 Park Street
Regina, SK S4N 5B2
Tel: (306) 789-5101
Fax: (306) 789-6112
www.sha.sk.ca



HOCKEY MANITOBA
508-145 Pacific Ave
Winnipeg, MB R3B 2Z6
Tel: (204) 925-5755
Fax: (204) 925-5761
www.hockeymanitoba.mb.ca



ONTARIO HOCKEY FEDERATION
3 Concorde Gate, Suite 212
Toronto ON, M3C 3N7
Tel: (416) 426-7249
Fax: (416) 426-7347
www.ohf.on.ca



HOCKEY QUEBEC
7450 boul. Les Galeries d'Anjou
Bureau 210
Montreal, QC H1M 3M3
Tel: (514) 252-3079
Fax: (514) 252-3158
www.hockey.qc.ca



HOCKEY NORTHWESTERN ONTARIO
216 Red River Road, Suite 100
Thunder Bay, ON P7B 1A6
Tel: (807) 623-1542
Fax: (807) 623-0037
www.hockeyhno.com



HOCKEY NOVA SCOTIA
6300 Lady Hammond Road,
Suite 200
Halifax, NS B3K 2R6
Tel/Tél. : (902) 454-9400
Fax/Télé. : (902) 454-3883
www.hockeynovascotia.ca



HOCKEY NEW BRUNSWICK
861 Woodstock Road
Fredericton, NB E3B 7R7
Tel: (506) 453-0089
Fax: (506) 453-0868
www.hnb.ca



HOCKEY PRINCE EDWARD ISLAND
P.O. Box 302
40 Enman Crescent
Charlottetown, PE C1A 7K7
Tel: (902) 368-4334
Fax: (902) 368-4337
www.hockeypei.com



**HOCKEY NEWFOUNDLAND
& LABRADOR**
13B High Street P.O. Box 176
Grand Falls-Windsor, NL A2A 2J4
Tel: (709) 489-5512
Fax: (709) 489-2273
www.hockeynl.ca



**OTTAWA DISTRICT HOCKEY
ASSOCIATION**
1247 Kilborn Place, Suite D300
Ottawa, ON K1H 6K9
Tel: (613) 224-7686
Fax: (613) 224-6079
www.odha.com



HOCKEY NORTH
9 McDonald Drive
Yellowknife, NT X1A 2H1
Tel: (867) 920-2729
Fax: (867) 873-3816
www.hockeynorth.ca

IMPORTANT CONTACTS

HOCKEY TEL. NO.

Coach : _____

Manager : _____

Association President : _____

EMERGENCY TEL NO.

Ambulance : _____

Police : _____

Fire Department : _____

Doctor : _____

Dentist : _____

OTHERS TEL NO.

Arena Office : _____

Local Parks & Recreation : _____