

# **HAMILTON HUSKIES HOCKEY CLUB**

## **MANUAL OF OPERATIONS**

**2023-24**



### **GENERAL INFORMATION**

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### **RISK MANAGEMENT**

## **HEAD COACH**

The Manager of a Hamilton Huskies Team must work with the Head Coach in preparation for the paperwork necessary to operate the team. **The Head Coach is responsible for ALL ASPECTS of the Team, i.e. team conduct, discipline, financial, on-ice, dress code, team officials, etc.**

The spouse/significant other of the team's Head Coach is not permitted to be the Manager.

## **MEETING RULES**

Every head Coach must attend scheduled meetings or send a representative. Failure to do so may result in disciplinary action.

**Scheduled Meetings** - Coaches meetings are called by the **Director of Operations** and/or a member of the Executive.

## **TEAM PICTURES**

The league will schedule team pictures. All teams must have their team picture taken by the official Hamilton Huskies photographer.

## **PARENT REP**

The Hamilton Huskies Hockey Club strongly encourages and recommends a Parent Rep.

If assigning a Parent Rep, they must be in place by October 1, 2023. Please have the Parent Rep submit an online Team Personnel Form.

The Parent Rep will be the liaison with the parents and The Hamilton Huskies Hockey Club during the season.

**The team parents, excluding members of the team's coaching staff and their spouses who have a child on the team, will elect the Parent Rep.**

**The Parent Rep must have a valid Police Check – Vulnerable Sector Check.**

References: Respect in Sport Activity Leader and Gender Identity Training

When dealing with problems, please follow the **Incident Resolution Process** below.

## **INCIDENT RESOLUTION PROCESS**

- Please use the Hamilton Huskies Incident / Complaint Report found under the Risk Management tab. You must complete and submit the form to [incidentreport@hamiltonhuskies.ca](mailto:incidentreport@hamiltonhuskies.ca), which will be reviewed by our Incident Resolution Committee (IRC).
- Allow a minimum of 72 hours for the IRC to contact you directly. After all investigations and meetings, the IRC will send its recommendations to the Hamilton Huskies Executive.
- Before submitting an Incident/Complaint form, please read the following:
- This form is for the exclusive use of Hamilton Huskies Hockey Club participants only. Participants include Players; Parents; Team Officials; Referees & Timekeepers; and volunteers. If you have a complaint and you are not a member of our association, please contact your center delegate or the GM of the Hamilton Huskies ([gm@hamiltonhuskies.ca](mailto:gm@hamiltonhuskies.ca)).
- Complaints against referees or timekeepers will not be considered. If you feel you have a serious issue involving referees or timekeepers, please report to your team's Head Coach or the Hamilton Huskies General Manager. They will determine if the complaint should be filed with our Referee Assignor for further review.
- The IRC is in place to investigate serious issues/complaints/incidents. As you know, hockey is a very passionate sport that can often lead to emotional situations. Most issues can be resolved at the team level with communication. Along with allowing for the 24-hour cool-down rule, the IRC recommends the following steps be followed before submitting this form:

### **FOR INCIDENTS/COMPLAINTS IN AA/BB/MD**

Discussion with your Head Coach, Parent Rep and/or Manager. If the situation cannot be resolved or your complaint is against a Head Coach or team official, then go to Step 2 below:

Submission of Incident/Complaint form.

### **\*\*\*\*\* IMPORTANT \*\*\*\*\***

- **If your complaint involves any type of threat, sexual, physical or emotional abuse, you must contact the Police immediately. Upon contacting the Police, please submit an Incident/Complaint form and police report (where applicable) and contact The Hamilton Huskies Hockey Club.**
- **If your complaint involves bullying, harassment or hazing, please contact the Director of Hamilton Huskies ([jctooles9@yahoo.ca](mailto:jctooles9@yahoo.ca)) and or [incidentreport@hamiltonhuskies.ca](mailto:incidentreport@hamiltonhuskies.ca) immediately, who in turn will report to the Hamilton Huskies Executive and other applicable authorities (i.e. Alliance, Police, City of Hamilton) where applicable.**
- **if your complaint contravenes the City of Hamilton City Zero Tolerance Policy, the incident should be reported to the City immediately. Information related to the City of Hamilton Zero Tolerance policy, can be found under the Risk Management tab on the Hamilton Huskies website.**
- **If your complaint is against a Hamilton Huskies Executive Member, please contact the Hamilton Huskies General Manager ([gm@hamiltonhuskies.ca](mailto:gm@hamiltonhuskies.ca)) and or [incidentreport@hamiltonhuskies.ca](mailto:incidentreport@hamiltonhuskies.ca) immediately.**

## **COMMUNICATIONS**

Each member of the Coaching Staff, including the Manager, must fill out an online **Team Personnel Information Form**. The form can be found on the Hamilton Huskies website under Administration, Team Administration Forms.

**All Executive contact information can be found on the Huskies website under the “ABOUT US” tab.**

The Manager must keep the parents informed throughout the season about up-and-coming tournaments, fundraisers, etc. **It is mandatory to have a parent meeting at the beginning of the season and 1 or 2 more throughout the season. Team Budgets must be provided to Parents at the start of the season, mid-season and end of the season.** Past experience has proven that if you keep the parents informed, there are fewer problems. Each team will have their own page on the official Hamilton Huskies website. Team information may be distributed via their web page.

**The Manager, Parent Rep and all other Team Officials also have a responsibility to report any inappropriate behaviour (by parents and team officials) that contravenes the Hamilton Huskies Parent and Spectator Fair Play Code, Alliance and Hockey Canada Codes of Conduct and the City of Hamilton Zero Tolerance Policy.**

## **HAMILTON HUSKIES TEAM APPAREL**

**All inquiries regarding jerseys must go through the General Manager.**

Jackets, tracksuits and other Huskies items must coincide with the “standard” that The Hamilton Huskies Hockey Club predetermined.

Support of the Hamilton Huskies Official Supplier of Choice is a team requirement. The official supplier of choice for spirit wear will be **BACKSPIN GROUP**. Only the authorized “Huskies Logo” is to be used on any apparel or equipment that is to be worn or used by a “Hamilton Huskies Hockey Club” team.

Player names will be put on league jerseys. **THIS IS MANDATORY.**

### **PLAYER DRESS CODE: AA-BB:**

- Home Games – BLACK or TAN Khakis or Dress Pants and Official Hamilton Huskies Quarter Zip  
**(Each player will receive a Quarter Zip before the start of the season)**

- Away Games – Official Hamilton Huskies Track Suit

### **COACHES DRESS CODE: AA- BB**

- All Games – Coaches must wear Black or Tan Khakis or Dress Pants (no blue or black jeans), Dress Shirt or Huskies Branded Quarter Zip and Dress Shoes (no running shoes), and Official Huskies Jacket.

- Trainers must wear Official Huskies Track Suit and proper footwear.

### **BASEBALL CAPS ARE NOT INCLUDED IN THE HUSKIES DRESS CODE:**

- Official Huskie Winter Hats are permitted.

### **ALL TEAMS PRACTICES:**

- ALL On-Ice Staff must wear an Official Huskies Track Suit.
- No other Logo Tracksuit permitted.

# TEAM COMPOSITION

## Prevention Services (PRS)

All Team Officials must be **certified by Respect in Sport Activity Leader or Speak Out**. Must have a valid Police Check – Vulnerable Sector Check

## TEAM ROSTERS

Hamilton Huskies teams shall consist of a minimum of 17 players unless approved by the Hamilton Huskies GM.

Each team is limited to rostering 5 Team Officials (i.e. Head Coach, Trainer, Asst Coaches), including the Manager. Additional team officials may be obtained for **\$57.00** per card through the Registrar.

**All Coaches and Managers, including “On Ice Helpers” (OIH), must provide a Police Vulnerable Sector Check. ALL OIHs must have the minimum Alliance coaching certification equivalent to what is required to Coach and be an Assistant Coach at the level at which the individual is assisting.** Cost is the individual's responsibility and is an acceptable expense item for the team budget.

## ON-ICE HELP (OIH) (Over the age of 18)

There is an **On Ice Help Roster** for anyone who wishes to help a team at practices. The Huskies' Registrar administers this list. All OIH applicants must be approved by the General Manager or designate.

Suppose you have someone that has volunteered to be an On Ice Helper. In that case, the following information is needed to get them on the list:

- **All OIHs must complete the online TPIF – Team Personnel Information Form**
- **Available on the Huskies website under Administration, Team Administration forms.**

Also, they are not registered as players or team officials on a current team registered with Hockey Canada. In that case, they must do the following:

- Submit the online registration form.
- Complete Respect in Sport Activity Leader (online)
- Submit Rowan's Law (online)
- Complete Gender Identity and Gender Expression Training (online)
- Must provide an up-to-date Police Vulnerable Sector Check (all volunteers 18 years and older must provide this police check)
- Take the necessary Alliance Certification as required to be a Head Coach or Assistant Coach at the level of assisting.

And, if they are not part of the 5 coaching staff allowed for each team, there is a **\$57.00** fee for insurance for each staff over and above the 5 allowed per team. (See above, Team Rosters)

Hamilton Huskies supports using registered Hamilton Huskies players as On-Ice Helpers at your practices. Registered Hamilton Huskies players must **ALWAYS** be in complete hockey equipment if they are helping at another team's practice.

On-Ice Helpers must be at least 12 years of age and 2 years older than the team they are helping at practice.

**Note:** Only Team Officials on the approved **Official Team Roster** are permitted on the bench during games (this does **not** include On Ice Helpers). Should a non-rostered individual be on the bench for the game, the Head Coach will immediately be suspended Three (3) games by the Hamilton Huskies Hockey Club in addition to any applicable OHF suspension. Second offences may result in further discipline, including removal from the Official Team Roster.

Only individuals that are on a Hamilton Huskies Official Team Roster or Official OIH Roster are permitted on the ice for practices.

## **DEVELOPMENT**

The Hamilton Huskies have procured On-Ice Development with the following:

### **AA and BB/B – Huskies Development Instructors**

A Hamilton Huskies team can use no other development business/individual without the prior consent of the GM of the Hamilton Huskies. Should approval be granted, the individual will be appropriately screened and placed on the OIH roster.

No team is permitted to compensate a team official or OIH for development.

## **PLAYER AFFILIATION**

Players of a Hamilton Huskies hockey team may be affiliated with any other Hamilton Huskies hockey team of an equal or higher chronological age group. House League APs will not be permitted for the 2023-2024 Season.

Affiliated player lists must be submitted to the Registrar for approval.

Deadline for submissions: **AA/A teams - November 1; BB/B teams - November 15.**

Alliance AP form to be used to submit a list (found under Administration, Team Administration Forms on the Huskies website).

**A Player may only be named on one (1) affiliated Player's list.**

**APs MUST BE APPROVED ON THE TEAM ROSTER before PLAYING IN A GAME.**

**NO CHANGES CAN BE MADE TO ANY ROSTER AFTER JANUARY 10<sup>TH</sup> AS PER HOCKEY CANADA RULES.**

## **CALL UPS BETWEEN AA/A AND BB/B:**

The following is designed to streamline the process and eliminate misunderstandings about calling players up.

Any Coach requesting players will take the following steps:

- (1) Notify the other Coach that you will be calling players.
- (2) Call the players directly with regards to playing up.
- (3) Once the requirements are met, inform the Coach or a staff member as to when and which players will be used from his team.

Any coach playing a player in a game that is not **APPROVED** on his roster will lose the opportunity to AP any players for the balance of the season.

Rostered Hamilton Huskies Players that attend practices do not need to appear on your AP List. The List only pertains to players that play in games with your team. AP Lists can be amended as per Registrar and Development designate. The Registrar will determine the date in conjunction with the Development designate.

### **Affiliated Player Selection Chart – See Attachment #1.**

Also available on the Huskies website under the “MANAGERS” tab.

## **ICE TIME & LEAGUE GAMES EXPECTATIONS**

**Under no Circumstances May a Team Sell Ice to Anyone Else.**

**The teams must use all ice assigned to them by the Ice Scheduler.**

Contract Ice – Do not book your own contract ice. The Huskies arrange the supply of contract ice. **We will not schedule around any contract ice other than our own.** Payment for contract ice is set out in the Financial Information Section.

The Ice Scheduler must be informed well in advance of any team activity. Ice scheduler WILL NOT work around any dates they are unaware of with plenty of advance notice. You may need to cancel your event, as no game or practice will be rescheduled if the ice scheduler does not know about the event.

## **EXHIBITION GAMES**

For the 2023-2024 Season, exhibition games must be approved by the Huskies General Manager. Email the GM **and** the Ice Scheduler date, time, opponent and location of all requested exhibition games. The pad must accompany the request if an arena has multiple playing surfaces.

## ALL EXHIBITION GAMES REQUIRE A TRAVEL PERMIT

**\*\* YOU ARE NOT PERMITTED TO PLAY ANY NON-SANCTIONED TEAM \*\***

For all **exhibition games**, ONLINE request forms/travel permits must be filled out and submitted to the Ice Scheduler for approval. A copy must be taken with you to the game. This is your "travel permit" and must accompany you at all games, both home or away, if you are requested to provide it to a referee or a timekeeper.

### Non-ALLIANCE & ALLIANCE Tournament Travel Permit and Exhibition Travel Permit

#### Procedure for the Coach / Manager Requesting a Travel Permit

- 1) Visit [www.minorhockeyforms.com](http://www.minorhockeyforms.com) and register for an account or log in if you have an existing account.
- 2) Search for your Association and/or click on your Association in the list provided.
- 3) Choose "ALLIANCE Hockey Non-ALLIANCE Tournament Permit Request Form," "ALLIANCE Tournament Permit," or "Exhibition Permit."
- 4) Complete the form in full.
- 5) Once approved, you will receive an email with instructions to return to the site and download a completed Permit as a PDF, which you can save and email to the tournament and/or print and bring with you to the tournament.

As Manager, you are responsible for confirming the referees and timekeepers for home and exhibition games. You must also pay them (referees and timekeepers) in cash before the game starts. Referees and timekeepers are booked through the Referee Assignor.

Timekeepers are assigned through the league for all home games, including exhibition home games, through the timekeeping assignor, Steve Jennings.

**Once an exhibition game appears on your calendar**, both the referee and timekeeper assignor are prompted and will book referees and timekeepers.

**\*\*\* A MINIMUM OF THREE (3) DAYS NOTICE IS REQUIRED TO BOOK OFFICIALS \*\*\***

There will be a minimum of 24 hours to cancel officials for any exhibition game; the only exception will be arena closures or inclement weather. If you cancel within less than 24 hours, you will be responsible for paying the officials.

**If a referee, linesman or timekeeper is absent 15 minutes before a game,**

**Contact Steve Jennings – 905-746-7663.**



## **TOURNAMENT – HUSKIES & ALLIANCE POLICY**

- You must obtain permission to enter any tournament.
  - No Christmas tournaments are permitted.
- The 2023-2024 Christmas “shutdown” for Tournaments will be
  - December 23<sup>rd</sup> to January 2<sup>nd</sup>.

Due to the limited ice time available during the month of March, **teams are not permitted to attend tournaments during the March break.**

### **AA teams must enter tournaments with the category AA.**

When going to a tournament, please remember to take all your paperwork with you, i.e. tournament request forms (travel permits) properly signed and approved Hockey Canada rosters (players and coaches). The approved roster should always be with you throughout the season, which will help settle a player's eligibility. **Payment is required for all non-Alliance tournament travel permits (\$15.00 each). The Huskies Registrar will bill teams with their last team payment.**

## **LEAGUE GAMES**

The Referees and Timekeeper will be assigned for all Home league games. Regular season games, including playoffs, are part of your team fees.

## **GAME SHEETS LEAGUE – ELECTRONIC**

The Hamilton Huskies will be using electronic game sheets for all league games for the **2023-2024** season for all categories.

The Alliance will set this up for all teams, and instructions to follow once everything is set up.

### **HUSKIES GAME PLAYING TIMES vs. ALLIANCE MINIMUM**

Please note that we sometimes provide more than the Alliance minimum game playing times. Under no circumstances can you complain to another association regarding their playing times, so long as the Alliance minimums are met.

## ALLIANCE MINIMUMS:

### 5.1 Length of Games in the Regular Season (Pavilion, Seeded: Constellation, Bristol):

The minimum game time is three (3) stop time periods totalling thirty (30) minutes of playing time. Centres should strive to provide sufficient ice time for the following length of playing times, excluding resurfacing time. All Representative teams should be ready to play fifteen (15) minutes before the originally scheduled game time.

| Level      | Suggested   | Minimum                            |
|------------|-------------|------------------------------------|
|            | Ice Time    | Period Lengths                     |
| U9         | 50 minutes  | 10 - 10 - 10                       |
| U10        | 60 minutes  | 10 - 10 - 15                       |
| U11 to U14 | 80 minutes  | 10 - 15 - B - 15                   |
| U15        | 110 minutes | 15 - 15 - F - 15                   |
| U16 Seeded | 110 minutes | 15 - 15 - F - 15                   |
| U16        | 110 minutes | 15 - 15 - F - 20                   |
| U18 Seeded | 110 minutes | 15 - 15 - F - 20 Curfew Mercy Rule |

\*Break is defined as a 2-minute maximum

**Warm-ups:** The Referee will blow his/her whistle with thirty (30) seconds remaining. At that time, teams need to pick up their pucks and complete their final skate before the start of the game. In games with no flood between periods, the timekeeper shall put one (1) minute on the clock at the end of the period and allow it to run down to zero when the teams are ready to start the next period. A bench minor could be assessed if a team delays the game for too long.

**Post-Game Handshake:** For all ALLIANCE Hockey Representative games (AAA, AA, A, BB/B), coaches and players will meet at centre ice and shake hands at the conclusion of the game, unless at the discretion of the referee(s) it is inadvisable to do so for reasons of participant safety. For all ALLIANCE Hockey Representative (AAA, AA, A, BB/B) Playdown and Playoff series at U14 through U18, the players and Team Officials will shake hands upon the conclusion of their respective series.

**U18 AAA & U18 Seeded Mercy Rule:** This applies to the 3rd period when the difference in score is five (5) goals or more. The game clock shall revert to running time until the period's conclusion. If a timeout is called, the clock must be stopped for the duration of the timeout and start again at the drop of the puck. (If the difference becomes less than five (5) the clock still runs straight time). **(Mercy Rule will not apply to Playdowns).**

## BB & B - Length of Games in the Regular Season (BB-B):

| Level      | Suggested Ice Time | Minimum Period Lengths |
|------------|--------------------|------------------------|
| U8 to U13  | 50 minutes         | 10-10-10 (minimum)     |
| U14 and up | 60 minutes         | 10-10-15               |

**Warmups:** Warmups at the start of the game are limited to no longer than three (3) minutes, including handshaking ceremonies, etc. The Referee will blow a warning whistle after 2½ minutes. Immediately after the three (3) minutes have elapsed, the teams will line up for the opening face-off, and the Referee will drop the puck to start the game.

**Curfews: League play:** If a game could be curfewed, the finishing time must be on the game sheet before the start of the game, and a responsible official from each team must acknowledge the curfew on the game sheet. Due to the Rule Emphasis implementation by Hockey Canada in 2006 - 2007, all games have the potential for a Curfew.

**Playdowns and Playoffs:** Sufficient time should be scheduled without curfews. If a curfew is imposed in a playdown game, the Executive Committee will decide as to the completion of the curfewed game.

**U18 BB-B Mercy Rule** applies to the third period when the score is five (5) goals or more. The game clock shall revert to running time until the period's conclusion. (If the difference in score becomes less than five (5) the clock still runs straight time.) (Mercy Rule will not apply to Playoffs or Playdowns). With Rule 5.1.5.1.2.3 applying for penalties.

**BB-B Tie-Breaker:** In BB-B hockey, where the league is not seeded, the first tie-breaker for playoff or playdown seeding determination will be the Regular Season final standings. If teams are tied during regular season standings, refer to 7.0 and apply a tie-breaker to round-robin playoff competition to break the tie.

## **GAME SHEET COLLECTION:**

For the 2023-24 Season, game sheets, paper and electronic, will be monitored by the Huskies Web Admin (Gary McFarlane) email to: [webadmin@hamiltonhuskies.ca](mailto:webadmin@hamiltonhuskies.ca)

### **Exhibition games:**

Electronic GS will not be used for any exhibition game. Be sure to have paper game sheets on hand for these. For any home exhibition game played at Chedoke or Parkdale, the timekeeper must deliver the GS to the Huskies' mailbox for collection.

Any home exhibition game played at any other venue other than Chedoke or Parkdale is the responsibility of your team to deliver to the Huskies mailbox at either Chedoke or Parkdale.

For all exhibition games away, you are responsible for delivering the copy you receive to either Huskies' mailbox for collection.

**All exhibition game sheets must be submitted – No exceptions.**

### **League games:**

With the electronic game sheets for all home league games, there is no need to submit any home league game sheets unless, of course, technology forces the use of paper. Each team will be issued passwords to access your game sheets anytime throughout the year. The Huskies ice scheduler also has access to all team's game sheets for the league if electronic GSs are used.

### **Tournament Game Sheets:**

Some tournaments are also using the electronic GS. If a tournament uses these, you must **provide the invite code to the Huskies Web Admin to obtain game sheets.**

If a tournament uses paper GSs, you must hand in the GSs you received at the tournament.

## **TOURNAMENT GAMES/SCHEDULES**

All tournament games scheduled must be listed on your site once you receive your tournament schedule and scores posted upon tournament completion. You can and should input your tournament games. Contact the Webmaster/Administrator for help in doing so if required.

### **Collection of Game Sheet Timelines – EXCLUDING ON-LINE GAME SHEETS**

- Away exhibition game sheets within 24 hours upon completion of the game if the paper copy was used.
- If paper copies were used, tournament game sheets within 72 hours of tournament completion.

**If there are unforeseen circumstances with game sheets, notify the Web Admin immediately. We did not receive your copy due to bad weather, can't meet the required time frame for collection.**

**The timelines set out above are firm, with no exceptions. Failure to comply will result in the Head Coach receiving a one (1) game suspension. This penalty will also be progressive in nature.**

## **Huskies Mailboxes:**

For your convenience, there are two locations for dropping off game sheets:

- Chedoke Arena, located in the hallway entrance to the Huskies office.
- Parkdale Arena, located beside the Zamboni entrance.

## **HOCKEY CANADA/OHF/ALLIANCE RULES-SUSPENSIONS**

You should be aware of the basic playing rules. i.e. major penalties, game misconduct, etc. Most of these rules are to be enforced by the team, and it must be recorded on the game sheet if any player or coach is suspended and if it is 1, 2 or 3 of the number of games he/she is suspended for.

**Each team manager and/or coach is responsible for ensuring their players sit out their appropriate suspensions. When in doubt about the relevant suspension, sit the player(s) in question until clarification can be obtained.**

**Any Manager or Trainer who receives a GM20, GM21 or any other suspension will be suspended by the Hamilton Huskies Hockey Club. The number of games assessed will be the same as the minimum OHF Suspension guidelines and will be assessed after the OHF suspension is served.**

## **THE REFEREE ROOM IS OFF-LIMITS TO ALL STAFF AND PLAYERS**

### **2023-2024 OHF Minimum Suspension List – Minor Hockey**

The 2023-2024 minimum suspension list will be sent to all teams once received from the OHF/ALLIANCE.

The suspension list will also be available on the Huskies website under the “**COACHES**” and “**MANAGERS**” tabs.

## **RISK MANAGEMENT**

Risk management involves identifying and eliminating or minimizing risks. It is an ongoing process. During the season, the Hamilton Huskies will keep the teams apprised of any new developments in risk management. Please refer to the Hamilton Huskies Risk Management Tab to obtain the following, Ontario Hockey Federation (OHF) Policy concerning Harassment, Abuse & Bullying; Hockey Canada Co-ed Dressing Room Policy; OHF Helmet Policy; All Alliance policies; Hamilton Huskies Code of Conduct; Hamilton Huskies Incident Resolution Process and The City of Hamilton Zero Tolerance policy.

**All team officials are responsible for reporting any inappropriate behaviour (by parents and other team officials) that contravenes the Hamilton Huskies Parent and Spectator Fair Play Code, Alliance and Hockey Canada Codes of Conduct and the City of Hamilton Zero Tolerance Policy.**

## **POLICE VULNERABLE SECTOR CHECKS (PVSC)**

All persons rostered by a team must provide a police vulnerable sector check.

**Police vulnerable sector checks must be provided ASAP.** If a PVSC is not provided by **September 5, 2023**, those without a PVSC will be suspended until the PVSC is provided.

The Hamilton Police Services is charging Volunteers for processing police vulnerable sector checks. A maximum of five (5) police vulnerable sector checks may be incorporated into the team budget. The Hamilton Huskies adhere to the OHF policy regarding police vulnerable sector checks/criminal record checks.

## **INJURIES**

- If any player on your team is injured and needs to see a doctor or dentist, the Trainer must complete a **Hockey Canada Injury Report** in full immediately. The Hockey Canada Injury Report can be found on the Huskies' website under Team Administration Forms.
- Injury reports with all receipts and other documentation, as required, **MUST be forwarded to the Huskies' Secretary, Gail Stevenson** (mailbox at Chedoke Arena for drop off), who will forward them to the Alliance for you once all information is provided. Injury reports must be submitted within 90 days after the date of the injury,

## **INSURANCE**

- **Hamilton Huskies teams are only insured for the City of Hamilton facilities. When you book ice outside of Hamilton, you must purchase insurance with the municipality you are booking the ice with.** In addition, please be familiar with Dryland Training requirements and secure the necessary insurance certificates.
- When travelling in the United States or out of province, ensure all your players have proper insurance coverage, i.e. Manulife, Blue Cross, etc. This will save a lot of red tape if an injury should occur.
- **Parent/Player hockey games or family skates on Huskies ice time are not permitted, as there is no insurance coverage.**
- Please ensure that HOCKEY CANADA/OHF/ALLIANCE sanctions all tournament and exhibition games. All tournament travel permits shall include the tournament sanction number.
- Please ensure that all off-ice activities/events are sanctioned. For information regarding off-ice activities, please refer to the **OHF INSURANCE GUIDE** found on the Huskies' website under the "MANAGERS" tab.

## **CONDUCT & DECORUM**








The City of Hamilton has adopted a **"zero-tolerance policy"** concerning violent or abusive behaviour in its facilities. Please ensure your players, parents, and coaching staff know this policy. An incident could result in immediate expulsion from a facility and from all City facilities for up to a year.

Coaches and the Executive must inform parents of any new developments, rule changes, policies, procedures, etc. **Hamilton Huskies adheres to the ALLIANCE and OHF Codes of Conduct.**

**Please ensure your team does not step onto the ice until the "Zamboni" has left the ice and the gate is closed.**

**Team Officials must NOT walk across the ice to the bench area.**

**Affiliated Player Selection – ATTACHMENT #1**

|    |    |      |  |
|---|---|---|---|
| <b>AA/A CHART</b>   | <b>SAME AGE MD/BB/B</b>   | <b>ONE YEAR YOUNGER AA</b>  | <b>ONE YEAR YOUNGER MD/BB/B</b>   |
| <b>U10</b>  | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | <b>NA</b>   | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   |
| <b>U11 – U16</b>  | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | <b>NA</b>   |
| <b>U18</b>  | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   |
|   |   |   |   |
|  |  |  |   |
| <b>MD/BB/B CHART</b>  | <b>ONE YEAR YOUNGER MD/BB/B<br/>(if available)</b>                                  | <b>SAME AGE HOUSE LEAGUE</b>  |   |
| <b>U8</b>   | <b>NA</b>   | <b>NA</b>   |   |
| <b>U9</b>   | <b>NA</b>   | <b>NA</b>   |   |
| <b>U10</b>  | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | <b>NA</b>   |   |
| <b>U11 – U18</b>  | 1 GOALIE<br>3 FORWARDS<br>2 DEFENCE   | <b>YES</b>  |   |

