



POLICY MANUAL

As amended January 2021

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SECTION 1: BRANCH POLICY

1.01 ALCOHOL & TOBACCO ADVERTISING

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

1.02 ABUSIVE FAN PROTOCOL

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

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

immediately to the team facility security and management.

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

1.03 BANNED SUBSTANCES

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

1.04 CASH PRIZES

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

1.05 CODE OF CONDUCT

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

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

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

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

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

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

1.05.1 VOLUNTEER CODE OF CONDUCT

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

Volunteers Have A Responsibility To:

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

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

Volunteers Must:

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

1.05.2 ATHLETE CODE OF CONDUCT

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

Athletes Have A Responsibility To:

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

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

Athletes Must:

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

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

1.05.3 PARENT CODE OF CONDUCT

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

Parents Have A Responsibility To:

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

Parents Must:

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

1.05.4 COACHES CODE OF CONDUCT

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

Coaches Have A Responsibility To:

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

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

Coaches Must:

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

1.05.5 OFFICIATING CODE OF CONDUCT

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

Officials Have A Responsibility To:

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

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

Officials Must:

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

1.06 CO-ED DRESSING ROOM POLICY

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

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

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

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

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

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

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

1.07 COMPLAINT POLICY

The Hockey NL Complaint Policy can be found in its entirety under the following link on the Hockey NL website:

<https://hockeynl.ca/wp-content/uploads/2019/12/HNL-Complaint-Policy-Sept-2019.pdf>

1.07.1 COMPLAINT INTAKE FORM

To obtain a copy of the Complaint Intake Form for completion, please refer to the following link:
<http://hockeynl.ca/wp-content/uploads/2019/12/HNL-Complaint-Policy-Sept-2019.pdf>.

1.08 CONFLICT OF INTEREST POLICY

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

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

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

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

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

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

1.09 EXECUTIVE COMMITTEE

(a) Travel

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

(b) Conference Calls/Meetings

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

(c) Apparel

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

(d) Nominations

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

(e) Enforcement of Policies

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

1.10 PRIVACY POLICY

The Hockey NL Privacy Policy can be found in its entirety under the following link on the Hockey NL website:

<https://hockeynl.ca/wp-content/uploads/2018/09/HNL-Privacy-Policy.pdf>

1.11 SANCTIONING GUIDELINES

The Hockey NL Sanctioning Guidelines can be found in its entirety under the following link on The Hockey NL website: <https://hockeynl.ca/players/hockey-nl-sanctioning-guidelines/>

1.12 SOCIAL MEDIA POLICY

The Hockey NL Social Media Policy can be found in its entirety under the following link on the Hockey NL website:
<https://hockeynl.ca/wp-content/uploads/2012/10/Hockey-NL-Social-Media-Policy-Dec.-2016-1.pdf>

1.13 TROPHY POLICY

Minor

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

1.13 APPOINTMENT OF OFFICIALS

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

All senior categories, Major Midget and AAA Bantam Male.

SECTION 2: FINANCES

2.01 The Hockey NL Financial Policy can be found in its entirety under the following link on the Hockey NL website:

2.02 The Hockey NL Travel & Expense Policy can be found in its entirety under the following link on the Hockey NL website:

SECTION 3: RISK MANAGEMENT

3.01 RISK MANAGEMENT SCREENING COMMITTEE

The Hockey NL Screening Committee will be made up of the Chair of Risk Management, and two other members, one of whom should have a background in the Law (social worker, police officer, lawyer, etc). The President of Hockey NL is an ex-officio.

3.02 RISK MANAGEMENT MESSAGE

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

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

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

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

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

3.03 RISK MANAGER DUTIES AND RESPONSIBILITIES

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

-
- i. Duties:
- In co-operation with the Executive Director, supervise the activities of the Risk Management Program.
 - Assist in the development and preparation of material for the Hockey NL Risk Management Program.
 - Assist in the development of policies pertaining to Risk Management.
- (b) Each Minor Hockey Association and League above Minor shall appoint an executive member as their Risk Manager.
- i. Duties:
- To become knowledgeable in the Hockey NL Risk Management Program.
 - Create and maintain a Risk Management file for their Association/League of Hockey NL, Hockey Canada and other risk management information.
 - Promote effective risk management within the Association/League.
 - Work with their executive to help identify major risks and make recommendations to reduce or manage those risks.

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

3.04 RISK MANAGEMENT: WHAT'S IT ALL ABOUT

- (a) Risk Management:
- Identifies the risk of bodily injury or financial loss arising from the activities of an organization.
 - Measures the risks that have been identified and sorts those that are “significant” from those that are not.
 - Seeks out all the ways and means of eliminating avoidable risks that could lead to significant bodily injury or financial loss and does everything it can to minimize the consequence of risks that are avoidable.
 - Making sure that adequate financial resources are in place to compensate those who are injured or have otherwise suffered a financial loss as a result of their involvement in amateur hockey.
- (b) Hockey NL Risk Management Program should include:
- Hockey Risk Manager
 - Risk Management Bulletins
 - Risk Management Seminars
 - Delegates to National Risk Management Seminars
 - Provide videos to Associations and Leagues
 - Recommend Playing Rule changes
- (c) Local Association/League/Team Risk Management Program:

Executive:

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

Team Officials:

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

Players:

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

Officials:

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

Parents/Fans:

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

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

3.05 HARASSMENT POLICY

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

(a) Relationship to Recognition and Prevention of Abuse Policy

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

(b) Statement of Purpose

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

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

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

(c) Policy

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

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

(d) **Definition of Harassment**

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

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

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

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

(e) **Response and Remedies**

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

At the same time Hockey NL recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

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

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

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

3.06 RECOGNITION AND PREVENTION OF ABUSE POLICY

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

(a) Relationship to Harassment Policy

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

(b) Hockey NL's Mission Statement

To foster a Safe, Fun and Inclusive Hockey Experience.

(c) Statement of Purpose

Hockey NL is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. Hockey NL considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Hockey NL will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential

abusers and sexual predators that hockey participants are not easy targets. Hockey NL is committed to the highest possible standards of care for its participants.

(d) **Policy**

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

(e) **Definitions**

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

(f) **Emotional Abuse**

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

(g) **Physical Abuse**

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

(h) **Neglect**

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

(i) **Sexual Abuse**

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

i. **Contact**

- Touched or fondled in sexual areas
- Forced to touch another person's sexual areas

-
- Kissed or held in a sexual manner
 - Forced to perform oral sex
 - Vaginal or anal intercourse
 - Vaginal or anal penetration with an object or finger
 - Sexually oriented hazing

ii. **Non-Contact**

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

(j) **Duty to Report**

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

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

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

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

(k) Harassment and Abuse Differences and Similarities

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

3.07 VOLUNTEER SCREENING POLICY

The Hockey NL Volunteer Screening Policy can be found in its entirety under the following link on the Hockey NL website:

<https://hockeynl.ca/wp-content/uploads/2020/11/Screening-Policy-February-2020-1.pdf>

3.08 CONCUSSION

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

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

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

This includes, but is not limited to:

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

Scope

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

ADHERENCE

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

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

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

PROCESS

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

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

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

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

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

All injuries, including concussions are documented and reported as per

member/association reporting policies. If the player is a child or adolescent, also report to the parents/guardians.

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

Important:

Most people recover fully after a concussion injury if they allow that injury to heal completely before returning to strenuous activity. A second sustained concussion on top of a first sustained concussion, however, can lead to substantially more damage than one concussion alone.

Sufficient time between the concussion and return to play is critical. If there are previous concussions, it is important to report this to the physician. The more concussions an athlete sustains, the greater the odds of the suffering another concussion. An athlete with a suspected concussion should not return to play until he or she has been medically evaluated by a physician.

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

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

Appendix 1

Hockey Canada Concussion Card

CONCUSSION EDUCATION AND AWARENESS PROGRAM

Concussion in Sport

All players who are suspected of having a concussion must be seen by a physician as soon as possible. A concussion is a brain injury.

A concussion most often occurs without loss of consciousness. However, a concussion may involve loss of consciousness.

How Concussions Happen

Any impact to the head, face or neck or a blow to the body which causes a sudden jolting of the head and results in the brain moving inside the skull may cause a concussion.

Common Symptoms and Signs of a Concussion

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

***A player may show any one or more of these symptoms or signs.**

Symptoms

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

Signs

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

For a complete list of symptoms and signs, visit www.parachutecanada.org

RED FLAGS – If any of the following are observed or complaints reported following an injury, the player should be removed from play safely and immediately and your Emergency Action Plan initiated. Immediate assessment by a physician is required.

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

Concussion – Key Steps

- Recognize and remove the player from the current game or practice.
- Do not leave the player alone, monitor symptoms and signs.
- Do not administer medication.
- Inform the coach, parent or guardian about the injury.
- The player should be evaluated by a medical doctor as soon as possible.
- The player must not return to play in that game or practice, and must follow the 6-step return to play strategy and receive medical clearance by a physician.

6-Step Return to Play

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

IMPORTANT – CONSULT WITH THE TREATING PHYSICIAN ON RETURN TO LEARN PROTOCOLS. PLAYERS SHOULD HAVE THE ABILITY TO RETURN TO SCHOOL FULL TIME PRIOR TO PROCEEDING THROUGH STEPS 5 AND 6 OF THE RETURN TO PLAY STRATEGY.

IMPORTANT – FOLLOWING A CONCUSSION AND PRIOR TO STEP 1 A BRIEF PERIOD OF PHYSICAL AND MENTAL REST IS RECOMMENDED.

STEP 1 Light activities of daily living which do not aggravate symptoms or make symptoms worse. Once tolerating step 1 without symptoms and signs, proceed to step 2 as directed by your physician.

STEP 2 Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weightlifting.

STEP 3 Sport specific activities and training (e.g. skating).

STEP 4 Drills without body contact. May add light resistance training and progress to heavier weights.

The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. **Go to step 5 after medical clearance** (reassessment and written note).

STEP 5 Begin drills with body contact.

STEP 6 Game play. (The earliest a concussed athlete should return to play is one week.)

Note: Players should proceed through the return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day (but could last longer depending on the player and the situation). If symptoms or signs return, the player should return to step 2 and be re-evaluated by a physician.

IMPORTANT – Young players will require a more conservative treatment. Return to play guidelines should be guided by the treating physician.

Prevention Tips

Players

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

Coach/Trainer/Safety Person/Referee

- Eliminate all checks to the head
- Eliminate all hits from behind

- Recognize symptoms and signs of concussion
- Inform and educate players about the risks of concussion



Education Tips

HOCKEY CANADA CONCUSSION RESOURCES

www.hockeycanada.ca/concussion

PARACHUTE CANADA

www.parachutecanada.org

Revised June 2018. Item #55711

Appendix 2



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

Name _____ Date _____ Context/Symptoms _____

NOTE: IT IS IMPORTANT THAT PLAYERS AND PARENTS/GUARDIANS CONSULT WITH THE TREATING PHYSICIAN ON RETURN TO LEARN PROTOCOLS. PLAYERS SHOULD HAVE THE ABILITY TO RETURN TO SCHOOL FULL TIME PRIOR TO PROCEEDING THROUGH STEPS 5 AND 6 OF THE RETURN TO PLAY STRATEGY

A responsible adult such as a parent or guardian has been informed and has taken responsibility for the concussed athlete. Details of the protocol (Hockey Canada Concussion Card attached appendix 1) have also been explained.

Date : _____
Initials : _____

The player has had an initial visit with a physician (preferably one with knowledge in concussion management)

Date : _____
Initials : _____

A complete return to light activities of daily living without aggravating symptoms or making symptoms worse and gradual return to physical activity (see Hockey Canada Concussion Card Steps 1-4 attached) up to intense and sport specific exercises (without contact) has been achieved without recurrence of symptoms.

Date : _____
Initials : _____

The **medical clearance note** has been completed and return to unrestricted training has been authorized. (prior to proceeding to step 5 of the Hockey Canada Concussion Card)

Date : _____
Initials : _____

Participation in a complete unrestricted training session has been achieved without recurrence of symptoms (this step must be completed at least one day prior to return to competition). (Hockey Canada Concussion Card - Step 5)

Date : _____
Initials : _____

Return to competition is authorized based on successful completion of all of the above-mentioned steps of the protocol. (Hockey Canada Concussion Card - Step 6)

Date : _____
Initials : _____

Team staff are aware and have advised the Parent/Guardian to continue monitoring for recurring symptoms and have confirmed the information on this form about the recovery process and medical clearance.

Date : _____
Initials : _____

Parent/Guardian Signature _____
Print Name _____
Date _____

Notes:

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

3.09 INJURED PLAYER RETURN TO PLAY POLICY

The return to play process is gradual and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. A player is not permitted to return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

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

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

Players should proceed through the return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day. If the symptoms or signs return, the player should return to step 1 and be re-evaluated by a physician.

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

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



3.09.1 SAMPLE RETURN TO PLAY FORM

HOCKEY NL RETURN TO PLAY

Name of Player

Is able to return to play following injuries sustained on

Date

Considerations/restrictions with respect to return to play:

Name of Treating Physician

Signature

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

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

3.10 RESPECT IN SPORT

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

presented in a clinic format delivered by trained branch facilitators. The program is approximately 3 hours in length and a registration fee of \$10 per participant.

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

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

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

3.10.1 RESPECT IN SPORT PARENT PROGRAM

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

This program is mandatory.

FAQ:

1. Do I have to write any quiz or test?
No.

2. Will I receive confirmation of completion?
Yes, a printable version is supplied.

3. Do I need to re-certify?
No, it's a one-time program.

4. Is there any online support?
Yes.

5. Why me, I am a good parent.
Respect in Sport for Parents promotes key values in providing a positive, safe and respectful environment for all participants in sport.

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

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

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

3.11 HOCKEY NL RISK MANAGEMENT MANUAL

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

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

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

as well as Hockey NL's:

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

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

The Hockey NL Trans Inclusive Policy can be found in its entirety under the following link on the Hockey NL website:

<https://hockeynl.ca/wp-content/uploads/2019/10/Hockey-NL-Trans-Inclusion-Policy.pdf>

SECTION 4: HOCKEY DIVISIONS

4.01 MINOR

The Hockey NL Minor Rules & Regulations can be found in its entirety under the following link on the Hockey NL website:

<https://hockeynl.ca/wp-content/uploads/2020/11/2020-21-minor-hockey-diectory.pdf>

4.02 FEMALE

The Hockey NL Female Rules & Regulations can be found in its entirety under the following link on the Hockey NL website:

<https://hockeynl.ca/wp-content/uploads/2020/10/Female-Rules-and-Regulations-2020-2021-1.pdf>

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

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

ii. Key Duties

The Hockey Development Committee will perform the following key duties:

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

iii. Authority

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

iv. Meetings

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

v. Resources

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

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

vi. **Reporting**

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

5.02 HOCKEY UNIVERSITY ONLINE CHECKING EDUCATION COURSE

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

Applicable levels:

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

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

5.03 GOALTENDING 1 COACH CLINIC

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

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

SECTION 6: HIGH PERFORMANCE PROGRAM

6.01 GOAL OF THE PROGRAM

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

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

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

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

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

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

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

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

(c) **Information and FAQs**

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

6.02 HIGH PERFORMANCE POLICY MANUAL

The Hockey NL High Performance Policy Manual can be found in its entirety under the following link on the Hockey NL website: <https://hockeynl.ca/wp-content/uploads/2019/05/Proposed-HPP-Policy-Manual-SEPTEMBER-2018.pdf>