



HOCKEY CANADA

POLICY AND PROCEDURES
MANUAL

CANADA

November 2006
Amended May 2007
Amended July 2008

Committees
Program Policies
Operational Policies
Appendices



HOCKEY CANADA



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THE MEANING AND PURPOSE OF POLICY

DEFINITION

Policies and Procedures are statements that embody the beliefs, commitments, values and vision of Hockey Canada and are declarations formally made and approved in accordance with its by-laws and the approved Budget.

PURPOSE

The Purpose of the Policies and Procedures is to guide the Officers, Board, individual membership and staff in making public statements and in taking action decisions about what Hockey Canada believes or what it is trying to achieve within the objectives laid down in its Constitution.

MANUAL

This manual includes the policies developed and approved by the Board of Directors of this Association. The date of each policy represents the date on which the policy was approved for inclusion in this manual. As the date of preparation of this Manual was November 2006, all contents have been dated as such. Revisions that may be approved at subsequent meetings would be dated appropriately.

The responsibility for ensuring the Manual is up-dated as policies are approved by the Officers or Board is that of an Officer on the Governance Committee and the Manger, Human Resources.

The responsibility for any interpretations of the policies shall rest with the Manager, Rules and Regulations.

Should there be a conflict between this manual and the Constitution, Bylaws and Regulations or the minutes of the Officers or Board, the Constitution Bylaws and Regulations or the minutes of the Officers or Board shall be the official record of the Association.

Mission

**Lead, Develop, and Promote
positive hockey experiences**

**Guider, développer et promouvoir
des expériences de hockey positive**

Vision

World Sports Leaders

Core Values

Hockey Canada believes:

- **In a positive hockey experience for all participants in a safe, fun, sportsmanlike environment.**
- **In the development of life skills, including respect for all people by all participants.**
- **Through teamwork we strive to be the best we can be.**

Board of Directors

Officers (8)

Branch Presidents (13)

Council & CHL
Representatives (6)

Athlete Representatives (2)

COUNCILS

Minor Council	Junior Council	Female Council	Senior Council	Hockey Development Council	Special Advisory Council
(15)	(16)	(13)	(15)	(21)	NHL Rep. NHLPA Rep. CIS Rep. Referee-in-Chief International Director Sledge Rep.

Athlete Development	Officiating Development & Supervision	Safety Program	Equipment Review	Hockey Skills Academics
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Committee Groupings

Governance	Management	Risk, Conduct & Safety Management	High Performance
Governance National Appeals Nominating Resolutions Strategic Planning Officiating Policy	Management Finance Marketing Technology Foundation National Championships & Events	Risk, Conduct & Safety Management Insurance Parent Education	Men's Inter. Women's Inter. Program of Excellence Sledge Hockey

1.0 Executive and Standing Committees

- 1.1 The Executive and Standing Committees of Hockey Canada can be found under By-Law 5 and 6 of the Constitution, where their membership and duties are outlined.
- 1.2 In addition to the duties outlined in the Constitution the following responsibilities have also been assigned to these committees.

1.3 Board of Directors

- 1.3.1 The Female Athlete Representative shall be the Chair of the Women's High Performance Committee
- 1.3.2 The Male Athlete Representative shall be appointed by the President of Hockey Canada.
- 1.3.3 Shall approve the host sites and dates of International, National, and Regional Championships and Challenges.
- 1.3.4 Shall approve the regulations and technical packages of Hockey Canada's International, National, and Regional Championships and Challenges, including the Canada Winter Games.

1.4 Officers

- 1.4.1 Officers of each Council will annually present the Hockey Canada Chair with a list of recommended persons to serve as Hockey Canada representatives at the various championships. Each Officer should consider first a member of Hockey Canada's Board of Directors; secondly a member of the appropriate Council; and thirdly persons with Hockey Canada tournament experience.

1.5 Finance Committee

- 1.5.1 To make available to the Board at the end of each quarter an analysis of revenues and expenses, along with a comparison to the approved budget.
- 1.5.2 To ensure the reserve and surplus funds held by Hockey Canada are appropriately invested.
- 1.5.3 To regularly review and establish guidelines governing expense accounts.

1.6 Risk, Conduct and Safety Management Committee

- 1.6.1 Monies paid to Hockey Canada as Safety Management fees as per the approved Insurance Program, shall be kept in a separate budget and shall not be allocated without the approval of the Board of Directors.
- 1.6.2 All areas of Hockey Canada operations that would like a financial contribution for programs and initiatives they have with a safety management focus must submit a request for funding by March 1st.

2.0 Ad Hoc Committees and Work Groups

- 2.1 The Chair of the Board may appoint Ad Hoc Committees and/or Work Groups to take on specific tasks.
- 2.2 Each Ad Hoc Committee or Work Group will be assigned a specific task to complete and be given a specific time period in which to complete its task and report its recommendations.\

3.0 Special Advisory Council

3.1 International Director

- 3.1.1 The role of the HC Director for International Hockey is to provide an additional presence at IIHF meetings to supplement and complement the representation of the HC Chair and President. This presence will include explaining and gaining support for HC positions and projects among IIHF members.
- 3.1.2 It is important for Canada to have continuous and seamless representation on the IIHF Council, The International Director will either be Canada's IIHF Council representative or a "representative-in-training" to ensure the CHA will regularly have someone prepared to legitimately challenge for a Council position when one becomes available.
- 3.1.3 Specific responsibilities would include, but not be limited to:
- Sit at the HC Board of Directors as the International Director
 - Attend the semi-annual and annual meetings of the IIHF
 - Be nominated for and serve on IIHF committees
 - Assist the HC Chair and President with meetings and negotiations at the IIHF
 - Assist the HC Chair and President in networking with countries to create a comfort level with Canada and its international positions
 - Assist the HC President in making presentations to host international championships
 - Assist the HC President on the Steering Committee of HC host committees for international championships
 - Report, in co-operation with Canada's representative on the IIHF Council, to the HC Board on IIHF activities
 - Other duties as designated by the HC Chair

3.2 Chief Medical Officer

- 3.2.1 The Chief Medical Officer shall be appointed yearly by the Chair of the Board and his/her job description shall be:
- 3.2.2 Medical Consultant for Hockey Canada (example: SARS epidemic, rule changes, safety and injuries, etc.)
- 3.2.3 Medical spokesperson for Hockey Canada (media relations, etc)
- 3.2.4 Advisor to the Hockey Canada Protective Equipment Committee
- 3.2.5 Member of the Hockey Canada Safety Program Committee
- 3.2.6 Advisor to the Hockey Canada Risk & Safety Management Committee
- 3.2.7 Advisor to the Hockey Canada Research Committee, especially with respect to medical issues.
- 3.2.8 Advisor to Hockey Canada Mens' and Womens' high performance teams on medical care standards, player medical documentation and selection of Team Canada Physicians for all international events
- 3.2.9 Advisor to Hockey Canada Mens' and Womens' high performance teams on doping controls
- 3.2.10 Chief Medical Officer and/or consultant for tournaments in Canada (Women's World Championships, World Junior Championships, Men's Under 17, etc)
- 3.2.11 Will attend meetings dealing with medical issues (Annual Meeting, Semi-Annual Meeting, etc.) where possible.
- 3.2.12 Will act as a liaison with the IIHF, NHL, NHLPA concerning medical issues and doping control
- 3.2.13 Will act as a liaison with the CCES concerning anti-doping initiatives.

4.0 Hockey Development Committees

4.1 Athlete Development Committee

- 4.1.1 The Athlete Development Committee (ADC) is comprised of identified and approved resource personnel with expertise in a given area of player and coaching development.
- 4.1.2 The ADC reports to the Hockey Development Council and through the Council to the Board of Directors.
- 4.1.3 To manage all aspects of the National Coaching Certification Program (from Coach Stream to High Performance II) and components of the Initiation Program,
- 4.1.4 To make recommendations to the Hockey Development Council regarding strategic planning and implementation; course content; Master Course Conductor and Course Conductor training programs; national guidelines and policy delivery; statistical information and analysis; NCCP Coordinator workshops; Audio-visual resources; evaluation guidelines; NCCP module revisions; NCCP operations guidelines; equivalency policy; Hockey Canada skills manuals; Initiation Program manual; supplementary materials and the production of all program materials.
- 4.1.5 To promote the NCCP and a Code of Conduct for Hockey Canada coaches.
- 4.1.6 To act as the International Ice Hockey Federation liaison for the Initiation Program.
- 4.1.7 To manage all aspects of the High Performance II Seminar including recommendations for hosting the seminar; planning, organizing and conducting the seminar; screening of candidates; and coordinating the evaluation of candidates.
- 4.1.8 To supervise all aspects of the Level 4 and 5 certification program including planning and conducting seminars, servicing candidates, and coordinating the evaluation.
- 4.1.9 To design and refine all coaching programs; coordinate the integration of Coaching Association of Canada programs and Hockey Canada's technical programs; and make recommendations regarding International Ice Hockey Federation exchange requests.

4.2 Atlantic Regional Centre

- 4.2.1 The Committee shall consist of one (1) Hockey Canada Officer; four (4) Branch Presidents; one (1) Hockey Canada Director, Development (ex-officio); and one (1) Manager, Hockey Operations (ex-officio).
- 4.2.2 The HCARC Policy Committee reports to the Hockey Development Council.
- 4.2.3 To promote and encourage participation in hockey development programs and events.
- 4.2.4 To enhance delivery of hockey development programs and services to the membership of the Hockey Newfoundland and Labrador Hockey, the Hockey Prince Edward Island, Hockey Nova Scotia Hockey and Hockey New Brunswick .
- 4.2.5 To facilitate quality leadership and development training sessions for hockey development programs.
- 4.2.6 To coordinate Hockey Development Programs and services from one location for Hockey Canada's Branches in Atlantic Canada.
- 4.2.7 To foster the development of technical resources and related services throughout Atlantic Branches of Hockey Canada.

- 4.2.8 To foster a partnership of the Atlantic Branches in providing Hockey Development Program opportunities to their members.
- 4.2.9 To establish and maintain policies and guidelines for the administration of Atlantic Hockey Development Programs and Events.
- 4.2.10 To coordinate and manage National and Regional Championships in Atlantic Canada.
- 4.2.11 To build Regional and Branch marketing plans for the benefit of Atlantic Hockey Development Programs.

4.3 Equipment Review Committee

- 4.3.1 The Equipment Review Committee is comprised of identified and approved resource personnel with expertise in relevant areas of equipment.
- 4.3.2 The Equipment Review Committee reports to the Hockey Development Council.
- 4.3.3 The committee recommends policy and direction with respect to new equipment to ensure that the equipment is safe and the equipment does not threaten the integrity of the game.

4.4 Hockey Canada Safety Program Committee

- 4.4.1 The HCSP Committee is comprised of identified and approved resource personnel with expertise in relevant areas of trainers/ safety persons development, sport medicine, risk management and safety, including Hockey Canada's delegate to the IIHF medical committee.
- 4.4.2 The HCSP Committee reports to the Hockey Development Council.
- 4.4.3 To administer the Hockey Canada Safety Program, including evaluating and revising the Participants' Manual, Course Conductor Manual, Operations, Manual, and other examination and audio-visual resources.
- 4.4.4 To provide direction and support for Branch administration and delivery of the Hockey Canada Safety Program; to provide resources to assist in Branch promotion of the program; and to conduct a comprehensive ongoing evaluation of the program.
- 4.4.5 To work with Branches, provincial sport medicine organizations and First Aid Organizations to review and approve any enhancements or additions to the Hockey Canada Safety Program.
- 4.4.6 To make recommendations to the Hockey Development Council in consultation with Risk and Safety Management regarding safety, risk management and medical policies, as well as any other issues which affect the safety and well being of Hockey Canada participants.
- 4.4.7 To provide resources and direction in co-operation with Risk and Safety Management to all Hockey Canada programs regarding safety and medical issues.
- 4.4.8 To network with the Hockey Development Centre of Ontario to ensure consistency between the Hockey Canada Safety Program and the Hockey Trainers Certification Program in Ontario.

4.5 Hockey Canada Skills Academy National Board

- 4.5.1 The HCSA National Board is comprised of identified and approved personnel with a thorough knowledge and understanding of the goals and expectations of the Hockey Canada Skills Academy program. These Board members are representative of the Hockey Canada Board of Directors, Branch presidents, key independent resource personnel, and Hockey Canada staff personnel.

- 4.5.2 The HCSA National Board reports to Hockey Canada's Officers and through to the Hockey Canada Board of Directors
- 4.5.3 To administer the Hockey Canada Skills Academy program including evaluating and refining the operational procedures of the HCSA program.
- 4.5.4. To provide direction and support for the development of Branch protocols for the supervision of HCSA programs within Branch jurisdiction.
- 4.5.5 To work with Branches, School Districts, School Boards, and/or Schools to ensure a quality control element within the design and execution of HCSA programs.
- 4.5.6 To make recommendations to the Hockey Canada Board of Directors on the ongoing development and improvement of program design and implementation.
- 4.5.7 To provide consultation and support to the HCSA Program Manager to ensure an appropriate review process of applications by interested schools, school districts, private enterprise, and/or minor hockey associations in the establishment of a school-based skills academy program.
- 4.5.8 To provide support and direction to Hockey Canada in the evolution of the HCSA model in all facets of program design, delivery and evaluation.
- 4.5.9 To provide an annual report of program activities to the Hockey Canada Board of Directors at the Annual General Meeting and to contain information on all licensed HCSA programs, student enrolment, and student participation

4.6 Officiating Development Committee

- 4.6.1 The Officiating Development Committee is comprised of identified and approved resource personnel with expertise in relevant areas of officiating development.
- 4.6.2 The Officiating Development Committee reports through the Hockey Development Council and the Officiating Policy Committee to the Board of Directors.
- 4.6.3 Input into strategic objectives for officiating through OPC and HDC.
- 4.6.4 Ongoing review of officiating development programs.
- 4.6.5 Referee Mentorship Program.
- 4.6.6 Implement strategic objectives for officiating with regards to development as directed by the Hockey Canada Board.
- 4.6.7 Reports jointly through HDC and OPC to the Hockey Canada Board.

4.7 Officiating Supervision Committee

- 4.7.1 The Officiating Supervision Committee is comprised of identified and approved resource personnel with expertise in relevant areas of officiating development.
- 4.7.2 The Officiating Supervision Committee reports to the Officiating Policy Committee and through to the Board of Directors.
- 4.7.3 Input into strategic objectives for officiating through OPC.
- 4.7.4 Supervision of and recommendation of officials for national and international assignments.

- 4.7.5 Prepare officials ranking list for OPC.
- 4.7.6 Recommend supervision policy to the OPC.
- 4.7.7 Implement supervision policy as directed by the OPC.
- 4.7.8 Implement strategic objectives for officiating with regards to supervision as directed by the Hockey Canada Board.
- 4.7.9 Reports through the OPC and the Officers to the Hockey Canada Board.

4.8 Women's High Performance Advisory Committee

- 4.8.1 The Women's High Performance Advisory Committee is comprised of five high performance athletes, three from the National Senior /Olympic Program and two from the National Under 22 Program. The Director, Female Hockey shall serve as the staff contact person for this Committee.
- 4.8.2 The Women's High Performance Advisory Committee shall meet as required in accordance with the approved budget.
- 4.8.3 The Women's High Performance Advisory Committee reports to the Women's International Policy Committee and through the Policy Committee to the Officers and the Board of Directors.
- 4.8.4 Terms of reference
 - To serve as a source of athletes' opinion and advice to Hockey Canada, as a forum in which athletes may share and develop information or ideas as they relate to high performance female hockey.
 - To identify issues of concern to athletes and to develop and recommend ways to address these issues.
 - To make recommendations to the Women's International Policy Committee as they relate to the development and evaluation of high performance programs.
 - To monitor and review the athletes' agreement between Hockey Canada and athletes participating in the Athletes' Assistance Program, National Team and Under 22 National Team and make recommendations for adjustments to the agreement.
 - To provide input on the development of annual and quadrennial plans for athlete development.
 - To provide representation at the Canadian Olympic Committee's Athletes' Council and Athletes' Canada annual general meetings, subject to budget approval.
 - Other duties as directed by the Women's International Policy Committee.
- 4.8.5 Committee membership
 - The Committee shall consist of no less than three (3) active players.
 - National Team Olympic Program members (3)
 - ✓ Must have been a program member in the previous four (4) seasons.
 - ✓ Program members in the previous four (4) seasons are eligible to vote for these committee members.
 - Under 22 National Program members (2)
 - ✓ Must have been a program member in the previous four (4) seasons.
 - ✓ Program members in the previous (4) seasons are eligible to vote for these committee members.

- Nomination
 - ✓ The two programs shall nominate, by April 30, their nominee for the next year's committee. Voting by program members shall take place by May 31.
 - ✓ The selected names shall be submitted to Hockey Canada Chair who shall annually appoint the committee in July, at the same time as other Hockey Canada nominees.
- Committee Chair
 - ✓ The Committee members will recommend their nominees for committee chair to Hockey Canada Chair who will appoint the chair of the committee. The committee will be responsible for calling meetings or conference calls, preparing meeting agendas, chairing meetings, delegating responsibilities and reporting to the Women's International Policy Committee.

4.8.6 Budget

- The committee chair will annually, by January 3, present a budget request to Senior Management, through the Manager, Women's High Performance Programs, for consideration in Hockey Canada's budget preparation process.
- The final budget for the committee will be that approved by Hockey Canada Board of Directors when they approve Hockey Canada's annual budget at the Annual General Meeting

4.8.6 Committee member responsibilities

- To become familiar with the athletes' agreement, Hockey Canada policies related to high performance program, and the high performance programs available through Hockey Canada
- To attend meetings and/or conference calls and to be prepared to contribute constructively to discussions.
- To represent not only their own views, but also those of athletes they represent.
- To communicate the work of the committee to the athletes they represent.
- When requested, represent the committee and its views on other committees and communicate the activities of such committees to the Women's High Performance Advisory Committee.

5.0 Program Policies

5.1 Anti Doping Policy and Doping Control Program

5.1.1 Position Statement

5.1.1.1 Hockey Canada is unequivocally opposed to illegal drug usage. In its sport, ice hockey, Hockey Canada is similarly unequivocally opposed to the use of banned and restricted substances and methods by athletes for the purpose of performance enhancement. This position applies to all members/ participants of the game of hockey within the Hockey Canada structure.

5.1.1.2 Those persons who counsel or assist an athlete in the use of banned and restricted substances and methods for the purpose of performance enhancement must be considered as much at fault as the athlete using the substance or method, and may, in some cases, be more so. In particular, Hockey Canada can not and will not, tolerate any encouragement of the use of such substances or methods by those in positions of leadership or influence over athletes, such as administrators, coaches, trainers, managers, medical and paramedical practitioners, sport scientists, and indeed other athletes.

5.1.1.3 Fair and equal competition is an essential ingredient of sport. Doping control (testing for the use of banned and restricted substances and methods) is a means of attempting to ensure that such is the case.

5.1.1.4 With a view promulgating this aspect of fair play in athletic competition, Hockey Canada will ensure that all of its representatives, in a position to do so, will use their best efforts to see that effective national and international anti-doping education and doping control programs are in place.

Hockey Canada's Board of Directors has adopted the Doping and Control Policy as established by the Canadian Centre for Ethics in Sport (CCES). For further information, please see the CCES website at www.cces.ca. Also, please see the document entitled "Doping Program" which is located in the Appendix.

5.2 Athlete Development Policy

5.2.1 Minor Hockey Recommendations:

5.2.1.1 No tiering shall occur below the age category of Atom

5.2.1.2 The entry age for participation in hockey be left open with no minimum age limit

5.2.1.3 Competitive hockey, the point at which teams play in provincial championships, shall not occur below the age category of Pee Wee.

5.3 Canadian Hockey Development Model

5.3.1 Hockey Canada has adopted a Canadian Hockey Development Model for its male hockey program. The specific regulations can be found in the Constitution, Regulation F.51 and the process, provisions, and conditions approved for implementing this model can be found by referring to the *Hockey Canada Information Manual for the Canadian Development Model* available on our website, www.hockeycanada.ca.

5.3.2 Hockey Canada has developed a resource booklet entitled: Canadian Development Model: Parent Information Handbook. This resource provides detailed information on the goals of the Canadian Development Model as well as links to Branch and League websites to assist parents and players in their search for information regarding the CDM and the options available to young players developing in the Canadian system. This handbook is also available for download at www.hockeycanada.ca.

5.4 Coaching Program

5.4.1 Practice-to-game ratio

5.4.1.1 All hockey associations will ensure that all teams practice at least once for every game played and encourage their teams to have a higher practice-to-game ratio where feasible.

NOTE: This recommendation is based on the premise that quality practices are essential for player development.

5.4.2 National Coaching Certification Program

5.4.2.1 The National Coaching Certification Program is a program designed to train and educate coaches across Canada. It includes the integration of the Speak Out program for coaches.

Coach		Development Stream	High Performance Stream
Stream			
Intro Coach Program (Formerly IP)	Coach Stream Core Programming	Development Stream Core Program 1	High Performance Stream Core Program 1
		Development Stream Core Program 2	High Performance Stream Core Program 2

5.4.2.2 The Coaching Association of Canada credit that coaches receive for participating in Hockey Canada's NCCP:

Hockey Canada Status

Intro Coach
New Coach - Clinic complete
New Coach - Post Task complete

Developmental 1 - Clinic complete
Developmental 2 - Clinic complete
Developmental 2 - Evaluation complete

High Performance 1 - Clinic complete
High Performance 1 - Evaluation complete
High Performance 2 - Clinic complete
High Performance 2 - Evaluation complete

CAC Status

Community Qualified (5-6 year olds)
Community Qualified
Community Certified

1/2 Intro to Competition Qualified
Intro to Competition Qualified
Intro to Competition Certified

Developmental Qualified
Developmental Certified
High Performance Qualified
High Performance Certified

5.4.2.3 All potential instructors/facilitators must attend a training session at least once every two years. This training session must be conducted by a qualified Master Course Conductor.

5.4.2.4 Coach Stream:

- *Prerequisite:* 16 years of age
- *Definition:* The Coach Stream is designed for a coach who is new to the coaching program and is working with community players age 5-17.
- *Clinic Duration:* (Pre-task, 8 hour in-class session, Post Task Logbook to be completed for certification)
- *Coaching Development:*
 - Team Environment – communication with players, fair play codes, parent meetings
 - Training Environment – understand skills of game, skill development pyramid and basic teaching skill principles
 - Practice Environment – understand the Hockey Canada Skills manuals, components of an effective practice and basis practice design principles
 - Game Day – understand the responsibilities of the coach on game day
 - Speak Out – Prevention of Harassment and Abuse
- *Player Development:*
 - 2-4 hours per week
 - Technical skills 75-85%
 - Individual Tactics 15-25%
 - Team Tactics 10% or less
- *Major Emphasis:* Having fun, learning basic skills and developing confidence and self-esteem
- *Certification:* Upon completion of the Coach Stream Post Task course.

5.4.2.5 Development Stream:

- *Prerequisite:* Currently coaching players participating in Rep hockey ages 11-17.
- *Definition:* Development Stream is designed for a coach who is working with players at the competitive level.
- *Course Duration:* Development 1 – 16 hours (13 in classroom, 3 hours on-ice), Development 2 – 16 hours (13 in classroom, 3 hours on-ice)
- *Coaching Development:*
 - Analyzing Performance of Player
 - Planning and Designing Practice
 - Planning and Designing Seasonal Plan
 - Coaching the Player in the Competitive Environment
 - Program Management
 - Coaching in Practice
 - Ethical Coaching and Making Ethical Decisions
- *Player Development:*
 - 4-6 hours per week of training
 - Technical skills 35-45%
 - Individual Tactics 15-25%

- *Team Development:* Team Tactics and Principles
Team Tactics 10-20%
Team Play 10-15%
Strategy – less than 10%
- *Major Emphasis:* Improving basic skill acquisition and introduction of team play and individual tactics.
- *Certification:* Successful completion of the Development 1 and Development 2 training, and successful completion of the Development Stream field evaluation component.

5.4.2.6 High Performance Stream:

High Performance 1

- *Prerequisite:* Currently coaching athletes who are competing with a high performance environment – Midget AAA, Junior A, Major Junior, College, University, Professional.
- *Definition:* The High Performance program is designed for the coach who works with athletes who have many years of competitive experience and who is taking a more structured and disciplined approach to hockey.
- *Course Duration:* 7 days – integrated with the provincial POE. Components include classroom training, small workgroups, a minimum of 2 practice plans and practice delivery, and a minimum of 1 game coaching on bench.
- *Coaching Development:*
Communicate with Players
Motivate Players
Provide Nutritional Guidelines
Growth and Development Principles
Recovery and Regeneration
Coaching Ethics
Recognizing and Managing Stress
Analysis of Skills
Teaching Techniques
Design a Yearly Plan
Interpret Statistics for Game and/or Practice Purposes
Problems Encountered by the Amateur Hockey Player
- *Player Development:*
6-10 hours per week of training
Technical skills 30-35%
Individual Tactics 15-25%
- *Team Development:*
Team Tactics 15-25%
Team Play 15-20%
Strategy 10%
- *Major Emphasis:* Improving skill acquisition and development of a physiological training base for competition

- *Certification:* High Performance 1 seminar attendance and assignments, successful completion of a take home written workbook/exam and a Branch coordinated field assessment.

Level 4/5 Program:

- Level 4 is designed to prepare candidates for leadership roles in national and international hockey
- The objectives of this program are to:
 - Provide an advanced coaching education system capable of training Canadian coaches to world-class standards.
 - Keep Canadian coaches at the forefront of coaching knowledge and practice.
- Level 4 is designed on a 12-task credit system. The tasks explore the following areas: Leadership, Planning and Athlete Development including physical, psychological, technical and tactical components.
- NOTE: High Performance Certification must be completed prior to participating in Level 4 Program.

High Performance 2:

The High Performance 2 Program has become a component of the Level 4 program. Candidates attending the High Performance 2 seminar will receive credit, upon successful completion, of approximately four of twelve (12) tasks in the Level 4 program.

- *Prerequisite:* High Performance 1 Certification, Practical Assessment and Coaching in a High Performance Program.
- *Definition:* High Performance 2 is designed for the coach who has five or more years of coaching experience and is working with athletes committed to achieving success in competitive hockey on the national and international level.
- *Course Duration:* 8 days
- *Major Emphasis:* Advanced skills, planning, evaluation and preparation, both psychologically and physically, for competition.
- *Certification:* High Performance 2 seminar attendance and assignments, successful completion of a take home written workbook/exam and a Hockey Canada coordinated field assessment.

5.4.2.7 Course exemptions / equivalencies

Given the important role of the community level coaches in our programs and their related impact on “The Game’s” participants, it is the opinion of Hockey Canada that exemptions from participating in the appropriate coach development program should not be granted. A coach wishing to obtain certification is required to attend and meet the criteria of certification.

In exceptional circumstances, coaches may request of the members of the Branch Coaching Committee, the option to complete a task to show evidence of competency within the designated stream. Tasks will be based on the training resource material and this activity should be viewed as an alternative to attending the coach training. This option should not be viewed as one open to all coaches. As participation in a coach education training session provides the benefits of group interaction and the sharing of ideas, it is the opinion of Hockey Canada’s Coaching Committee that this component of the learning process must continue.

In order for a coach to pursue certification through this option, the candidate must:

- A. Be currently coaching a Branch registered hockey team, and;
- B. Be unable to attend a locally scheduled clinic (exceptional circumstances only).

Equivalency Application Process:

Coaches interested in pursuing this option for certification must apply, in writing, to the Branch Technical Director. Included with the letter of request, the candidate must submit a resume detailing their hockey playing and coaching experiences, which have provided this individual with the necessary skills and abilities to be considered through this option. The resume should also contain relevant educational background.

If the Branch determines that the candidate has suitable experience for participation through this option of completing the **Equivalency Task**, the candidate will be required to pay the Branch registration fee for the Coach Level Program. This fee shall include the following:

- Stream Materials
- Stream Task work
- Task Activity Administration Fee

Upon successful completion of the task and notification from the Branch, the candidate would be registered as a certified coach (certificate and crest to be mailed to the participant).

Branch Technical Directors should ensure that coaches participating in NCCP courses are aware that it is important the Branch is notified when the coach changes addresses within the province or moves to another province.

When a change of address occurs affecting two Branches, an **Inter-Branch Transfer of Records Form** must be completed by the current Branch Technical Director and copies sent to the new Branch Technical Director and transferring Coach.

5.4.2.8 **General Policies**

5.4.2.8.1 Age Requirements

The minimum age for certification in the NCCP is 16 years. Training, through clinic attendance, is permitted for individuals under the age of 16 but these individuals may not be certified until reaching their 16th birthday.

5.4.2.8.2 Clinic Manuals

Each Coach attending a NCCP course should receive the following manual resources:

Intro Coach: Initiation Program Skills Manual, Participants workbook, first four DVD's from the Skills of Gold

Coach Stream: Coach Stream Logbook including pre-task, workbook and post task, Hockey Canada Skills Manual for the age they are coaching and first four DVD's from the Skills of Gold.

Development Stream:

Development 1: Development 1 workbook, Development 1 Reference Guide, Development 1 Post Task and Hockey Canada Skills Manual for the age they are coaching and first four DVD's from the Skills of Gold.

Development 2: Development 2 workbook, Development 2 Reference Guide, Development 2 Post Task and the last four DVD's from the Skills of Gold

High Performance 1: High Performance 1 manual and presentation handouts

High Performance 2: Presentation Handouts

5.4.2.8.3 NCCP Evaluation Requirements

COACH Stream

- Completion of entire clinic and completion of post task

DEVELOPMENT STREAM

Development 1 – None

Development 2 – Completion of ethical decision making on-line task, successful completion of written workbook and Branch supervised field evaluation

HIGH PERFORMANCE 1

- Seminar participation and assignments
- Successful completion of written take home workbook
- Successful completion of Field Evaluation

5.4.2.8.4 Course Pass Status

Exceeds Expectations – full certification

Meets Expectations – full certification

Below Expectations – re-write or further assessment required

5.5 Code of Conduct (Parents)

5.5.1 Any parent of a Hockey Canada player whose conduct in an arena is legitimately deemed to be disruptive and not conducive to the well being of the game, may be banned from such arena(s) as determined by the jurisdiction, Branch/Association, for a specified period of time.

5.5.2 The implementation of this policy should not take place at the local Minor Association level or the local Junior level until the Branch Executive has formally approved the use of this policy. Once a Branch has adopted this policy they shall notify the Manager, Regulations & Member Services.

5.6 Forfeiture Policy

5.6.1 A game is forfeited when:

5.6.1.1 A team does not appear for that game.

5.6.1.2 When a game is declared forfeited due to the non-appearance of the team (Hockey Canada Rule 10.14d), the team in attendance shall be declared the winner and the score recorded as 5-0. The incident shall be reported to the League / Association President to take any further actions as may be authorized in the organization's Constitution, By-Laws, and Regulations.

5.6.1.3 A team refuses to start play (Hockey Canada Rule 10.14).

5.6.1.4 When a game is declared forfeited in accordance with Hockey Canada Rule 10.14c, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending

team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned to the time the forfeit was declared. The incident shall be reported to the League / Association President.

- 5.6.1.5 A team is unable to continue play due to having insufficient players [fewer than a goaltender and three (3) other players].
- 5.6.1.6 When a game is declared forfeited due to a team having insufficient players to continue play, either through injury and/or penalties, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the League / Association President.
- 5.6.1.7 Both teams are unwilling or unable to continue the game.
- 5.6.1.8 When a game is declared forfeited due to both teams being unwilling or unable (insufficient players) to continue the game, the score shall be recorded as 0-0 with no points awarded either team. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the League / Association President.
- 5.6.1.9 A team played a game with one (1) or more ineligible players.
- 5.6.1.10 When a game is declared forfeited due to a team playing with one (1) or more ineligible players, the non-offending team shall be declared the winner and score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. Should the game in question be part of a tournament, the offending team shall automatically be relegated to the final position in any preliminary round robin series (if applicable) or to the final position in the tournament standings. The use of an ineligible player shall be reported to the Branch President.
- 5.6.1.11 In games played under the direct jurisdiction of the Branch (i.e., Branch playoffs), all reports will go to the Branch President.
- 5.6.1.12 In games played under the direct jurisdiction of the HC (i.e., Regional or National playoffs), all reports will go to the Hockey Canada Officer responsible for that level of hockey.

5.7 High Performance Programs

5.7.1 Canada Winter Games (Male)

5.7.1.1 Competitor Eligibility

- Competitors must meet all eligibility requirements outlined in the Technical Package.
- The Canada Winter Games are open to Canadian citizens and landed immigrants.
- The Canada Winter Games are open to amateur athletes who are members in good standing with their provincial and/or national sport organization.
- An athlete's domicile or actual residence must be located, for at least the ninety (90) days prior to the opening of the Canada Winter Games, within the recognized boundaries of the province or territory they are representing.

- Students attending school on a full-time basis outside their province of permanent residence during the year of the Canada Winter Games shall be permitted to compete for either their home province or the province in which the athlete attends school. To be eligible to compete for the province where the athlete attends school, the student must be enrolled on a full-time basis during the specific Canada Winter Games (ie. CWG is in February 2007 than student must be enrolled for 2006-07 academic year) academic year. Proof of full-time student status must be provided by the Chef-de-Mission at the final registration. Schools located in Lloydminster, AB, under the jurisdiction of the Saskatchewan Ministry of Education, are also considered a part of Saskatchewan for Canada Winter Games residency purposes.
- If a non-student athlete attends a recognized national training centre outside his or her province of permanent residence, the athlete is encouraged to represent his or her province of permanent residence; however, if the athlete has resided in the province of the centre for twelve (12) months or more, the athlete could represent the province where the centre is located.
- The eligibility of any athlete that is not clearly established by these rules and by the Technical Package shall be determined by the Sport Committee of the Council. Coaches or PSOs must bring forward to their Chef de Mission and their NSO any unclear cases as early as possible before the competition for forwarding to the Sport Committee.
- Where a team/province/Chef wishes to challenge the eligibility of an athlete on another provincial/territorial team, it is expected that such a challenge will be made as soon as the protesting team knows that an athlete may be ineligible. Every effort must be made to ensure that protests on eligibility are lodged before an athlete competes.

5.7.1.2 Other

- Teams are reminded of the Canada Winter Games Council's regulations concerning advertising on competition uniforms: "Only the uniform manufacturer's name or trademark logo may be worn on team competition uniforms to a maximum size of thirty-two (32) square centimetres."
- The only coaching permitted is by those accredited coaches identified in the Technical Package. Personal coaches of athletes or additional coaches of any type will not receive accreditation and will not have access to competition or training areas.
- We recommend that all teams bring their own team therapist to the Canada Winter Games. The Host Society (organizing committee) is responsible for providing high-quality medical care at a central clinic at the Athletes' Village and at competition and training venues. The Sport Medicine Council of Canada assists the Host Society by providing additional medical practitioners to ensure that French- and English-speaking and male and female persons are available, to ensure that sport-specific medical expertise is available and to ensure that all regions of Canada are represented. Team staff will be permitted to administer initial medical care to athletes if they are a recognized therapist (CATA, NATA). Any further medical care will be performed by the Host Societies appointed Physicians.

5.7.2 Canada Winter Games (Female)

5.7.2.1 Eligibility

- Coaches
Any staff listed as coaches on the official registration form must be fully certified with Hockey High Performance 1 (Hockey Advanced Level) and Level 3 Theory from the National Coaching Certification Program. These coaches must be so certified no later than ninety (90) days before the opening of the Canada Winter Games.

- Competitors
Excluded from the Canada Winter Games are:
 - a) Athletes that have held C or Senior cards (as defined by Sport Canada's Athlete Assistance Program) at any time (for the sport of women's hockey);
 - b) Athletes that have competed for any nation at any Senior World Championships (in the sport of women's hockey).
 - c) Athletes that have competed for any nation at the Olympics (in the sport of women's hockey)

No athlete can be rendered ineligible within 90 days of the opening of the Games due to carding status or national team status (i.e., no athlete will be excluded if they become World Championship or Olympic Team members (in the sport of women's hockey) for the first time or are granted carding status

5.7.3 National Junior Teams

5.7.3.1 Operating Policies

- Practice plans for all camps are to be submitted to Hockey Canada's National Office at the end of any program.
- Coaching staff members are to be the first point of contact to any player being invited to attend a camp or competition.
- All members of the coaching staff must be in attendance when releasing a player from camp.
- At least one (1) coach must attend the post-game press conference immediately following each game of the World Junior Championship.
- Players and staff must attend pre-arranged media and television assignments.
- All schedules and plans are to be initiated by Hockey Canada staff and distributed for approval or alteration by coaching staff members.
- Daily schedule during the World Junior Championship is to be approved by the coaching staff forty-eight (48) hours in advance.
- All staff and players must wear National Junior Team apparel during camps and competition.
- The coaching staff must arrive one (1) day in advance of all camps for proper preparation
- Risk management and Code of Conduct materials will be distributed to both staff and players during camps leading to events.
- Upon being invited to a Canadian National Junior team annual summer development camp, all players must attend the camp or will not be eligible for the National Junior Team.
- Upon being invited to Canada's National Junior team summer development camp, if a player is injured prior to the camp, he still must attend the camp (the duration of the player's stay at the camp would be decided by the coaching staff, and would depend upon the type of injury and the schedule)

5.7.4 Under 17 Program

5.7.4.1 Objectives

- To introduce the most gifted players at this age level to International competition and the pressures, frustrations, and tactics attached to the International games.
- To expose players to high caliber coaching and training methods designed to better prepare them to compete against the top teams in the world.
- To prepare players for the attributes necessary to compete successfully at the higher age levels of the Hockey Canada Program of Excellence.

5.7.4.2 General

- Team Director of Operations shall provide to Hockey Canada a one page document with key dates and plans for the upcoming Under 17 Challenge prior to July 1 annually following the Program of Excellence Seminar.
- It is recommended that all Hockey Canada Regional Teams have a documented and approved Team Policy Manual. Hockey Canada will determine the Table of Contents. The national policies will supersede the regional policies. Director of Operations shall monitor, on a region's behalf, the implementation of the Team Policies and Development Plan.
- Hockey Canada regional teams must submit a final one or two page summary report prior to February 1 annually.
- Players must be born in the applicable calendar year, i.e., program year 1998 B players born in 1982.
- Players must be Canadian citizens or those who have obtained landed immigrant status 90 days prior to the Hockey Canada event.
- Regional teams must be named four (4) weeks prior to the start of the Hockey Canada event unless otherwise advised by Hockey Canada's Director, Men's National Teams
- All regional team members must be Hockey Canada registered members in good standing.
- All regional team members must be available for the entire duration of the Hockey Canada event(s).
- All regional team members are expected to abide by the rules, regulations and codes of conduct established for the event by Hockey Canada. The Hockey Canada Officer in charge will deal with disciplinary action. Discipline may result in expulsion from the event.
- *Players must play for their region of permanent residence as outlined in the Hockey Canada Regulation F3B7. Regulation F3Bb shall not apply.*
- **Men's Under 17 Player Eligibility Policy**

Existing Policy Regarding Residency:

Players must play for their region of permanent residence as outlined in Hockey Canada Regulation F3-a. F3-b shall not apply.

Preamble:

With changing situations regarding residential schools and players playing out of province it has become necessary to update existing policies. Clear policy needs to be created to assist Branches in dealing with players returning to their home province and entering their respective high performance programs. In addition to residential schools the issue of dual citizens and Canadian citizens that are not current members of a branch need to be addressed. It is the intent of Hockey Canada to ensure all Canadian citizens have access to the Program of Excellence at the U17 level. The main principle guiding eligibility of players must be Canadian citizenship. The Program of Excellence in national program designed to identify and train Canadian players to represent Canada in international competition.

Updated Policy:

Players that are attending residential schools (as defined by Hockey Canada) outside their province of permanent residency must compete for their region of permanent residence in Canada as outlined in Hockey Canada Regulation F3, F4, F5. Players returning to their province of permanent residence must be registered by the branch and the player must pay the appropriate fees. Players must be enter the branch high performance program at the initial stage of the program. The player will be added above the maximum number of invited players. Such player will not take the place of branch member at the camp. Players must be available to attend all camps and or events as part of the branch programming. Players must pay all applicable branch program fees and are responsible for all costs related to travel to attending camps/events.

Non Resident Policy:

Players that are not a registered member of a branch and or are not residents of Canada but are Canadian citizens may be permitted access to branch high performance programs by rights of citizenship. If the player resides and goes to school outside of Canada the player may apply to the branch of their most recent membership. If there is no past branch membership then it is the branch will be determined by the province of birth (in the case of Ontario the branch shall be the one closest to their birth town or city).

If a player was not born in Canada and/or was never a registered member of a Hockey Canada branch the player shall apply to the last permanent residence of his Canadian parent. Such player must be registered by the branch and must pay all applicable fees. Players must enter the branch high performance program at the initial stage of the program. The player will be added as an addition above and beyond invited players. Such player will not take the place of branch member at the camp. Players must be available to attend all camps and or events as part of the branch programming. Players must pay all applicable Branch/Hockey Canada fees and is responsible for all costs related to travel to attending camps/events. As part of the high performance program registration process the player must provide a photocopy of their valid Canadian passport.

In the case of a player coming from a family serving in the Canadian Military and living outside of Canada all of the above shall apply expect in the case where the player is attending a residential school in Canada while the parents reside outside Canada. In this case the player shall participate in the branch where the residential school is located. The player will be added above the maximum number of invited players.

Non Eligible Players:

The Program of Excellence is designed to identify and train potential national team athletes. To this end, players that are not Canadian citizens or that have competed in a sanctioned IIHF event for a country other than Canada will not be considered eligible for branch high performance programs as they are not eligible to compete for Team Canada and would therefore be taking the position of a potential national team athlete.

Note:

In the case where a player who is a Canadian Citizen faces a circumstance not outlined in the above policy, the situation shall be reviewed by Hockey Canada's POE Policy Committee in consultation with the applicable branch.

5.7.4.3 Staffing: General

- All staff members must be registered members in good standing with Hockey Canada and its member Branches.
- All staff members must complete a Canadian Criminal Record Check.
- All staff members (excluding the Director of Operations) must be appointed for a minimum of one (1) year and a maximum of three (3) consecutive years.
- No fees shall be charged to a staff member for participation in the program.
- It is recommended that all staff members have previous experience in the Branch Program of Excellence.

5.7.4.4 Staffing: Certification

- Coach
 - ✓ Coaches must have a minimum of Advanced Level (High Performance 1) Certification.
 - ✓ It is recommended that the Head Coach have a minimum of five (5) years' experience at a recognized competitive level by their Branch.
- Trainers
 - ✓ It is recommended that, starting in January 1999, the trainer(s) have qualification as a result of participation / completion of all requirements in the Hockey Trainers' Safety Program.
- Director of Operations (Team)
 - ✓ Must be an authority recognized and approved by the Branch(es) within the region.
 - ✓ Is responsible for the regional team and the official representative of the Branch(es).

5.7.4.5 Each regional, provincial and Branch/Division should be able to fundraise for the Regional Under 17 Team.

5.7.4.6 Any sponsorship initiatives proposed by the Team must receive prior approval by Hockey Canada to prevent conflicts with national sponsors/suppliers. Each regional, provincial and Branch/Division should be able to obtain sponsorship for the Under 17 Team.

5.7.4.7 Equipment: Hockey Canada must inform the regional teams by **Oct 1** prior to the event regarding what equipment will be provided by the national level.

5.7.4.8 Hockey Canada will pay for transportation (air travel) to the site of the tournament for the five (5) Canadian regional teams. The players (or regional teams) will have to pay a per player fee (to be determined and approved annually by the Board of Directors) to participate in the tournament. This revenue will serve to offset the cost of transportation and will be directed to Hockey Canada.

5.7.4.9 That a maximum three (3) day pre-competition camp, including exhibition game(s) as arranged by Hockey Canada, be held prior to international competition, with no regrouping from the end of the selection camp to the commencement of the pre-competition camp. Any desire to extend the length of the pre-competition camp must be made known to Hockey Canada by October 1 of any given year. This request must be made by the regional Director of Operations and addressed to the Director, Men's National Teams.

5.7.4.10 Curriculum/Operations Manual: Hockey Canada provides each region or Branch with an Under 17 technical curriculum resource. This resource is to be used by provincial/regional team staffs for all camps and events. Hockey Canada also provides each Branch with the Under 17 Operating Guidelines. This document provides direction in all areas of the U17 Program and is an important resource for the administration of the U17 Program at the Branch/Regional level.

5.7.4.11 Notes:

- Decisions are subject to By-Law Ten (10) of the Hockey Canada Constitution, By-Laws and Regulations.
- The above policies concern events of Hockey Canada's Program of Excellence and may be superseded by the Canada Winter Games and/or IIHF policies and procedures.

5.7.5 High Performance Code of Conduct

- Hockey Canada is committed to providing a safe environment for all participants, including, athletes, coaches, officials, Hockey Canada staff, parents and volunteers. Hockey Canada is also committed to providing a sport environment that promotes equal opportunity and discourages discriminatory practices. To ensure this atmosphere of safety, respect, equity and fun Hockey Canada has created a High Performance Code of Conduct that sets out overall expectations for participants in its High Performance Program. The Code of Conduct applies to all participants in High Performance events conducted under the exclusive jurisdiction of Hockey Canada as well as IIHF events where Team Canada participates.
- The creation of an overall respectful environment means treating others in a way that shows you care for their physical and emotional well-being. It also means accepting the values and goals of the Hockey Canada High Performance teams and programs. The Code of Conduct has been created to create a respectful environment during all High Performance events.

Please see the document in the Appendix entitled "Hockey Canada High Performance Code of Conduct" for more information.

5.7.6 Player Release and Injury Report Process (NJT and U18)

- Should a camp or a team release a player at any time during a program, the appropriate league shall be contacted immediately to notify them of the situation. Best efforts will be made to contact the General Manager of the Club Team by phone and email.
- Hockey Canada on site staff will make travel arrangements and this information would also be immediately forwarded to the league and the club team.
- Unless otherwise informed, the travel arrangements will have the player return to the club team wherever they may be at the time.
- The on-site program manager will inform Hockey Canada National Office to adjust the insurance package.
- Depending upon the situation, a national release maybe issued by Hockey Canada announcing the release of the player from the team or program. This will be the decision of Hockey Canada.
- Should the player be released due to medical reasons, the on-site program manager will contact the club team by phone, email and fax outlining the specifics of the injury, the treatments performed on the player along with the doctor's report.
- All correspondence will be copied to the appropriate league office.

- Should the player have been drafted by a NHL team, a copy of the medical correspondence with the club team will go to the NHL team.
- Should the player be released due to disciplinary action, the league will be contacted notifying them of this action, the circumstances and any return travel information.

For further information, please see the memorandum in the Appendix 'National Junior Team and U18 Player Release and Injury Report Process'.

5.7.7 Branch Protocol on Co-ordinating International Tours in Canada

5.7.7.1 The following protocol applies to Hockey Canada's National Men's or Women's teams or other International Teams being organized by Hockey Canada to tour in Canada.

- Once all tour request details are confirmed with Hockey Canada, the program staff member will issue a communiqué to relevant Branches where the tour is targeted to take place. This communiqué will be sent only to the Branch Executive Director for distribution within the Branch to the appropriate people. A copy of the communiqué will be provided to the Hockey Canada Officers, President and Vice Presidents.

NOTE: If the International tour is a female event and taking place in Ontario, the OWHA Executive Director is also sent the communiqué.

- The content of the communiqué will differ from tour to tour as details will vary. However, all relevant information will be included, such as:
 - ✓ Date of tour in the Branch
 - ✓ International or National Team(s) confirmed
 - ✓ Name and contact of Hockey Canada staff person
 - ✓ Tour specific details as confirmed by International Federation or Hockey Canada and Branch Action request if required
 - ✓ Hockey Development program details if applicable.
- The playing rules for the event will be IIHF playing rules.
- On-ice officials where possible should be Level 6 certified (male hockey) and Level 4 certified Referee (female hockey), Level 2 or 3 certified linesman (Female hockey) and coordinated through the Hockey Canada officiating office in communication with the relevant Branch RIC.
- A IIHF License may be required
- Suspension guidelines: Should a suspension be required, the duration a player(s) or team official(s) may be suspended will apply only against the tournament or event the team is participating in Canada. A copy of the confirmed suspension shall be sent along with a covering letter by the Hockey Canada President to the President of the applicable National Hockey Federation. The committee that shall review and determine the length of suspension shall consist of: Chairman of the Board or his/her designate, Chair of Local Organizing Group and Director (Staff Person) responsible for the program.

5.7.8 Sledge Hockey

The Sledge Hockey World Championship is an event registered with the International Paralympic Committee (IPC). As sledge is a full member of and operated by Hockey Canada, this team will be recognized and treated as an official Hockey Canada National Team playing in an IIHF World Championship.

5.8 Initiation Program

5.8.1 Initiation Program Implementation

5.8.1.1 The name for pre-novice hockey [under the age of seven (7) years old] shall be initiation.

5.8.1.2 Branches shall clearly show evidence in their constitution and by-laws that they adopt the Initiation Program curriculum in their Branch.

5.8.1.3 Each local minor hockey association shall clearly show evidence in its constitution and by-laws that it adopts the Initiation Program curriculum in its association.

5.8.1.4 Hockey Canada mandates that all on-ice personnel in leadership positions in the divisions of pre-novice shall successfully complete the Intro Coach Instructor Program.

5.8.1.5 Hockey Canada mandates that the Skills of Gold DVD set 1-4 be included in the “**Intro To Coach**” clinic materials

5.8.2 Initiation Program Instructors

5.8.2.1 There is no prerequisite prior to attending an Intro Coach Instructor Clinic.

5.8.2.2 Accreditation as an Intro Coach qualified Initiation Program Instructor will be given immediately upon successful completion of the clinic. Successful completion requires: Compulsory attendance at all modules and no pass / fail criteria.

5.8.2.3 Accreditation as an Initiation Program Instructor will be given individuals sixteen (16) years old or over at the date of the clinic. The Initiation Program recognizes that younger individuals may play key roles in the delivery of the Initiation Program as on-ice assistants and demonstrators. These people are also encouraged to attend an Intro Coach Instructor Clinic.

5.9 Officiating Program

5.9.1 Hockey Canada’s Officiating Program is a program designed to train and educate officials across Canada.

5.9.2 Level 1

- *Purpose:* To prepare a young or new official to officiate Minor Hockey.
- *Registration / Certification:*
 - An individual is certified at Level I with attendance and successful completion of a Level I clinic.
 - An individual must successfully complete a national examination, to be marked and returned prior to the completion of the clinic.

5.9.3 Level II

- *Purpose:* To further enhance the training and skills of Minor Hockey officials.
- *Registration / Certification:*

- An individual must be a minimum of sixteen (16) years of age to obtain Level II status.
- An individual must attend and participate in all sessions of the Level II clinic.
- An individual must obtain a minimum of seventy percent (70%) on a written national examination, to be marked and returned prior to the completion of the clinic
- An individual must pass a practical, on-ice evaluation, performed by a qualified Branch Hockey Canada Officiating Program supervisor.
- *Delivery:*
 - Minimum of eight (8) hours of instruction
 - May be presented over two (2) evenings, or all day on a Saturday or Sunday.
 - NOTES: A novice official, seventeen (17) years of age or older, may obtain Level I and II certification in one (1) year based on ability. This is the only opportunity within the Hockey Canada Officiating Program to accomplish two (2) levels in one (1) year. This is designed to encourage persons with playing or coaching experience to consider officiating.
 - Upon successful completion of the clinic, examination and on-ice supervision, the official should receive a Level II sticker (to be affixed to the certificate received with Level II and certification card).

5.9.4 Level III

- *Purpose:* To prepare officials capable of refereeing Minor Hockey Playoffs, Minor Hockey Regional Playoffs, and Female National Championships, or being linesmen in Junior B, C, D, Senior, and Bantam or Midget Regional Championships
- *Registration / Certification:*
 - An individual must be fully certified at Level II and referee one (1) year at that Level.
 - An individual must attend and participate in all sessions at a Level III clinic.
 - An individual must obtain a minimum of eighty percent (80%) on a written national examination, to be marked and returned prior to the completion of the clinic.
 - An individual must be judged capable of refereeing in Minor Hockey Playoffs.
 - An individual must pass a practical, on-ice evaluation, performed by a qualified Branch Hockey Canada Officiating Program supervisor.
- *Delivery:*
 - Minimum of eight (8) hours of instruction.

- An official at level III will have a thorough knowledge of the Playing Rules and the role of an official.
- Similar delivery options as in Level II although the Level III is usually presented in one (1) day.
- NOTE: Upon successful completion of Level III (clinic, examination, and on-ice evaluation), the official should receive a Level III sticker and certification card.

5.9.5 Level IV

- *Purpose:* To prepare hockey officials capable of refereeing Senior, Junior A,B,C,D, Minor Hockey Regional and National Championships, Female Hockey National Championships and designated Minor Hockey IIHF competition, or being a linesman in Major Junior, Junior A, Senior, CIS, CIAU, CCAA, Inter-Branch and IIHF competition
- *Registration / Certification:*
 - An individual must be fully certified at Level III and referee one (1) year at that level.
 - Attendance at Level IV will be by Branch invitation only. Certification at Level III does not automatically make one eligible for Level IV.
 - An individual must attend and participate in all sessions of a Level IV clinic.
 - An individual must obtain a minimum of eighty percent (80%) on a written national examination.
 - An individual must pass a practical, on-ice evaluation, performed by a qualified Branch Hockey Canada Officiating Program supervisor.
 - An individual must be capable of officiating in any one of the categories as listed under “purpose.”
 - When an official fails the practical on-ice evaluation, certification will not be validated; however, the official may request a second evaluation. The second evaluation will be done at Branch convenience but at no extra cost to the Branch.
- *Delivery:*
 - Minimum of fourteen (14) hours of instruction.
 - Usually presented over an entire weekend.
 - Topic areas for a Level IV clinic are outlined by Hockey Canada’s National Office.
 - Branches are encouraged to contact Hockey Canada’s Manager, Officiating for assistance in staging a Level IV clinic.
 - NOTE: Upon successful completion of Level IV (clinic, examination, on-ice evaluation), the official should receive a Level I sticker and certification card.

5.9.6 Level V

- *Purpose:* To prepare competent officials to referee Major Junior, Junior A, Senior, CIAU, and Inter-Branch Playoffs.

- *Registration / Certification:*
 - An individual must be fully certified at Level IV and referee one (1) year at that level.
 - Attendance at Level V will be by Branch invitation only.
 - An individual must attend and participate in all sessions of the Level V clinic.
 - An individual must obtain a minimum of ninety percent (90%) on a written national examination.
 - An individual must pass a practical on-ice evaluation, performed by a qualified Branch Hockey Canada Officiating Program supervisor.
 - An individual must undergo fitness and skating tests.
 - An individual must be capable of officiating in one of the categories as listed under “purpose.”
- *Delivery:*
 - Minimum of fourteen (14) hours of instruction.
 - Usually presented over an entire weekend.
 - Topic areas for a Level V clinic are outlined by Hockey Canada’s National Office.
 - Branches are encouraged to contact Hockey Canada’s Manager, Officiating for assistance in staging a Level V clinic.
 - NOTES: All officials reaching Level V are required to pass an annual written national examination and fitness test to qualify for Inter-Branch assignments.
 - NOTE: Upon successful completion of Level IV (clinic, examination, on-ice evaluation), the official should receive a Level IV sticker and certification card

5.9.7 Level VI

- *Purpose:* To prepare competent officials capable of refereeing at National Championship finals and designated IIHF competition (i.e., Memorial Cup, Royal Bank Cup, Allan Cup, Hardy Cup, University Cup, CCAA finals, World Championships, Olympics, FISU Games).
- *Certification:*
 - Branch nominations are submitted to Hockey Canada’s National Office and are reviewed by an established selection committee.
 - An individual must be fully certified at Level V (including fitness tests) and referee one (1) year at that level.
 - An individual must attend and participate in all sessions of a Level VI clinic.
 - An individual must obtain a minimum of ninety percent (90%) on a written national examination.
 - An individual must pass a practical on-ice evaluation, performed by a national supervisor.
 - An individual must complete a written assignment assigned by Hockey Canada’s Referee-in-Chief.

- An official that fails the original Level VI examination must request a re-write within the current season (limit is April 30) in writing and accompany the request with a fee of \$50.00
- If an individual fails the supplemental examination, that individual is disqualified from obtaining Level VI status. However, at the discretion of the Referees' Committee and with prior approval from the Branch President and Branch RIC, an official who fails an original supplemental examination may request a second examination, administered for a fee to the official of \$325 (or 50% of the seminar registration fee, whichever is higher).
- *Delivery:*
 - Level VI clinics are held based on national need for Level VIs. Hockey Canada's Manager, Officiating is responsible for the organization of the site and program, establishing criteria and review of the candidates' qualifications.
 - Minimum of four (4) days of instruction.
 - Attempts are made the stage the clinic in conjunction with a major training program or early in the season requesting cooperation from local leagues so officials are able to work scrimmages or games.
 - NOTE: All officials reaching Level VI are required to pass an annual written national examination and fitness test to qualify for Inter-Branch, National and International assignments.

5.10 Research Program

5.10.1 Research Applicability

In order to be considered for support from Hockey Canada, the research must be applicable to some or all of the following:

- Help decision making for national hockey policy;
- Demonstrate potential for coach / athlete development;
- Increase safety / health of hockey participants;
- Have a technological impact on the game;
- Be consistent with the areas of emphasis identified in Hockey Canada's Business Plan;
- Increase the quality and quantity of athletes, coaches, officials, or administrators;
- Provide equality of opportunity to male and female;
- Have a wide / universal application in hockey;
- Increase the number and use of facilities; and
- Contribute to the understanding of the positive impact of the hockey culture.

5.10.2 Sponsorship Criteria

The criteria by which the Research Committee will determine sponsorship are as follows:

- The relevance of the research to Hockey Canada;
- The scientific merit of the project;
- The feasibility of the research methodology;
- The background of the researchers;
- The ease of application to hockey's grassroots;
- The coordination of research completion dates to Hockey Canada needs; and
- The appropriateness and presentation of the project budget.

5.10.3 Funding for Research Projects

Funding for research projects, once approved by the Board, will be provided on the following timelines:

- 50% on the beginning of the fiscal year in which the project is undertaken or within 30 days of the approval of the project by the Research Committee and Officers.
- 50% upon receipt, review, and confirmation by the Research Committee that the research has met the goals and objectives of the project and upon receipt of an appropriate accounting of the dollars received and spent.

5.11 Safety Program

5.11.1 Mandatory Implementation

5.11.1.1 Definition of “Teams” for registration purposes - A group of team officials, at least one of whom must be a coach, with all coaches meeting Branch certification and Speak Out requirements, and one of whom must be qualified in the Hockey Canada Safety Program (HTCP in Ontario). (Does not apply to Senior Recreational teams and Senior teams that do not compete in National or Regional Championship competition, at the discretion of the individual Branches).

And either:

1. a group of not less than 15 registered players, at least two (2) of whom must be goaltenders, who are qualified in one (1) Division and category under Hockey Canada regulations governing age, and other regulations up to the maximum number provided by Hockey Canada regulations for teams eligible for Regional or National Championship.

Or

Where that team does not participate in Regional or National Championship, a minimum number of registered players will be authorized by the Branch.

5.11.2 Implementation Guidelines

5.11.3 Responsibilities

- Hockey Canada shall be responsible for HCSP content, providing master course conductor courses, establishing implementation guidelines, and for administering compliance at Regional / National championships and high performance events.
- The Branch shall be responsible for training course conductors, the delivery of the HCSP, setting sanctions to be levied, approving Hockey Canada team official card for safety people, and for administering compliance at Provincial championships and provincial high performance events.
- Leagues and Local Minor Associations shall be responsible for administering compliance for exhibition, league, playoff, and tournament games.
- The Hockey Canada team official's card for a safety person shall not be approved by the Branch Executive Director without proof of successful completion of the HCSP.
- A coach or manager may meet the requirements of an HCSP-certified team official on the bench. It is not necessary to have a separate individual on the bench as an HCSP- certified team official.
- A team without an HCSP-certified team official shall not be sanctioned to participate in exhibition, league, playoff or tournament games.

5.11.4 Sanctioning Guidelines. Each Branch shall develop own sanctioning guidelines.

5.11.5 Hockey Safety Program

5.11.5.1 The Hockey Canada Safety Program (HCSP) is a program designed to train and educate safety people and team officials across Canada.

5.11.5.2 Clinic Fees: Fees are to be determined by the Branch.

5.11.5.3 Clinic Time Lines: Due to the nature of the program content, Course Conductors are requested to adhere to the TIME LINES for each module of the Hockey Canada Safety Program as outlined in the Implementation Manual.

5.11.5.4 Clinic Size: Due to the importance of quality control within the program, it is recommended that the number of clinic participants does not exceed thirty (30).

5.11.5.5 Inter-Branch Transfer Records: Although this is a national program, standards are set by individual Branches. Qualifications and records may be transferred from one Branch to another. It is the responsibility of the participant to obtain the proper documents from the Branch they are presently in and presenting them to their new Branch for proper processing. If a program participant moves from an Ontario branch to a branch outside of Ontario, their qualification will be determined using the date of completion of the level (1) Hockey Trainer's Certification Program.

5.11.5.6 Minimum Age: The minimum age for any clinic participant is sixteen (16).

5.11.5.7 Program / Clinic Evaluation: All participants must obtain a passing grade of seventy-five percent (75%) on the examination. If a participant does not pass the examination, he/she may rewrite on site with a different examination to achieve a passing grade.

5.11.5.8 Complete / Incomplete Status:

- The Course Conductor in marking the Participants' examinations shall determine complete status based on meeting minimum standards as outlined in the examination marking guide. Failure to meet these minimum standards shall determine the examination "incomplete."
- Course Conductors may, at their discretion, grant incomplete status to any participant who provides answers or generally behaves in a manner that is inconsistent with the values of the Hockey Canada Safety Program.

5.11.5.9 Requalification:

- As a minimum standard HCSP participants must re-qualify in one of the two following formats:
 - A ½ program format every three years as outlined in the HCSP Implementation Manual.
 - A full program every five years.

5.11.5.10 Course Evaluation: All participants must complete the evaluation forms located in the back of the Participant's Manual

5.11.5.11 Attendance: One Hundred percent (100%) attendance is mandatory for qualification in the Safety Program.

5.11.5.12 Equivalency: There will be no equivalencies in the Hockey Canada Safety Program.

5.11.6 **Hockey Helmet Policy:**

- All players within Hockey Canada must wear a CSA-certified hockey helmet and the CSA sticker must remain on the helmet at all times. The following summarizes guidelines related to the application of stickers on the CSA-certified helmet:
- It is recommended that you do not apply anything to the helmet; however, if the user decides to apply materials such as stickers then it is their responsibility to ensure that it meets approval of the helmet manufacturer.
- It is important that the manufacturer instructions for care of the helmet are carefully read and followed to ensure proper maintenance of this piece of equipment.
- For more information, please see the Appendix for the document entitled “Helmet Sticker Policy.”
- It is *RECOMMENDED* that all on-ice participants which would include coaches, and assistants wear a CSA approved properly fastened helmet for all sanctioned on-ice sessions. In all clinics, including National, Branch and association sanctioned, clinic participants *MUST* wear a CSA certified properly fastened helmet for all on-ice sessions.
- Clinics will apply to all certification clinics for Coaching, Initiation and Officiating.

5.12 **Speak Out Program**

5.12.1 **Recognition and Prevention of Abuse Policy**

This Policy sets out the principles and practices of Hockey Canada with regard to abusive behaviour towards participants. Each Branch and Affiliate Association is responsible for adopting a similar policy and adapting it to provincial, regional or local requirements as appropriate.

5.12.1.1 Relationship to *Harassment / Bullying Policy*

Some behaviours which are defined as abuse, when a child or youth’s protection is at risk, can also constitute harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries. Hockey Canada’s *Harassment / Bullying Policy* covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

5.12.1.2 Hockey Canada’s Mission: The mission of Hockey Canada is to lead, develop and promote positive hockey experiences.

5.12.1.3 Statement of Purpose

Hockey Canada 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 Canada 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 Canada 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 Canada is committed to the highest possible standards of care for its participants.

For more information on the Recognition and Prevention of Abuse Policy, please see the documents in the Appendix entitled "Hockey Canada Policy on the Prevention of Harassment, Bullying and Abuse" and "Comparison between Harassment, Bullying and Abuse."

5.12.2 **Bullying/Harassment Policy**

This Policy sets out the principles and practices of Hockey Canada regarding bullying and harassment. Each branch is responsible for adopting a similar policy, adapting it to provincial, regional and local requirements as appropriate.

5.12.2.1 Relationship to *Recognition and Prevention of Abuse Policy*

Some behaviours which are defined as harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries, can also constitute abuse, when a child or youth's protection is at risk. Hockey Canada's Recognition and Prevention of Abuse Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

5.12.2.2 Statement of Purpose

Hockey Canada is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices and bullying.

Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. Bullying involves a person expressing their power through the humiliation of another person. Bullying may be a form of harassment but also has some of its own defining characteristics. The sport setting is one setting in which bullying occurs. In some cases coaches and players use bullying tactics deliberately to motivate performance and to weaken opponents.

Hockey Canada supports the right of all its members, whether athletes, volunteers or employees, to participate in all Hockey Canada activities free from any form of harassment and bullying. Further, Hockey Canada emphasizes the importance of eliminating harassment and bullying in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages harassment and bullying and builds relationships based on trust and mutual respect, is an environment which discourages the abuse of children and youth, and encourages the overall development of the individual.

In order to further these objectives, Hockey Canada will make every reasonable effort to promote awareness of the problem of harassment and bullying among all its members, and to respond quickly and effectively to complaints or disclosures of harassment or bullying.

For more information on the Bullying/Harassment Policy, please see the document in the Appendix entitled "Hockey Canada Bullying and Harassment Policy."

5.12.3 **Speak Out Facilitators**

Hockey Canada Branches recruiting Speak Out facilitators must use the Red Cross screening template, Hockey Canada approved or equivalent. All facilitators must be supervised and evaluated, including the use of workshop participant feedback.

6.0 Operational Policies

6.1 Annual General Meeting

- 6.1.1 The Association shall develop and maintain a hosting manual that shall outline the responsibilities and policies relating to the Annual General Meeting.
- 6.1.2 The manual shall be approved by the Board of Directors.
- 6.1.3 Annually, the Board of Directors shall approve a grant to be paid to the host committee of the Annual General Meeting within the budgeting process. The amount of this Annual General Meeting grant shall be approved annually.

6.2 Appeals

- 6.2.1 The composition of the National Appeals Committee and the Appeal Process are outlined in the Constitution
- 6.2.2 To assist those making presentations to the National Appeals Committee, please see the document entitled 'Appeal Submission Information' which outlines procedures for submission of appeals. This document is located in the Appendix.
- 6.2.3 Regulation K.6(b) interpretation - If the appellant is going to attend a well established educational (preparatory) institution that is registered with USAH and has a legitimate hockey program and the parents of the appellant and the Branch are willing to support this move, then this should be interpreted as an exemption to Regulation K.6(b) and the National Appeals Committee should be able to approve only this type of appeal under this interpretation.

6.3 Board Dress Code

- 6.3.1 Hockey Canada Board members will wear their Hockey Canada blazers and appropriate neckwear, unless otherwise advised, at:
- The first formal session of Board meetings and the Closing Plenary Session of the AGM.
 - On-ice presentations during Regional and National Championships, Canada Winter Games and international games.
 - Hockey Canada media conferences.
 - Championships they are supervising (at their discretion).
 - All other meetings shall be deemed to be working sessions and business casual attire shall be the accepted standard. Should a special function take place at any meeting where a variation in these standards of attire is expected, all delegates will be notified of the change in the Notice of Meeting.
- 6.3.2 Branches and Councils are free to strengthen these requirements for members of the Branch or Council.

6.4 Bonding for Officers and Staff

- 6.4.1 All representatives of Hockey Canada responsible for handling cash shall be insured by a fidelity bond for not less than Twenty-five Thousand Dollars (\$25,000).
- 6.4.2 The insurance policy for the fidelity bond shall be at the expense of this Association.

For more information on bonding, please see By-Law 4 (Section B and E) in the current copy of Hockey Canada's Constitution.

6.5 Breakaway Store

6.5.1 Hockey Canada shall operate a "Hockey Resource Centre" known as BreakAway; the official store of Hockey Canada for the purpose of generating revenue to be used at the discretion of this Association.

6.5.2 Pricing:

- General merchandise shall be priced based on the formula, cost + 100%.
- Branch material shall be priced based on the formula, cost + 50% + overhead (warehousing, shipping, etc.).
- Price discounts shall be determined from time to time by the Manager of BreakAway in accordance with the approved budget.
- Promotional licensed merchandise shall be charged back to the staff's respective budgets at cost + shipping

6.6 Co-Ed Dressing Rooms

6.6.1 Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

- Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.
- Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
- Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
- At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:
 - ✓ Females and males will change in separate rooms
 - ✓ Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - ✓ The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - ✓ The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
 - ✓ When necessary, due to facility limitations, showering shall be done in shifts with the gender in the majority showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

6.7 Code of Conduct (Administrators)

Hockey Canada adheres to the following Code of Conduct. As a hockey administrator you should display leadership by adhering to the following principles:

- 6.7.1 Ensure that equal opportunities for participation in hockey are available to all people, regardless of ability, race, gender, age or handicap.
- 6.7.2 Involve the participant in planning, leading and evaluating the game.
- 6.7.3 Ensure that the game does not become primarily spectator entertainment.
- 6.7.4 Ensure that equipment and facilities meet safety standards and are appropriate for the maturity level of the participant.
- 6.7.5 Remember that play is done for its own sake. Downplay the importance of awards.
- 6.7.6 Distribute a code of ethics for fair play to spectators, coaches, players, officials, parents and the media.
- 6.7.7 Ensure that parents, coaches, sponsors, physicians and participants understand their authority and their responsibility for hockey fair play.
- 6.7.9 Offer clinics to improve the standards of coaching and officiating, with emphasis on fair play.

For more information on Codes of Conduct, please see the Appendix for the booklet entitled "Safety Requires Teamwork" for a section entitled "Fair Play Codes."

6.8 Consent for Criminal Record Search

- 6.8.1 All members of Hockey Canada's Board of Directors, full-time staff and any other individuals who will act in an official capacity on the association's behalf, including Hockey Canada Representatives at international, national, and regional events, team officials (including but not necessarily limited to coaches, trainers, managers, team leaders) for the National Men's, National Women's, National Junior, National Women's Under 22 Team, and National Under 18 teams will agree to undergo a criminal record check utilizing the appropriate Hockey Canada process. Costs to be subsidized by Hockey Canada.
- 6.8.2 Hockey Canada recommends that all member Branches consider adopting a similar policy concerning criminal record check searches, as outlined above. This may include the provision that all members of a Branch Board of Directors, Branch full-time staff and all other individuals who will act in an official capacity on a Branch's behalf, including Master Course Conductors, Branch Representatives at events and team officials (including but not necessarily limited to coaches, trainers, managers) of Under 17, Canada Winter Games, and other Branch representative teams, undergo a criminal record check, and, where applicable, a Child Abuse Registry check, with costs to be subsidized by the Branch.
- 6.8.3 Hockey Canada recommends that all member Branches also consider suggesting to their membership that all team officials (including but not necessarily limited to coaches, trainers, managers) of teams which may advance to Inter-Branch competition or are travelling to USA Hockey or another IIHF member federation, have completed a criminal record check, and where applicable, a Child Abuse Registry check, with costs to be subsidized by the Branch and/or local clubs/minor hockey associations.
- 6.8.4 Hockey Canada recommends that all member Branches also consider suggesting to their membership that all team officials (including but not necessarily limited to coaches, trainers, managers), Initiation and Skills Program

instructors, minor hockey association and club system Board members, and any others, who, through their duties on behalf of a minor hockey association, may work directly with children and adolescents, undergo a criminal record check and where applicable, a Child Abuse Registry check with costs to be subsidized by the minor hockey association and/or club system.

Please see the document entitled "Procedures for Criminal Record Search" located in the Appendix.

6.9 Copyright

- 6.9.1 All original hockey resource materials of the Association automatically receive copyright protection and shall be registered with the Canadian Intellectual Property Office (CIPO) to formalize the copyright protection afforded by Canadian legislation. The copyright notice shall be printed on all material produced by Hockey Canada. Two copies of all print, video and audio resources are required to be placed in the National Library of Canada and as such, all original works produced by Hockey Canada are submitted by the Manager of BreakAway.
- 6.9.2 Any member who breaches the copyright protection shall be subject to suspension by majority vote of the Board of Directors and may be subject to legal action by this Association.
- 6.9.3 Any non-member who breaches the copyright protection shall be subject to legal action by this Association.

6.10 Elections

- 6.10.1 The procedures for the nomination and election of individuals to the Board are outlined in the Constitution.
- 6.10.2 Nominations will be advertised through an Action Bulletin issued in December and will include a timeline for nomination:
- January 31 – All incumbent are to declare their respective intentions for the upcoming elections to the Nominating Committee. (No nominations will be accepted from anyone other than incumbents prior to this date.)
 - February – Bulletin to be issued outlining the positions that are subject to elections, requesting nominations for elections, and advising of the intentions of the incumbents. Nomination forms will be attached to this bulletin.
 - Nominations are to be in and the Board advised as per the timelines outlined in the Constitution.

6.11 Events

- 6.11.1 Hockey Canada National Championship Events include the following:
- National Women's Hockey Championship
 - National Men's Midget Hockey Championship
 - National Junior A Hockey Championship
 - National Senior Men's Hockey Championship
 - National Women's Under 18 Championship
- 6.11.2 Each Hockey Canada Domestic Event shall have Bid Guidelines sent out two seasons prior to the date the event is to be hosted (i.e. 2004-05 Event, Guidelines sent in 2002-03 season).
- 6.11.3 The selection process for the respective events is described in detail in the Bid Guidelines. Ratification of site selections shall be made at Hockey Canada's Annual General Meeting two years prior to date of Event.
- 6.11.4 The Event Agreement/ Contract must be signed by Hockey Canada, the Host Committee and the Host Branch prior to any official announcement of the event. Signing of said agreement/ contract shall take place during the

Bid Process, or no later than 6 weeks following Hockey Canada's Annual General Meeting at which it has been ratified.

- 6.11.5 A Hosting Manual shall be created and amended yearly by Hockey Canada's Director, Marketing Services and Events. It shall be sent to each Host Community, no later than September of the year prior to the event.
- 6.11.6 Hockey Canada shall name the Hockey Canada representatives for all national and international championships and will be responsible for their expenses.
- 6.11.7 Branches shall recommend, to the appropriate Officer, the Hockey Canada representatives for all regional playoffs leading to a national championship. These representatives will normally be the Branch President or the Branch Council Representatives for the host Branch(s). If they are not available the Branch shall recommend suitable substitutes. Expenses will be the responsibility of the Branch(s). In special circumstances where the Hockey Canada Chair finds it necessary to assign an outside person as the Hockey Canada representative, then Hockey Canada will assume responsibility for expenses.
- 6.11.8 Branches shall name the designated Hockey Canada representative for regional championships to assume the responsibilities outlined in the regional championship contracts. The host Branch shall be responsible for expenses.
- 6.11.9 All Hockey Canada representatives for regional playoffs and championships shall be named and approved by the Hockey Canada Chair prior to the semi-annual meeting. Replacements after that date shall be made by the Officer in charge of that level of hockey in conjunction with the respective Branch President, approved by the Chair, and communicated to the Director, Marketing Services and Events.

6.12 Fees and Assessments

- 6.12.1 Each Branch shall pay an annual participant membership assessment, which shall be determined by Hockey Canada's Board of Directors, to the Association, c/o the Senior Vice-President, Finance.
- 6.12.2 An invoice will be issued annually by Hockey Canada, on or before November 1st to its Branches based on the previous year's participant membership numbers. The first payment, based on fifty percent (50%) of the invoice, will become due and payable to Hockey Canada on December 1 with the second payment becoming due and payable on April 1. Branches are required to provide a final year end reconciliation of their current year's participant membership numbers and fees by April 30th and are required to make a final payment to Hockey Canada should their numbers increase or invoice Hockey Canada should numbers decrease over the prior year's numbers. The above invoice will also reflect the Annual Referee assessment fees as well as Mentorship fees when approved by the Board.
- 6.12.3 A Branch which does not pay such membership and assessment fees by April 1 shall be notified in writing within seven (7) days by the Senior Vice-President, Finance. Voting privilege shall be forfeited by the offending Branch at any meeting of this Association or the Board of Directors until such membership and assessment fee is received. Expenses incurred by an offending Branch attending these meetings after April 1 shall not be paid. Failure to pay within three (3) months will automatically entail loss of membership to the offending member.
- 6.12.4 Any proposals for an increase in the participant membership assessment shall be given one year in advance of its implementation.
- 6.12.5 Insurance fees will be invoiced in the same manner as assessments. The first payment, based on fifty percent (50%) of the invoice, will become due and payable to Hockey Canada on November 15 with the second payment becoming due and payable on December 15. Branches are required to provide a final year end reconciliation of their current year's participant insured numbers and fees by April 30th and are required to make a final payment to Hockey Canada should their numbers increase or invoice Hockey Canada should numbers decrease over the prior year's numbers.

For more information on Fees and Assessment, please see the current Constitution.

6.13 Financial / Expenses

6.13.1 Budget and Operations Surplus Policy

- Commencing with the 1998-99 fiscal year, the following will apply to the Budget of Hockey Canada:
- The Budget should project a positive difference between Revenues and Expenses.
- The following numbers placed in the budget will be sound when judged against the following:
- The anticipated revenues will be either secured or backed by research and documented facts.
- The projected expenses will either be based on known costs or backed by research and documented facts.
- Budget performance will be judged against approved expenses. Major expenditures over and above budgeted amounts, notwithstanding revenue increases, will require prior approval of the Finance Committee.
- The budget should not be dependent upon the monies coming from the highest possible placement in international tournaments and world championships.
- The budget should not be dependent upon monies coming from hosting world championships or special events.
- Positive differences (annual surpluses) existing at the end of each fiscal year will be deposited in total to the Pillar Funds, as described in section 6.18. The Finance Committee will determine the date and means of such deposits.

6.13.2 ARCs Surplus and Deficit Policy

Any surpluses and/or deficits generated by the Atlantic Regional Centre will be maintained within the Centre's financial statements, and not transferred to the general operations of Hockey Canada, subject to a full analysis of Centre financial statements. Note that it is expected that the ARC will operate at a breakeven at minimum.

6.13.3 Expenses

- The expenses of delegates and representatives of this Association are paid in accordance with By-Law 9 of the Constitution. The specific authorized expense for travel is \$0.50 per kilometre. The specific authorized per diem is \$65 per day, broken down as follows: Breakfast \$15, Lunch \$15, Dinner \$25, and Incidentals \$10.
- Expense claims must be submitted on the approved form within ninety (90) days of the meeting or event.
- All expenses for volunteer members shall be approved by the Chair of the Board or his/her designate. Any attendance at events or meetings by volunteers outside of the standing meetings and parameters of the approved budget, are to be approved by the Executive Vice-Chair.
- All expense claims must be supported by receipts and appropriately substantiated.
- Officers are further entitled to:
 - ✓ Parking.
 - ✓ Ground transportation (taxi, shuttle bus) to and from airports and place of residence, or meeting place.
 - ✓ Rental cars if appropriate.

- ✓ Claims for telephone, fax, cellular, postage and courier expenses on condition that they can produce receipts for said expenses, including copies of telephone bills, and invoices for other charges. Claim for these expenses should be made on a separate form from meeting expenses. A monthly allowance in lieu of providing details of the above expenses can be arranged between the delegate and the Senior Vice-President of Finance.
 - ✓ An annual allowance of \$500.00 for the purpose of computers and associated equipment.
- Branch President expenses will be for a maximum of two (2) days for the Planning meeting, Semi-Annual Meeting, or any Special Meeting called by the Chair of the Board, and to a maximum of four (4) days for the Annual General Meeting. There may be circumstances where a representative has a legitimate claim in excess of the days listed above; however, the individual must have any additional days approved in writing by the Senior Vice-President, Finance, in advance. Any meals provided by HC cannot be claimed as part of the meal allowance.
- Council Representatives and Directors are further entitled to:
 - ✓ Parking.
 - ✓ Ground transportation (taxi, shuttle bus) to and from airports and place of residence, or meeting place.
 - ✓ Rental cars if appropriate.
 - ✓ Claims for telephone, fax, cellular, postage and courier expenses on condition that they can produce receipts for said expenses, including copies of telephone bills, and invoices for other charges. Claim for these expenses should be made on a separate form from meeting expenses. A monthly allowance in lieu of providing details of the above expenses can be arranged between the delegate and the Senior Vice-President of Finance.
- Council Members expenses will be for a maximum of two (2) days for the Planning meeting, Semi-Annual Meeting, or any Special Meeting called by the Chair of the Board, and to a maximum of four (4) days for the Annual General Meeting. There may be circumstances where a representative has a legitimate claim in excess of the days listed above; however, the individual must have any additional days approved in writing by the Senior Vice-President, Finance, in advance. Any meals provided by HC cannot be claimed as part of the meal allowance
- Branch Representative - Reimbursement will be made for the following persons attending Hockey Canada meetings:
 - ✓ Special Meeting - One (1) delegate per Branch unless circumstances dictate otherwise and are approved by the Chair of the Board.
 - ✓ Planning Meeting - One (1) delegate per Branch.
 - ✓ Semi-Annual Meeting - One (1) delegate per Branch.
 - ✓ Annual General Meeting - Seven (7) delegates (6 for the ODHA and HNO).
 - ✓ Fall Council Meetings - One (1) delegate per Council.
 - ✓ In all cases, Branches will be permitted to send Observers beyond the numbers listed above, and every attempt will be made to house the Observers in the host hotel. However, all expenses for these individuals will be the responsibility of the Branch
- Committees - On appointment to a Committee, members when attending meetings or conducting work on behalf of the Association, shall be entitled to:
 - ✓ Parking.
 - ✓ Ground transportation (taxi, shuttle bus) to and from airports and place of residence, or meeting place.
 - ✓ Rental cars if appropriate.
 - ✓ Claims for telephone, fax, cellular, postage and courier expenses on condition that they can produce receipts for said expenses, including copies of telephone bills, and invoices for other charges. Claim for these expenses should be made on a separate form from meeting expenses.

6.13.4 Interest on Overdue Invoices

Interest may be charged on over-due invoices at the discretion of the Officers on recommendation from the Finance Committee.

6.13.5 Payment for Technical Materials

- Technical materials which have been distributed to the branches at the beginning of the season are to be paid as follows:

November 1	50%
February 1	50%

- Any materials ordered after the November 1 date is to be paid within 30 days of invoice date.

6.13.6 Funding of Research Projects

- Funding for research projects, once approved by the Board of Directors, will be provided on the following timelines:
 - ✓ 50% on the beginning of the fiscal year in which the project is undertaken or within 30 days of the approval of the project by the Research Committee and the Officers.
 - ✓ 50% upon receipt review and confirmation by the Research Committee that the research has met the goals and objectives of the project and upon receipt of an appropriate accounting of the dollars received and spent.

6.14 Gifting Policy

6.14.1 This policy is aimed at providing a consistent approach to gifting various committee members and representatives within Hockey Canada.

6.14.2 Gifting is coordinated and set under direction from the Chair of the Board and President, Hockey Canada.

6.14.3 Gifting of committee members will be done at one time during the year, with the gift being consistent to all committee members, who will receive only one gift regardless of the number of committees they serve on.

6.14.4 Special workshops and seminars (ie. Course conductors, councils, marketing seminar, etc) shall receive consistent gifting to avoid comparisons amongst the various events.

6.14.5 Gifting for Hockey Canada sponsors and National and International Championship host committee chairs and their executive committees shall be coordinated through the Senior Vice President, Finance or the COO and approved by the President after consultation with the Chair of the Board.

6.14.6 Any additional ad-hoc requests will be coordinated through and approved by the appropriate members of the Executive Committee in consultation with the Chair of the Board.

6.15 Hockey Canada Representation on Other Sport Federations' Boards

6.15.1 Hockey Canada, through invitation, may be requested to sit as members, ex-officio members, or advisors on Boards other than its own.

6.15.2 The Chair of the Board and the President shall appoint individuals to represent Hockey Canada on these Boards and identify annually (June) the expectations of each member and the responsibilities associated with representing the association on an external Board.

6.16 Hockey Canada Trademark

6.16.1 Hockey Canada is the registered owner of several trademarks and retains all rights and privileges associated with the Canadian and international registration for these trademarks. To protect its use in Canada and abroad, Hockey Canada's primary trademark has been registered domestically and internationally; the remaining trademarks have been registered in Canada only. The use of the Hockey Canada name and trademark, in whole or in part, is strictly prohibited for commercial use without the expressed written permission of Hockey Canada. As has been the practice in the past, Hockey Canada will make its name and trademark available, on a non-commercial basis, provided prior written approval has been received from the Director, Marketing Services & Events of Hockey Canada.

6.16.2 As a member of Hockey Canada, each Branch Association has the privilege of utilizing the primary trademark in an EDITORIAL or MEDIA capacity. This form of application includes non-commercial use on items such as stationery, newsletters, communiqués, journalistic publications, website, etc.

6.16.3 Two (2) samples of all editorial based material on which the Hockey Canada trademark is to be applied, must be provided to the Director, Marketing Services & Events, for a final sign-off prior to production. A time frame of forty-eight (48) hours should be allowed to complete the approval.

6.16.4 There is no charge to have the mark in a digitized format (PC or Macintosh).

6.16.5 Hockey Canada has entered into a number of contractual relationships to bring the primary trademark into the retail marketplace through a variety of consumer goods and/or services. This step has created a commercial LICENSING Program both in Canada and abroad.

6.16.6 Licensees have been granted the privilege of applying the trademark of the Association and its national teams, to goods destined for retail and/or promotional use.

6.16.7 Branches may contact the licensees directly to discern eligibility to establish a commercial account. If successful, goods may be purchased through the Branch account.

6.16.8 Hockey Canada trademarks are not to be utilized in any manner whatsoever without the express written consent of Hockey Canada. Direct all intended applications of these marks, in any form whatsoever, to the Director, Marketing Services & Events

6.16.9 Where corporations or third parties have participated in unauthorized use, that any agreed-upon settlement less the costs of protecting the trademark rights be placed in the Canadian Hockey Foundation.

6.17 Insurance

6.17.1 Policies to direct the Insurance Program shall be approved by the Board of Directors annually.

6.17.2 Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, Canadian Hockey Safety Program personnel, official and volunteer involved in Hockey Canada sanctioned hockey activities.

6.17.3 The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs

6.17.3 Hockey Canada claim forms are available through local minor hockey associations or Branch offices.

For more information, please refer to “Safety for All” and “Safety Requires Teamwork at www.hockeycanada.ca

6.18 Investments

6.18.1 Purpose

- This statement of investment policies, procedures and guidelines (The “statement”) has been adopted to provide broad investment guidelines for the management of the Hockey Canada Financial Pillars Funds (the “Funds”)
- The Funds were established for the investment of the following assets:
 - ✓ The Operations Fund
 - ✓ The Growth Fund.
 - ✓ The Insurance Rate Stabilization Fund
 - ✓ The Facilities Reserve Fund
 - ✓ The Branch Support Reserve Fund
- The purpose of the policy is to formulate those investments, principles, and guidelines which are appropriate to the needs and objectives of Hockey Canada (the “Association”) in a manner conforming to the requirements of the individual funds.
- This policy may be changed or modified at any time by the Officers. Any such change will be promptly communicated to the manager(s).
- Any manager or other agent or advisor providing services in connection with the investments will accept and adhere at all times to this policy.

6.18.2 Types of Funds

- Operations Fund

The Association has been fortunate to have a history of generating annual surpluses from its operations. The growth of the organization has increased its need to carry larger surpluses in order to meet the large fluctuations in the Association’s cash flow requirements to carry out the activities of the Association and its Branches. From time to time, an excess of cash is on hand and the surplus funds are invested in order to provide cash flow and ensure there are no significant increases in assessments at least through 2010, as per the Association’s Board.

- Growth Fund

As a result of a settlement with Hockey Canada, the Canadian Amateur Hockey Association received \$750,000 which was set up in the Growth Fund. From time to time, as the operations of the Association generated healthy surpluses from hosting of international events, such as the World Junior Championships, the Board approved the transfer of excess surpluses into the Growth Fund. The purpose of the fund is to hold these surpluses in an investment account thus generating income over and above what would be received in traditional Fixed Income vehicles. By means of a board motion from the 2007 Hockey Canada AGM, this fund has been capped at \$10,000,000, subject to any further decision of the Board. The appropriate asset mix will be determined by the Finance Committee based on recommendations from the Investment Policy Committee as discussed in Section 6.18.3.

- The Insurance Rate Stabilization Fund

The Insurance Rate Stabilization Fund was established to provide a cushion against significant increases in insurance costs invoiced to the branches. The Board of Directors has established a target of \$5,000,000 for

this fund with contributions to come from surpluses generated by the Health Benefit Trust and the Equity Fund. The appropriate asset mix will be determined by the Finance Committee based on recommendations from the Investment Policy Committee as discussed in Section 6.18.3

- The Facilities Reserve Fund

The Facilities Reserve Fund was formed to provide funding firstly to support the funding requirements for a new office facility for Hockey Canada and secondly to aid in establishing a plan for the refurbishing of older arenas and building of new arena where required. The Board of Directors has determined the fund will have a target of \$8,000,000 with contributions to come from operational surpluses. The appropriate asset mix will be determined by the Finance Committee based on recommendations from the Investment Policy Committee as discussed in Section 6.18.3

- The Branch Support Reserve Fund

The Branch Support Reserve Fund was established to allow for a transfer of a portion of Hockey Canada operational surpluses to a fund that will help support the operation of its branches. The Board of Directors has determined this Fund will feature a minimum balance of \$2,000,000 with a maximum target of \$8,000,000 with contributions to come from operational surpluses. Annual earnings of the Fund will be allocated to each of Hockey Canada's branches based on a formula to be determined by the Association's Board. Funding will be directed to initiatives approved by the Board. The appropriate asset mix will be determined by the Finance Committee based on recommendations from the Investment Policy Committee as discussed in Section 6.18.3

6.18.3 Organization and Allocation of Responsibilities

- An Investment Policy Committee (the "Committee") will be formed to determine the appropriate asset mix for each fund based on the stated objectives and resulting risk tolerance for each. The Committee will be comprised of the Senior Vice President, Finance, the Director of Finance, a member of the Finance Committee and 3-4 external participants to be determined at a later date. These external members will be selected based on their detailed knowledge of investing strategies, current market conditions, and emerging trends. The Committee will initially meet as required and subsequently, at least annually to review investment policies with a view to market conditions at that time. Note that the Committee will not have the ability to set policy, but may only make recommendations to the Finance Committee.
- The Officers will:
 - ✓ Approve the Investment Policy Committee.
 - ✓ Report formally to the Board once a year on the general performance of the assets held in the funds.
 - ✓ Approve the investment objectives and policy statements; and
 - ✓ Approve the selection and retention of the external, professional investment manager(s) when satisfied as to their suitability and competence.
- The Investment Policy Committee will:
 - ✓ Recommend investment objectives and policies to the Officers.
 - ✓ Recommend the selection and retention of the investment manager(s) to the Officers.
 - ✓ Review, monitor, administer, and supervise all investment activities of the Funds.
 - ✓ Consult with the managers of the various funds.
 - ✓ Report regularly to the Officers.

6.18.4 Investment Objectives Policies, and Return Expectations

- Generate an optimal real rate of return while, at the same time, emphasizing the preservation of capital and appropriate equity is the primary objective of the Funds. The Officers, on the advice of the Committee, adopt the investment policy summarized in this statement that it believes best achieves these objectives.

- The Fund's asset-mix policy will be adopted after evaluating the mandate and restrictions for each of the Funds. Factors valuated before adopting the asset-mix policy include:
 - ✓ The long-term objective of each Fund;
 - ✓ Constraints on the investment for each Fund; and
 - ✓ The liquidity requirements.
- The following long-term asset-mix policy has been adopted: equity - 40%; debt - 60%.
- Rate of return expectations will be formulated based on a normal equilibrium capital market environment by reference to long-term historical returns tempered by current market conditions. Within this framework, the return on equity investments is expected to exceed the return on debt investments by three percent (3%) over the long term while current market conditions suggest a four percent (4%) real return on debt.
- Fund assets will be actively managed with the expectation of earning additional value over the long term. It is recognized and accepted that there is a risk that active management may produce returns below that which could be earned from passive asset management.
- From time to time, the asset classes may be further subdivided or changed.
- This investment policy will be re-examined periodically in light of significant changes in any of the following:
 - ✓ The long-term objective of one or more of the funds.
 - ✓ Constraints on one or more of the funds.
 - ✓ Long-term capital market prospects.
 - ✓ Risk tolerance.
 - ✓ Liquidity requirements, or
 - ✓ Any other factors considered relevant by the Committee.

6.18.5 Investment Categories:

- Investments may be made in any of the following investment categories:
 - ✓ Canadian common stocks, warrants, or rights including, but not limited to:
 - (I) Those listed on a recognized stock exchange;
 - (ii) Debt converted into equity.
 - ✓ Non-Canadian common stocks, warrants or rights including:
 - (I) Those of US corporations;
 - (ii) Those of non-US corporations.
 - ✓ Bonds, debentures, notes or other debt investments including mortgage loans and mortgage-backed securities of government or corporations.
 - ✓ Guaranteed investment contracts or equivalent financial investment of insurance companies, trust companies, banks or other eligible issuers.
 - ✓ Annuities, deposit administration contracts or other similar investments issued by an insurer authorized to carry on insurance business in Canada.
 - ✓ Term deposits or similar investments issued by trust companies, banks, or other deposit-making institutions.
 - ✓ Cash or money-market securities issued or guaranteed by governments or incorporations rated A-1.

For the purpose of this policy, "government" includes federal or provincial and their related agencies provided that the securities of such agencies are guaranteed by the respected governments.

6.18.6 Valuation of Securities not Regularly Traded Liquidity of Investments

- It is expected that the securities held in the Fund will have an active market and therefore valuation of the securities held in the Fund will be based on their market values.

- If a security held in the Funds does not have an active market, then it will be valued at least annually by the custodian using a discount rate composed of an estimate of the risk-free real rate of return, an estimate of expected inflation, and a risk premium commensurate with the uncertainty of the investment's future income stream.
- Alternatively, at the custodian's discretion, an appraisal of the value of such securities may be obtained at least annually from an independent appraiser who is qualified to appraise the value of the asset.
- The value determined by the custodian will be deemed final.

6.18.7 Securities Lending

- The committee may enter into securities loan agreements provided the program is pursuant to an arrangement and agreement with the custodian or an associate trust institution.
- The market value of the collateral held for securities lent must be not less than the greater of One Hundred Five percent (105%) of the aggregate market value of all securities lent and the aggregate market value required by the applicable legislation pertaining to the lending of securities by registered pensions plans, subject to daily marketing to market.
- Any contract outlining the terms and conditions of a securities loan must include an indemnity clause with the associated custodian, in case of default by the broker borrowing the securities.

6.18.8 Conflict of Interest

- Except as permitted by law, no officer, employee, actuary, advisor, auditor, expert lawyer, portfolio manager, or other person appointed to carry out duties and responsibilities on behalf of the Association will knowingly permit his/her interest to conflict with his/her duties, powers in respect of the Funds.
- A conflict of interest exists if any person has or acquires a pecuniary interest, direct or indirect, in any matter for which the investment fund is concerned or may benefit from knowledge of participating in, or by virtue of an investment decision, or holding of the investments.
- Should a conflict of interest occur, the person involved shall, immediately, disclose this conflict of interest to the Investment Policy Committee who will decide upon a course of action. Any such person will abstain from any decision-making with respect to the area of conflict unless otherwise determined by the Committee.
- The Committee may not enter into transaction (regardless of whether it is nominal or immaterial) with a related party except that the Board may obtain required administration or operational services from the Association if the terms and conditions of the services are not less favourable than market terms and conditions.

6.19 National Arena Database Distribution

6.19.1 The national arena database has been created with the cooperation of Hockey Canada, the Canadian Recreation Facilities Council (CRFC) and the Provincial/Territorial Recreation Facilities Associations. The following will be the policy with regard to the distribution and use of the database information.

6.19.2 The Database

The database will be maintained at the Hockey Canada Ottawa office and is the property of the Provincial/Territorial Recreation Facilities Associations and Hockey Canada.

6.19.3 Information Use/Dissemination

The information contained in the database will be made available for use and distribution to the following organizations, provided they identify in writing that the information will be used only by them in accordance with the guidelines outlined below:

6.19.4 Provincial/Territorial Organizations

- Each Provincial/Territorial Recreation Facilities Association will have access to an electronic database file of the information regarding their Province/Territory that has been entered into the National database.
- Each Provincial/Territorial (P/T) member organization has the right to use the information regarding their Association in any manner they deem appropriate.
- Unless otherwise specified herein, information from the database regarding a Province/Territory will not be made available to another Province/Territory without written permission of the Province/Territory to which the information applies.

6.19.5 Hockey Canada

The list of arenas will be made available to all Hockey Canada offices and to the Hockey Canada Branch within each Province/Territory, provided the Branch agrees that it will follow the information use/dissemination policies stated herein.

The database information provided to Hockey Canada and its affiliates will be used for the following purposes:

- The planning of events under Hockey Canada and their respective Branches, including domestic and international tournaments, promotional events and high performance events.
- The distribution of educational messages and other relevant information to arena facilities including:
 - ✓ Safety and risk management messages.
 - ✓ Promotional materials related to Hockey Canada development programs.
 - ✓ Promotional materials related to domestic and international events and championships.
 - ✓ Information relevant to facilities, such as rule changes affecting the playing area.
 - ✓ The creation of an Online Event System so that individuals that want information on a game and the location of a hockey arena can access this information online.

6.19.6 Canadian Recreation Facilities Council (CRFC)

From time to time, in order to represent and act on behalf of its provincial and territorial members, the CRFC will be given authority to distribute information contained in the database. This information will only be distributed to Federal Government Departments and other Non Government Agencies, provided they are advancing the work of the CRFC and its members.

6.20 Hockey Canada Registry

6.20.1 The following policy statements will provide the guidelines and standards for the implementation and use of the Hockey Canada Registry.

6.20.2 The Hockey Canada Privacy Policy, as approved by the Board of Directors, shall govern the use of any and all data collected.

6.20.3 The Branches of Hockey Canada shall at all times retain ownership and control of any and all data in the National Registry specific to their representative Branch.

6.20.4 Specific data will be provided to Hockey Canada to be used solely for the following purposes:

- To provide the data needed to assist Hockey Canada in meeting its Board of Directors
- To assist and provide the data needed to support and conduct Hockey Canada / Branch specific research
- To assist Hockey Canada in reconciling and verifying the data associated with registration, insurance, player transfers, etc

6.20.5 There will be no commercial use of the data in any way, shape or form unless expressly agreed to by, and in partnership with, the Branch(s).

6.21 Official Languages

6.21.1 Hockey Canada is committed to bilingualism and the two (2) official languages of Canada. All meetings of the Board of Directors will feature simultaneous translation, and all important communications such as press releases and specified bulletins, should be translated. In addition, all publications will be provided in both official languages. If there are any discrepancies or disputes as to whether or not a document requires translation, determination will be made by the Director of the department to which the document applies.

For more information on Official Languages Policy, please see the document entitled "Official Languages" (Decision Chart) located in the Appendix.

6.22 Privacy Policy

6.22.1 Hockey Canada has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way that Hockey Canada collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

6.22.2 This Policy describes the way that Hockey Canada will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. Hockey Canada will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the Hockey Canada web site.

For more information on this policy, please see the documents entitled "Hockey Canada Privacy Policy – Overview" "Hockey Canada Privacy Policy" "Request to Access Information" and "Request to Correct Personal Information" located in the Appendix.

6.23 Privileges of Award Winners

6.23.1 Hockey Canada shall pay for meals, hotel accommodations, and travel, per the constitution, for each award winner and guest (if applicable) for a maximum period of three (3) days, for presentation at the Annual General Meeting.

6.23.2 Hockey Canada Awards:

- Order of Merit (West/Central/East)
- Gordon Juckes Hockey Development Award
- Outstanding Volunteer
- Female Hockey 'Break Through' Award
- Hockey Canada Officiating Award
- Hal Lewis Award

6.24 Recognition of Service Rendered by Chair of the Board

6.24.1 With the completion of the tenure of office, it will be the privilege of Hockey Canada to confer upon the Chair of the Board, in recognition of his/her services, a ring, duly made by die for this Association only.

6.25 Transfer Agreements

6.25.1 Hockey Canada and USA Hockey have entered into an agreement for the transfer of Junior hockey players. The current agreement is found in the Constitution, Reg. K, Appendix K2.

6.26 Travel

6.26.1 All Hockey Canada Officers, Council Representatives, Directors, Committee members, and staff shall book travel through Hockey Canada's Travel Manager.

6.26.2 It is recommended that Branch representatives attending Hockey Canada Meetings book travel through Hockey Canada's Travel Manager.

6.26.3 All Hockey Canada Officers, Council Representatives, Directors, and Staff shall travel on the official airline of the Association where it is reasonable to do so.

6.26.4 Due to policy changes within the airline industry, Hockey Canada will pay the subsidized tickets, as arranged through the Hockey Canada Travel Office, with any changes after the ticket has been issued being at the travellers' cost. Branch Executive Directors must sign off on each list of subsidized delegate (excluding alternates and observers) and only those on the list will be subsidized.

6.26.5 Staff and Officers insurance while travelling

- Hockey Canada Board of Directors, staff, players, team officials or individuals enlisted by Hockey Canada to conduct business on behalf of Hockey Canada outside the country are entitled to travel insurance. This is not meant to include spouses of the foregoing nor any individuals who may be otherwise eligible for coverage; however, are actually conducting business on behalf of another organization such as the International Ice Hockey Federation.
- Hockey Canada will purchase Out of Country Medical Insurance Policies for individuals meeting the eligibility requirements listed above. Hockey Canada will only purchase these policies in situations where the individual does not have access to such a plan through an existing group health plan for which he/she does not have to pay extra fees in order to obtain the Out of Country Medical cover. If you have access to another plan at no charge (i.e. Hockey Canada staff group health plan) we expect that you will use this policy as opposed to asking Hockey Canada to purchase an additional policy on your behalf. Hockey Canada's Out of Country Medical Policy will always act as a supplementary policy to any other policy you may have in place.

For more information on this policy, please see the document entitled "Out of Country Medical Insurance" located in the Appendix.

6.27 Trophy Policy

6.27.1 The winning team shall be presented with the actual trophy at the championship game. Should the winning team wish to retain the trophy for a display period, it must post a bond or a personal certified cheque in the amount of Two Thousand Dollars (\$2,000) and must be placed in possession of Hockey Canada. Such bond must be in effect until July 31 of the same year.

6.27.2 The guarantee is to ensure the return of the trophies and the carrying cases to the Hockey Hall of Fame. If a trophy and its carrying case are not received at the Hockey Hall of Fame, Hockey Canada may take immediate action for the return of that trophy and its carrying case and to provide that all expenses be deducted from the bond or certified cheque.

For more information on Hockey Canada's Trophies see the Constitution.

7.0 Appendices

7.1 Appeals

APPENDICES

APPEAL SUBMISSIONS INFORMATION

Minor to Minor

Appeal Submission	Branch Position
<ul style="list-style-type: none"> • Compelling reason why the move is necessitated over and above hockey, i.e. <ul style="list-style-type: none"> ○ Family break-up; ○ Substance abuse; ○ Schooling needs; ○ Excessive travel • Written Acceptance of prohibition from participation in Inter-Branch Competition – also signed by the Branch • Playing History – previous two seasons • Player’s immediate athletic / educational goals • Summarize the specific living arrangements for the player 	<ul style="list-style-type: none"> • Specific opportunities for Player if they remain in Home Branch (i.e. Midget AAA etc); • Acknowledgement of prohibitive participation in Inter Branch Competition

Minor to Junior

Appeal Submission	Branch Position
<ul style="list-style-type: none"> • Compelling reason why this player should be permitted to transfer to another Branch • Academic situation for the player in the “new” location <ul style="list-style-type: none"> ○ School / Principal name ○ How academic performance will be reviewed ○ Position of Parents on the 	<ul style="list-style-type: none"> • Specific opportunities available for the player if he remains in his Home Branch <ul style="list-style-type: none"> ○ Name of team with player’s rights ○ Letter of intent to sign the player

<ul style="list-style-type: none"> • proposed transfer • Hockey Background of player i.e. <ul style="list-style-type: none"> ○ CHL Draft status or protected list ○ Verification letter from respective CHL team • Playing History – previous two seasons • Player’s immediate athletic / educational goals • Summarize the specific living arrangements for the player 	
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Junior to Junior

Appeal Submission	Branch Position
<ul style="list-style-type: none"> • Compelling reasons why the move is being requested • Has the necessary release been obtained • Is the player in agreement with the move • Academic situation for the player in the “new” location <ul style="list-style-type: none"> ○ School / Principal name ○ How academic performance will be reviewed • Position of Parents on the proposed transfer • Is the player required to change his residence • Playing History – previous two seasons • Player’s immediate athletic / educational goals • Summarize the specific living arrangements for the player 	<ul style="list-style-type: none"> • Specific opportunities available for the player if he remains in his Home Branch <ul style="list-style-type: none"> ○ Name of team with player’s rights ○ Letter of intent to sign the player

International Transfer

Appeal Submission	Branch Position
<ul style="list-style-type: none"> • Academic situation for the player in the “new” location <ul style="list-style-type: none"> ○ School / Principal name ○ How academic performance will be reviewed • Position of Parents on the proposed transfer • Level of Hockey in which the player wishes to play • Playing History – previous two seasons • Player’s immediate athletic / educational goals • Summarize the specific living arrangements for the player 	<ul style="list-style-type: none"> • Branch support or denial of appeal submission

Suspensions

Appeal Submission	Branch Position
<ul style="list-style-type: none"> • The specific reason why the appeal is being submitted to Hockey Canada. • See Hockey Canada By-Law 12 for additional reference material 	<ul style="list-style-type: none"> • Complete description of the incident that lead to the suspension • Name and position of person (s) who handed out the suspension • Specific authority used to render suspension ie applicable Branch Regulations, code of Discipline • Appeal process used in reviewing suspension ie names and positions of people who sat on the appeal board, who was in attendance at the appeal, who was allowed to speak, process followed at the meeting • The relationship, if any, of the people hearing the appeal to the people who handed out the suspension

Tampering

Appeal Submission	Branch Position
<ul style="list-style-type: none">• Review Definition of Tampering in Hockey Canada Regulations• Provide written statements or other documentation which will substantiate the charge	<ul style="list-style-type: none">• Provide an indication of what release fees are normally paid for players at similar levels in the Branch• Provide an indication as to what action would be taken within Branch if one of their teams was found guilty of tampering at the Branch or League level

202-2197 promenade Riverside Drive, Ottawa, Ontario K1 H 7X3 Canada
Tevr6i. 613.521.3340 Faxrr6l6c. 613.521.3134 InfoLine 1.800.672.7775

April 15, 2004

Dear Stakeholders:

Re: **Canadian Anti-Doping Program
Adoption by NSOs/MSOs**

After extensive consultation with sport and government stakeholders, the Canadian Centre for Ethics in Sport (CCES) and Sport Canada issue, by way of this package, the final version of the new *Canadian Anti-Doping Program* for adoption by national sport and multi-sport organizations and other stakeholders. Visit www.cces.ca/ipdfs/CCES-POLICY-CADP-E.ipd to download a copy of the new *Canadian Anti-Doping Program*. To meet the World Anti-Doping Code (Code) requirements, full implementation of the Code and mandatory international standards before the Athens 2004 Summer Olympics, and to meet Sport Canada funding requirements for 2004-2005, the CCES requests that your organization take the necessary steps to adopt the new *Canadian Anti-Doping Program* by June 1, 2004.

Background

The primary purpose of the new *Canadian Anti-Doping Program* is to comply with the World Anti-Doping Code and mandatory standards. The WADA deadline for adoption by Anti-Doping Organizations is the beginning of the Athens 2004 Olympic Games. The process for the development and implementation of the World Anti-Doping Code and the *Canadian Anti-Doping Program* has been a consultative one. The policy development and consultation timeline has taken these steps, which can also be found on the CCES web-site in more detail:

- **June 2002** The World Anti-Doping Agency (WADA) releases the first draft of the World Anti-Doping Code. CCES issues a Media Release inviting the Canadian Sport Community to comment on the first draft of the World Anti-Doping Code and issues a backgrounder on 'What Does the World Anti-Doping Code Mean for Canada'.
- September 2002** CCES releases 'World Anti-Doping Code Version 1 : Comments of the Canadian Sport Community'.
- October 2002** WADA releases the second draft of the 'World Anti-Doping Code' and the CCES invites the Canadian Sport Community to comment on 2nd Draft of the World Anti-Doping Code.
- December 2002** CCES releases 'World Anti-Doping Code Version 2 : Comments of the Canadian Sport Community'.
- March 2003** i) Final Version of the World Anti-Doping Code launched and agreed to at the World Conference for Doping in Sport in Copenhagen, Denmark and ii) the Federal Government releases the Physical Activity and Sport Act and finally, iii) the CCES formally accepts the World Anti-Doping Code.
- April 2003** CCES sends packages to all NSOs and MSOs providing background documents and inviting participation in the development of the new Program.
- June 2003** CCES issues a media release with the proposed outline of the new *Canadian Anti-Doping Program*.
- August 2003** CCES releases the first draft on the new Canadian Anti-Doping Policy and Rules for stakeholder comment.
- o October 2003 CCES holds a briefing on the new *Canadian Anti-Doping Program*.

January 2004 CCES releases the second and final draft on the new Canadian Anti-Doping Policy and Rules for stakeholder comment, holds a second briefing on the *Canadian Anti-Doping Program* and holds an 'Effects of the World Anti-Doping Code on Youth and Junior Athletes Consultation Session'.
March 2004 CCES holds a World Anti-Doping Code Implementation Workshop: Doping Control Planning and releases the final *Canadian Anti-Doping Program* for stakeholder adoption.

The New Program is also a requirement of the new *Canadian Policy Against Doping in Sport* (CPADS) between the Federal, Provincial and Territorial Governments. This now-draft Policy sets out the general commitments of sport sector and government stakeholders to anti-doping in Canada and for Canadians. The *Canadian Policy Against Doping in Sport* will be formally adopted by government ministers responsible for sport in April 2004.

Content

The *Canadian Anti-Doping Program* includes General Principles and detailed Rules and Standards. The components of the Program are as follows:

- General Principles
- Prohibited List Rules
- Laboratory Rules
- Therapeutic Use Exemption Rules
- Doping Control Rules
- Doping Violations and Consequences Rules
- Appeals Rules
- Education Standard

The new *Canadian Anti-Doping Program* will replace the current *Canadian Policy on Doping in Sport* and *Canadian Doping Control Regulations*. Other broad strokes differences between the current and new program are that the new program:

- is driven by the *World Anti-Doping Code* and mandatory International Standards requirements;
- consists of new procedures for determining doping violations; new sanctions for violations;
- gives the CCES the authority to conduct blood sampling in the domestic program;
- includes new requirements for applying for a Therapeutic Use Exemption;
- indicates persons with a potential rule violation has a right to a hearing prior to the rule violation being determined;
puts more emphasis on target testing -- to ensure elite athletes will be tested more often--and less emphasis on random testing;
a minimum, Olympic and Paralympic athletes are placed in the registered testing pool. These athletes will be required to submit quarterly Athlete Whereabouts Information;
athletes outside the scope of the Registered Athlete Testing Pool, including all carded athletes not in the Registered Testing Pool, will be subject to inclusion in the Domestic Testing Pool. The Domestic Testing Pool will also include CIS, CCAA, Junior Football and Canada Games athletes; and,
the new Program is equally authoritative in French and English versions.

In March 2003, the new *Physical Activity and Sport Act* was passed by Parliament which outlines the Federal Governments approach to physical activity and sport, and establishes the Sport Dispute Resolution Centre of Canada (SDRCC). The mission and powers of the SDRCC can be found at their web-site, the link is listed below. The SDRCC will assume the administration of doping violation hearings and of domestic appeals.

Model guidelines still need to be issued by WADA. These model guidelines or best practices will cover areas such as model practices for an Athlete Whereabouts Program. The CCES will issue its own practices and guidelines to reflect WADA models as soon as possible.

adopt the new Program into your anti-doping policy through necessary by-law/constitution/rule changes as determined by your organizations rules;
your adoption must be effective June 1, 2004 to permit uninterrupted anti-doping services and meet Sport Canada funding requirements;
complete the Canadian Anti-Doping Program Adoption Package and return to the CCES before June 1, 2004 (see the enclosed Adoption Guidelines and Approval Information form for details);
revise language of athlete and athlete support personnel agreements; and,
advise your membership of the new Program and of the basic changes (perhaps the content provided in this letter may serve this purpose).

A draft resolution your sport may put forward to adopt the *Canadian Anti-Doping Program* may look something like this:

"The [EC/Board/other committee] of [NSO] hereby adopts the 2004 *Canadian Anti-Doping Program*, encompassing General Principles and associated Rules and Standards, to take effect June 1, 2004. On this date, [NSO] will repeal the *Canadian Policy on Doping in Sport* and its related *Regulations*, previously adopted, provided that such repeal will not invalidate or impair any action taken pursuant to the repealed Policy."

Therapeutic Use Exemption Committee Members

The CCES Therapeutic Use Exemption Committee (TUEC) is expanding and we are looking for sport physicians to serve on this esteemed committee. The TUEC reviews athlete's Therapeutic Use Exemption (TUE) applications to use an otherwise prohibited substance(s) for a medically justified reason. The CCES would appreciate if your organization could forward any appropriate sport physician names and their contact information to the CCES. We would then provide further information to these physicians and canvas their interest and availability to serve on this committee. The Terms of Reference for this committee can be found at: <http://www.cces.ca/-Ddfs/CCES-POLICY-TLJECTerins-E.vd>

How Can the CCES Help?

The CCES will play a supportive role to sport organizations leading up to the June 1, 2004 stakeholder adoption deadline, and thereafter. As a start to this commitment, we have provided the following enclosures and web-based reference links:

- 1) the *Canadian Anti-Doping Program* documents can be found at www.cces.ca;
- 2) the *Canadian Policy Against Doping in Sport* can be found at www.ipch.-ac.ca/I-pro-as/sc/DoI/do-p/l-ndex.e.cfm;
- 3) the *Physical Activity and Sport Act* and more information on the Sport Dispute Resolution Centre of Canada (SDRCC) can be found at www.parl.gc.ca/37/1/parlbus/chambus/house/bills/government/C-54/C-54_3/C-54_cover-E.html;
- 4) the International Standards and current WADA *Prohibited List* can be found on the WADA web-site at www.wada-ama.org; and, a copy of the *World Anti-Doping Code* has been forwarded to NSOs/MSOs by the CCES. **Please note that any other copies of the Code can be purchased through WADA.**
- 5) NSO/MSO Adoption Guidelines and Adoption Form are enclosed.

To assist in your adoption and implementation process, we encourage you to send all new program inquiries, questions or concerns to newprogram@cces.ca or direct them to my attention at 1.800.672.7775 ext 3218. Upon request, the CCES will provide briefings to your sport, and staff, presentations to your Board of Directors, assist in drafting your athletes and athlete support personnel agreements and by-law/rule changes.

I will follow up in the next few weeks to ensure your receipt of these materials, canvas your questions, query your implementation process and try to provide any other assistance your sport may require in the adoption process. Should the demand warrant, we will post your questions on our web-site, with potential solutions for the benefit of the entire sport community.

The CCES looks forward to partnering with you in the coming months as our *Canadian Anti-Doping Program* takes this very historic step towards compliance to the World Anti-Doping Code and International Standards.

I would be pleased to send you an electronic version of the CCES materials in this package upon request.

Sincerely,
Anne Brown
Quality System Manager
abrown@cces.ca

Recommendation: That Hockey Canada hereby adopt the 2004 Canadian Anti-Doping Program, encompassing General Principles and associated Rules and Standards, to take effect June 1, 2004. On this date, Hockey Canada will repeal the Canadian Policy on Doping in Sport, 2002 and its related Regulations, previously adopted as Hockey Canada Policy 15.2.1, provided that such repeal will not invalidate or impair any action taken pursuant to the repealed Policy.

202-2197 promenade Riverside Drive, Ottawa, Ontario K1 H 7X3 Canada
Téléphone: 613.521.3340 Fax: 613.521.3134 InfoLine: 1.800.672.7775
info@cces.ca www.cces.ca

April 15, 2004

Canadian Anti-Doping Program Adoption Guidelines and Summary Information Form

The new *Canadian Anti-Doping Program* will take effect June 1, 2004. The new Program replaces the former *Canadian Policy for Doping in Sport* (January 1, 2000) and *Canadian Doping Control Regulations* (January 2002). The new Program is World Anti-Doping Code compliant.

Your organization will need to adopt the Canadian Anti-Doping Program into its by-laws/rules by way of a resolution through the appropriate manner as outlined in your sport policy. Some sports will have the authority to adopt the Program through a technical committee, others through a Board of Directors Meeting; and yet others through AGMs. Whatever the manner, your sport will need to adopt the new Program by June 1, 2004 and send a record of this to the CCES.

Sport Summary Information

Name of Organization: _____

Contact Person: _____

Contact Number: _____ Email address: _____

Forum of Approval: _____ Approval Date: _____

Actions Required/Checklist:

1. Determine the appropriate method and time of adoption for your organization prior to June 1, 2004 and email that date to abrown@cces.ca;
2. Once your sport's adoption has occurred, send a completed adoption package to the CCES with cover page on your organization's letterhead including the following:
 - a. the date of the formal adoption and that it has taken place;
 - b. the signature by a position within the organization who has the authority to do so;
 - c. the Forum in which the adoption took place;
 - d. excerpts from the Minutes, or other appropriate documentation, indicating the necessary resolution or decision occurred must be included/appended; and,
 - e. a copy of this completed Adoption guidelines and Summary Information form.

Please complete this form prior to June 1, 2004 and return it to:

Anne Brown
Quality System Manager
Canadian Centre for Ethics in Sport
202-2197 Riverside Drive
Ottawa, ON K1 H 7X3
Fax 613.521.3134

7.2 Helmet Sticker Policy

The Application of Stickers on Helmets

Hockey Canada Policy

Hockey Canada requires all players to wear helmets that are CSA certified from the manufacturer. It is the responsibility of the equipment user to ensure that throughout the life of the helmet the CSA certification is maintained. Hockey Canada recommends that prior to applying anything to the helmet including stickers that they refer to the manufacturer's instructions and if applicable the sticker manufacturer to confirm the type of adhesive they are applying will not jeopardize CSA certification and/or the manufacturer's warranty. It is the sole responsibility of the equipment user to ensure that they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or the manufacturer's warranty.

Summary

All players within Hockey Canada must wear a CSA certified hockey helmet and the CSA sticker must remain on the helmet at all times. The following summarizes guidelines related to the application of stickers on the CSA certified helmet:

- It is recommended that you do not apply anything to the helmet, however, if the user decides to apply materials such as stickers then it is their responsibility to ensure that it meets approval of the helmet manufacturer.
- It is important that the manufacturer instructions for care of the helmet are carefully read and followed to ensure proper maintenance of this piece of equipment.

Questions and Answers

1. What does this policy mean to the user?

Hockey Canada will continue to require all players to wear a CSA certified helmet and a CSA certified facial protector (where applicable) as stated in rule 24 (b). It is the responsibility of the parents and players to ensure that if they are applying a sticker to the helmet that the adhesive meets the requirements of the manufacturer and of CSA and the application of the sticker has been approved by the manufacturer. Hockey Canada Officials will no longer remove a player's helmet from play for the application of stickers. Note that this does not by any means allow for other alterations of the helmet or the facial protector.

2. Why is this policy being brought forward?

As you are aware it has become very difficult to police situations in which stickers have been applied to the helmet. There are many stickers that exist that could be approved by the manufacturer but because Hockey Canada cannot differentiate between these and stickers that should not be applied we have had to have a policy of no stickers on the helmet. This policy puts the responsibility of ensuring that stickers are approved by the manufacturer back in the hands of the parents and players.

3. Why do some adhesives affect the helmet integrity?

Some glue creates an exothermic reaction which can alter the molecular composition of the plastic, therefore reducing its strength and protection.

4. How quickly can adhesive effect the helmet?

This depends on many factors including how much the helmet is worn and what material the helmet is made of.

5. Could a unique mark be used to identify stickers that are safe to apply to the hockey helmet?

This is unfortunately not a realistic solution, as it would be very difficult to mark small stickers such as numbers. The other problem is that the mark could be copied and applied to stickers that are not suitable. This type of situation would be difficult to police.

6. Is there another way to affix decals as opposed to glue?

The problem with other application methods is that helmets often get wet and this would cause the stickers to fall off.

7. If a specific manufacturer approves a sticker to be applied to their helmet does this mean the sticker may be applied to a helmet from another manufacturer?

No, the approval from one manufacturer does not mean that the sticker can be applied to all helmets. Approval has to be sought from the manufacturer of the particular helmet.

If you have any questions regarding this policy please contact Todd Jackson, Manager of Safety and Risk Management with Hockey Canada at 613-562-5677 or at tjackson@hockeycanada.ca.

7.3 High Performance Code of Conduct

HOCKEY CANADA HIGH PERFORMANCE CODE OF CONDUCT OVERVIEW

Note: This document is a summary of the High Performance Code of Conduct and Adjudication Procedures. A complete version of the Code and Procedures can be obtained from the Hockey Canada Event Point Person responsible for your team or by contacting Todd Jackson, Hockey Canada Manager of Safety and Risk Management at tjackson@hockeycanada.ca. This code may be made more restrictive but not more permissive by the coach and team management to fit the needs of a specific program/team.

Hockey Canada is committed to providing a safe environment for all participants, including, athletes, coaches, officials, Hockey Canada staff, parents and volunteers. Hockey Canada is also committed to providing a sport environment that promotes equal opportunity and discourages discriminatory practices. To ensure this atmosphere of safety, respect, equity and fun Hockey Canada has created a High Performance Code of Conduct that sets out overall expectations for participants in its High Performance Program. The Code of Conduct applies to all participants in High Performance events conducted under the exclusive jurisdiction of Hockey Canada as well as IIHF events where Team Canada participates.

The creation of an overall respectful environment means treating others in a way that shows you care for their physical and emotional well-being. It also means accepting the values and goals of the Hockey Canada High Performance teams and programs. The Code of Conduct has been created to create a respectful environment during all High Performance events.

Abuse

Abuse is an offence against a child or youth as outlined in provincial and territorial law. Although laws vary from one jurisdiction to another, youth may be anyone less than 19 years of age. A common characteristic of abuse is an abuse of power or authority and/or breach of trust.

Abuse is not

- **Being cut from a team**
 - **Requiring a player to push themselves physically within defined limits**
 - **Telling a player respectfully they have made an error**
- Remember – abuse is a protection issue**

It is important to understand that abuse must be reported to the police or appropriate social service agency. For more information on responding to abuse refer to the Hockey Canada High Performance Adjudication Procedures.

Alcohol

- Underage drinking will not be tolerated
- Alcohol consumption is discouraged during High Performance events
- No team official should consume alcohol with parents or athletes during the selection process
- Team officials should not consume alcohol with underage players

Criticism

- All team members should refrain from criticism of coaches, athletes, officials, and other team staff and volunteers, especially to the media

Curfew

- All participants must adhere to the assigned curfew established by the coaches and team management.

Dress Code

- All team members are expected to adhere to the dress code established by the coaches and team management.

Drugs

- No athlete, official, or coach shall take or condone either illegal or performance enhancing drugs.
- Any knowledge of drug use should be reported to the Hockey Canada staff immediately
- For further information refer to the CCES Canadian Policy on Doping in Sport.

Gambling

- Hockey Canada discourages gambling at High Performance events.

Harassment/Bullying

Harassment is defined as conduct that is insulting, intimidating, humiliating, offensive or physically harmful. Harassing behaviours are prohibited by human rights legislation. Many harassing behaviours may be non-criminal, but in their most extreme forms can constitute offences under Canada's Criminal Code.

Bullying can be defined as hurtful interpersonal mistreatment of a person. Harassment differs as it is covered under human rights legislation related to a prohibited ground of discrimination while bullying is not.

Harassment vs. bullying

Harassment is negative racial comments in a dressing room

Bullying is name calling in the dressing room because someone looks different.

Harassment and bullying, whether you are the recipient or have knowledge by some other means, should be reported to the Event Point Person. Hockey Canada may contact a variety of organizations to assist in the complaint procedure process including professional resources and law enforcement agencies.

Injuries and Training

- While participating in a National Team camp or competition players must inform team officials of any injuries that could impact their playing ability.
- Information regarding an injury will be shared as determined by the athlete, the team medical staff, and the High Performance staff.
- Team medical staff are authorized to carry out any medical procedure, lifesaving or otherwise that is deemed medically necessary to sustain the well-being of an athlete.
- No player will be forced to compete while injured

Pornography

No coach, team official or athlete shall use pornography as part of a team event.

Sexual Conduct and Relationships

Power

A person in a position of power and/or authority includes any individual in a position where they have control over the fate of an individual athlete, staff member, volunteer or other person associated with the team.

- No team officials shall be involved in a romantic/sexual relationship with an athlete who is involved in the selection process or on a High Performance team.
- No team official directly involved in team selection shall be involved in a romantic/sexual relationship with another team staff member also directly involved with the selection of a High Performance team.
- Relationships between Hockey Canada staff and players are not forbidden where there is no power relationship.

Tobacco

- Hockey Canada discourages the use of tobacco at High Performance events and forbids tobacco for players who are not legally of age to consume tobacco products.

For information on responding to any of the above situations please refer to the full Code of Conduct document available from the Event Point Person or from Todd Jackson, Hockey Canada Manager of Safety and Risk Management at tjackson@hockeycanada.ca.

Procedures

At every High Performance Event the Hockey Canada Director of High Performance will designate an individual to act as an *Event Point Person* for complaints under the High Performance Code of Conduct. If any other Hockey Canada official or team personnel receives information relating to a violation of the Code of Conduct (including complaints of abuse, harassment or bullying) this information must be reported to the *Event Point Person*.

Event Point Persons will be familiar with the Hockey Canada High Performance Code of Conduct, the Hockey Canada Investigation and Adjudication Procedures and will also have training related to abuse, harassment and bullying and the Hockey Canada policy on abuse, harassment and bullying. Briefings with the *Event Point Person* will take place prior to the event.

Where a complaint regarding a violation of the High Performance Code of Conduct has been received by the *Event Point Person*, this individual will contact the Manager,

Safety and Risk Management of Hockey Canada.

The Manager, Safety and Risk Management, in consultation with professionals in the areas of abuse, harassment and bullying, will determine if the complaint should be categorized as:

- Abuse
- Harassment
- Bullying
- Other violation of the High Performance Code of Conduct

Once it has been determined under which category the complaint falls, the appropriate Hockey Canada procedures will be implemented.

If a participant under the age of 18 violates the High Performance Code of Conduct, their parents or guardian will be notified.

If a complaint is founded discipline will result. Discipline can range from requiring an apology to immediate removal from the team and the Hockey Canada High Performance Program. An appeal process is available in certain circumstances and details may be found in the High Performance Investigation and Adjudication Procedures.

For detailed information regarding procedures please see the High Performance Adjudication Procedures available from your *Event Point Person* or from Todd Jackson, Hockey Canada Manager of Safety and Risk Management at tjackson@hockeycanada.ca.

7.5 Hockey Canada Policy on the Prevention of Harassment, Bullying and Abuse

I. Recognition and Prevention of Abuse Policy

This policy sets out the principles and practices of Hockey Canada with regards to abusive behaviour towards participants. Each Branch and Affiliate Association is responsible for adopting a similar policy and adapting it to provincial, regional or local requirements as appropriate.

A. RELATIONSHIP TO HARASSMENT/ BULLYING POLICY

Some behaviours which are defined as abuse, when a child or youth's protection is at risk, can also constitute harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries. Hockey Canada's Harassment/Bullying Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

B. HOCKEY CANADA MISSION

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

C. STATEMENT OF PURPOSE

Hockey Canada 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 Canada 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 Canada 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, Hockey Canada will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. Hockey Canada is committed to the highest possible standards of care for its participants.

D. POLICY

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

1. DEFINITIONS OF ABUSE

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial/territorial legislation.

*Note: The following are the basic definitions of a child for Canada's various jurisdictions. Those marked with * also use regulations which modify the definition. For complete information, consult "Speak Out! Act Now! A Guide for preventing and responding to Abuse and Harassment for Sports Clubs and Associations", pp. 52-79*

British Columbia - any person under 19 years of age

Alberta - any person under 18 years of age

**Saskatchewan - any unmarried person under 16 years of age.*

Manitoba - any person under 18 years of age

**Ontario - any person under 18 years of age*

Quebec - any person under 18 years of age

**New Brunswick - any person under 19 years of age.*

Nova Scotia - any person under 16 years of age

P.E.I. - any person under 18 years of age

**Newfoundland - any unmarried person under 16 years of age*

**Northwest Territories - any person under 18 years of age*

**Yukon - any person under 18 years of age*

2. EMOTIONAL ABUSE

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour 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's needs.

3. 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.

4. NEGLECT

Neglect is chronic inattention to the basic 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, no-one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

5. SEXUAL ABUSE

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

CONTACT	NON-CONTACT
touched or fondled in sexual areas	obscene remarks on phone/computer or in notes
forced to touch another person's sexual areas	voyeurism
kissed or held in a sexual manner	shown pornography
forced to perform oral sex	forced to watch sexual acts
vaginal or anal intercourse	sexually intrusive questions and comments
vaginal or anal penetration with an object or finger	forced to pose for sexual photographs, videos or webcams
sexually oriented hazing	forced to self-masturbate or forced to watch others masturbate

6. DUTY TO REPORT

Abuse and neglect are community problems requiring urgent attention. Hockey Canada is committed to help reduce and prevent the abuse and neglect of participants. Hockey Canada realizes that persons working closely with children and youth 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.

Every province and territory in Canada, except the Yukon, has mandatory reporting laws regarding the abuse and neglect of children and youth; the Yukon requests that concerns be reported. Consequently, it is the policy of Hockey Canada that any Hockey Canada personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or Hockey Canada partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial legislation.

Those involved with Hockey Canada 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 our National body, Branch Representatives and local hockey association personnel, Hockey Canada is weaving a tighter safety web around our most precious resources... the players!

Revision date: May, 2008.

HOCKEY CANADA BULLYING AND HARASSMENT POLICY

This Policy sets out the principles and practices of Hockey Canada regarding bullying and harassment. Each branch is responsible for adopting a similar policy, adapting it to provincial, regional and local requirements as appropriate.

A. RELATIONSHIP TO RECOGNITION AND PREVENTION OF ABUSE POLICY

Some behaviours which are defined as harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries, can also constitute abuse, when a child or youth's protection is at risk. Hockey Canada's Recognition and Prevention of Abuse Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

B. STATEMENT OF PURPOSE

Hockey Canada is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices and bullying.

Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. Bullying involves a person expressing their power through the humiliation of another person. Bullying may be a form of harassment but also has some of its own defining characteristics. The sport setting is one setting in which bullying occurs. In some cases coaches and players use bullying tactics deliberately to motivate performance and to weaken opponents.

Hockey Canada supports the right of all its members, whether athletes, volunteers or employees, to participate in all Hockey Canada activities free from any form of harassment and bullying. Further, Hockey Canada emphasizes the importance of eliminating harassment and bullying in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages harassment and bullying and builds relationships based on trust and mutual respect, is an environment which discourages the abuse of children and youth, and encourages the overall development of the individual.

In order to further these objectives, Hockey Canada will make every reasonable effort to promote awareness of the problem of harassment and bullying among all its members, and to respond quickly and effectively to complaints or disclosures of harassment or bullying.

C. POLICY

It is the policy of Hockey Canada that harassment and bullying in all its forms will not be tolerated during the course of any Hockey Canada activity or program. Accordingly, all Hockey Canada personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

1. 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 sports activities, or which negatively affect performance or work conditions. Any of the different

forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation. Harassment may occur among anyone between peers (eg: player to player of 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 (eg: 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 which cause awkwardness or embarrassment, or may endanger a person's safety
4. degrading or inappropriate hazing rituals
5. unwanted or unnecessary physical contact including touching, patting, pinching
6. unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence 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 behaviours described in items 5 to 7, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the Recognition and Prevention of Abuse Policy are applicable.

2. DEFINITION OF BULLYING

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets. (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.) The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue – e.g. extortion, physical assault etc.. Bullying can be broken down into four types; physical (hit or kick victims; take/damage personal property), verbal (name calling; insults; constant teasing), relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person), and cyber bullying. The following is a non exhaustive list of tactics used by bullies to control their targets:

1. unwarranted yelling and screaming directed at the target
2. continually criticizing the target's abilities
3. blaming the target of the bullying for mistakes
4. making unreasonable demands related to performance
5. repeated insults or put downs of the target
6. repeated threats to remove or restrict opportunities or privileges
7. denying or discounting the targets accomplishments
8. Threats of and actual physical violence

3. RESPONSE AND REMEDIES

It is the position of Hockey Canada that harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. Hockey Canada recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, Hockey Canada recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour 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 or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations.

Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.

More serious incidents should be dealt with according to the relevant association, branch or national 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 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 may be subject to discipline.

Procedures for handling complaints brought against national employees or volunteers of Hockey Canada are detailed in the document entitled "**Hockey Canada Harassment and Bullying Complaint Procedures.**"

Revision date: May 2008

7.6 Hockey Canada Harassment/Bullying Complaint Procedures

Note: For convenience in this policy the term “Complainant” refers to the person who experiences harassment/bullying, even though not all persons who experience harassment or bullying will make a formal complaint. The term “Respondent” refers to the person against whom a complaint is made.

APPLICATION

1. This policy applies to all Hockey Canada directors, officers, employees, volunteers players and members. It applies to harassment and bullying that may occur during the course of all Hockey Canada business, activities and events except those covered under the High Performance Code of Conduct.
2. This policy does not apply to harassment and/or bullying that may occur under the jurisdiction of Hockey Canada Branches or Affiliate Associations of Hockey Canada. Branches and Affiliate Associations are responsible for adopting and implementing a policy similar to, and consistent with this policy for handling harassment and bullying issues within their respective jurisdictions.
3. This policy does not apply to Hockey Canada High Performance Events as these are covered by the Hockey Canada High Performance Code of Conduct.

MINOR INSTANCES OF HARASSMENT/BULLYING

4. This policy does not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incident of harassment or bullying.

REPORTING HARASSMENT/BULLYING

5. A person who experiences harassment or bullying is encouraged to make it known to the alleged harasser or bully that the behaviour is unwelcome, offensive and contrary to the policies of Hockey Canada.
6. If confronting the alleged harasser or the bully is not possible, or if after confronting the alleged harasser or bully the harassment or bullying continues, the Complainant should request a meeting with an Official of Hockey Canada. For the purposes of this Policy, an “Official” is any Hockey Canada Harassment Advisor, Hockey Canada Office Manager, the Hockey Canada Chair of the Board or designate or other individual occupying a position of authority within Hockey Canada. Contacts can be found at www.hockeycanada.ca.
7. Where a third party person believes that a director, officer, employee, volunteer or member of Hockey Canada has experienced or is experiencing harassment or bullying and reports this belief to an Official, the Official will meet with the person said to have experienced harassment or bullying and proceed in accordance with these procedures.
8. Once contacted by a Complainant or a third party, the role of the Official is to serve in a neutral, unbiased capacity in receiving the complaint and, where appropriate, assist in the informal resolution of the situation. If the Official considers that he or she is unable to act in this capacity, the Complainant will be referred to another suitable Hockey Canada Official.
9. Where an Official believes there is sufficient evidence to warrant making a formal complaint but the Complainant does not wish to do so, the Official may make a formal complaint and proceed in accordance with these procedures.

RECEIVING OF COMPLAINT

10. Once a complaint is received the official will listen to the complaint and receive the information to support the claim. The official will explain the Hockey Canada procedure and outline the remedies available to the complainant. The official will document the meeting.

COMPLAINT PROCEDURE

11. After the initial meeting with the Complainant, the Official can make the following determinations:
 - a) It may be determined by the Official that the conduct does not constitute harassment or bullying as defined in this policy, in which case the matter will be closed;
 - b) It may be decided that the alleged conduct constitutes harassment or bullying within the definition of this policy. If so, the Complainant can choose to pursue one or both of the following options:
 - *The Complainant may decide to pursue an informal resolution of the complaint*, in which case a mediator agreed upon by both the Complainant and the Respondent will assist the two parties to negotiate or mediate an acceptable resolution of the complaint;
 - If the Complainant chose not to pursue Mediation with the Respondent, or if the Mediation was unable to produce an acceptable resolution, *the Complainant may decide to file a formal written complaint*, in which case the Official will receive the written complaint and will advise the President of Hockey Canada ("President") or his/her designate, who will appoint an independent individual ("Investigator") to conduct an investigation of the complaint.
12. The Respondent shall be provided with a copy of the complaint if the alleged conduct would constitute harassment or bullying within the definition of this policy.

Investigation:

13. The Investigator will carry out the investigation in a timely manner. At the conclusion of the investigation the Investigator will submit a written report to the President, or designate, which will include a recommendation that either:
 - a) No further action be taken because the complaint is unfounded or the conduct has failed to be determined as behaviour which falls within Hockey Canada's definition of harassment or bullying
 - b) The complaint has merit and should proceed to a hearing.
14. Within 10 business days of receiving the written report of the Investigator that recommends that there be a hearing, the President, or designate, will appoint three individuals to serve as a Panel.
15. With the agreement of all parties (the Complainant, the Respondent, and the President, or designate), the investigation may be waived and a Panel appointed within 10 business days of receipt of a formal complaint.

HEARING

16. The Panel will hold a hearing into the complaint within 15 business days of its appointment.
17. The Panel has discretion to govern the hearing in the manner it deems appropriate, provided that it adheres to the following guidelines.
 - a) Members of the Panel shall select from among themselves a Chairperson;
 - b) A quorum shall be all three Panel members;
 - c) Decisions shall be by majority vote

- d) In the event that one of the Panel's members is unable or unwilling to continue with the hearing, the matter will be concluded by the remaining two Panel members who shall make their decision unanimously;
- e) Should a unanimous decision not be arrived at by the remaining two panel members, the matter will be referred to a newly constituted panel.
- f) Once appointed, the Panel has the authority to abridge or extend timelines associated with all aspects of the hearing;
- g) The parties shall be given 10 business days written notice of the day, time and place of the hearing;
- h) The hearing shall be held in private;
- i) The Complainant and Respondent shall each receive a copy of the Investigator's report;
- j) Both the Complainant and Respondent are requested to be present at the hearing. The hearing may proceed in the absence of either or both parties;
- k) The parties may be accompanied by a representative;
- l) Both the Complainant and the Respondent will be given the opportunity to make oral and written submissions to the panel.
- m) The Complainant and the Respondent shall respond to the Investigator's report, give evidence and answer questions as requested by the Panel.
- n) The Investigator may attend the hearing at the request of the Panel;
- o) The Panel may request that witnesses to the alleged incident be present or submit written evidence;
- p) The parties may request that witnesses to the alleged incident be present.
- q) The parties may request the opportunity to cross examine the witnesses.

18. In order to keep costs to a reasonable level the Panel may conduct the hearing by means of a telephone conference.

DECISION

- 19. Within 10 business days of the conclusion of the hearing, the Panel will deliver its written Decision to the President or designate, the Complainant and Respondent. This Decision will contain:
 - a) A summary of the relevant facts;
 - b) A determination as to whether the acts complained of constitute harassment or bullying as defined in this policy;
 - c) Disciplinary action against the Respondent, if the acts constitute harassment or bullying.
 - d) In addition, the decision may contain measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment or bullying.
- 20. If the Panel determines that the allegations of harassment or bullying are false, vexatious, retaliatory or frivolous, its report may direct that there be disciplinary sanctions against the Complainant.
- 21. Unless the Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.
- 22. The decision of the Panel will be final and binding upon the Complainant, the Respondent and Hockey Canada. Appeals to this process must be carried out according to the process outlined below.

APPEALS

- 23. Both the Complainant and the Respondent shall have the right to appeal the decision of the Panel. A notice of intention to appeal, along with the grounds for appeal, must be provided to the President of Hockey Canada within 72 hours of the Complainant or Respondent as applicable receiving the Panel's report. The notice must include the grounds upon which the decision is being appealed.
- 24. Appeals may only be made on the following grounds:
 - The investigation was conducted in an unfair or biased manner contrary to the rules of natural justice

- Panel members did not follow the procedure set out in this policy
- Members of the Panel were biased or acted in an unfair manner.
- Panel members reached a decision which could not be supported by the evidence.
- Panel members reached a decision which was grossly unfair or unreasonable.

25. The appeal shall be heard by an Appeal Board appointed by the President of Hockey Canada comprised of:

- One representative of Hockey Canada
- One representative of the Centre for Ethics in Sport (**Shaleen – Sport and Law**)
- One outside individual not associated with Hockey Canada

26. The other party will be notified if a notice of appeal is received. They will be provided with the grounds of the appeal and the opportunity to submit their response to the notice of appeal.
27. The panel will hold a hearing into the complaint within 10 business days of its appointment.
28. The Panel has discretion to govern the hearing in the manner it deems appropriate, provided that it adheres to the guidelines noted in 29.
29. The decision of the Appeal Board will be based on a review of the documentation regarding the complaint, including the statements of the Complainant and Respondent, the report of the Investigator, the decision of the Panel and the notice of appeal.
30. In deciding the Appeal, the Appeal Board may uphold the decision of the Panel, reverse the decision of the Panel and/or modify any of the Panel's recommendations for disciplinary action or remedial measures.
31. The decision of the Appeal Board shall be final and binding.

Record Keeping and Confidentiality

32. The President of Hockey Canada and the Manager of Safety and Insurance for Hockey Canada shall keep a secure record of the Panel report and any appeal proceedings. The record shall contain all relevant documents including but not limited to:
- A copy of the original complaint and report
 - Responses to the complaint
 - Terms of reference of the investigator
 - Interim measures (if any)
 - Witness statements
 - Investigator's report
 - Mediated solution (signed agreement)
 - Decision of the Panel
 - Sanctions imposed (if any)
 - Any other related correspondence
 - Any appeal(s) (if any)
 - Decision of the Appeal board
33. To the extent possible the above documents and documents resulting from a violation of the Harassment/Bullying Policy will be held in confidence by Hockey Canada. However, no absolute guarantee of confidentiality may be made by Hockey Canada. Circumstances in which information may be shared include:
- When criminal conduct may be involved
 - When it is believed necessary to protect others from harassment or bullying

- When required to ensure fairness or natural justice in the procedures in this policy
- In the course of an investigation by a law enforcement agency
- To protect the interests of Hockey Canada
- When required by law

34. Hockey Canada recognizes the sensitive nature of harassment and bullying matters and in particular, the difficulties associated with coming forward with a complaint of harassment or bullying and with being accused of harassment or bullying. Hockey Canada recognizes the interests of both the Complainant and the Respondent in keeping any matter being dealt with under this policy confidential, except where disclosure is required by a disciplinary proceeding or by law.

7.7 Comparison Between Bullying, Abuse and Harassment

Comparison between Types of Violence

	Maltreatment: Abuse and Neglect	Harassment	Bullying
Basis for Violence	<ul style="list-style-type: none"> ▪ Misuse of Power 	<ul style="list-style-type: none"> ▪ Misuse of Power 	<ul style="list-style-type: none"> ▪ Misuse of Power
Types of Violence	<ul style="list-style-type: none"> ▪ Emotional Abuse ▪ Physical Abuse ▪ Physical Neglect ▪ Sexual Abuse 	<ul style="list-style-type: none"> ▪ Discrimination ▪ Personal Harassment ▪ Sexual Harassment ▪ Abuse of Power and Authority 	<ul style="list-style-type: none"> ▪ Verbal ▪ Physical ▪ Relational ▪ Reactive
Legislation and Policies	<ul style="list-style-type: none"> ▪ Convention on the Rights of the Child (CRC) ▪ Provincial/Territorial Child Protection Acts ▪ Criminal Code ▪ Organization's Policies 	<ul style="list-style-type: none"> ▪ CRC ▪ Canadian Human Rights Legislation; Federal, Provincial and Territorial ▪ Criminal Code ▪ Organization's Policies 	<ul style="list-style-type: none"> ▪ CRC ▪ Criminal Code ▪ Organization's Policies
Victims	<ul style="list-style-type: none"> ▪ Any child or youth as defined by Child Protection Acts ▪ Male or Female 	<ul style="list-style-type: none"> ▪ Any person ▪ Male or Female 	<ul style="list-style-type: none"> ▪ Any person, but most frequently are children and youth ▪ Male or Female
Perpetrators	<ul style="list-style-type: none"> ▪ People who are in a positions of trust and authority over children and youth ▪ Male or Female 	<ul style="list-style-type: none"> ▪ Any person but in Canada only persons 12 years of age and older can be charged ▪ Male or Female 	<ul style="list-style-type: none"> ▪ Any person, but most frequently are children or youth ▪ Male or Female
Mandate	<ul style="list-style-type: none"> ▪ Protection issue ▪ Justice issue if criminality has occurred 	<ul style="list-style-type: none"> ▪ Rights issue ▪ Justice issue if criminality has occurred 	<ul style="list-style-type: none"> ▪ Relationship issue ▪ Justice issue if criminality has occurred
Philosophy	<ul style="list-style-type: none"> ▪ Victim is blameless 	<ul style="list-style-type: none"> ▪ Victim is blameless 	<ul style="list-style-type: none"> ▪ Victim is blameless

7.8 Hockey Canada Privacy Policy - Overview

Hockey Canada Privacy Policy - Overview

Hockey Canada, in conjunction with its Branches across the country, has prepared the attached Privacy Policy (the "Policy") for use by Hockey Canada. The Policy is also intended to provide a template for member Branches and individual minor hockey associations/leagues across the country to amend as necessary in order to establish their own privacy policies. We encourage you to maintain an up to date knowledge of privacy legislation in your own jurisdiction and to ensure that you strengthen the Policy as necessary to meet the requirements of your provincial legislation.

These Implementation Guidelines will explain the necessity for the Policy, including the legal background, the scope of the information covered under the Policy and some suggested implementation procedures you may wish to use in order to maintain the integrity of the policy/policies which may govern your association. The Hockey Canada Policy has been prepared with a view to establishing a high level of privacy compliance. We will provide an overview of key points you may wish to consider and then provide the Policy Hockey Canada has adopted. The Hockey Canada Policy may be adopted for your own use and they have been developed with this in mind. Hockey Canada has also developed a more specific Privacy Policy for use internally which deals with Employee issues that may not be required by many associations. If your association does employ staff you should ensure you take this into account when finalizing your Privacy Policy.

The Policy is designed to meet the legislative requirements as set out in Schedule 1 of the Personal Information Protection and Electronic Documents Act (PIPEDA) legislated by the Federal Government of Canada. Where necessary, we will strengthen this document to meet existing legislation (or legislation due to be implemented by Jan. 1, 2004) in certain provinces. We expect that the provinces which will have relevant legislation by January 1, 2004 will be British Columbia, Alberta and Quebec. We will also monitor developments in the other provinces.

PIPEDA affects the manner in which your organization collects, uses, discloses and retains personal information about an individual. Obviously, this type of legislation can have a significant impact on a sport such as hockey where the registration of hockey players, coaches, referees and managers is essential to the management of the game. We hope that these Implementation Guidelines will assist your association in achieving compliance with the legislation and with privacy policies.

Understanding PIPEDA

Although PIPEDA has been in existence since 2000, full implementation of PIPEDA does not occur until Jan. 1, 2004 at which time it will apply to private sector organizations. This may include Hockey Canada, its branches and individual minor hockey associations/leagues. Even then, however, PIPEDA only applies to an organization in the course of a commercial activity. As most of the activities of Hockey Canada, its branches and hockey associations and leagues are not carried out with a view to making a profit, they are arguably not "commercial" as defined in PIPEDA and therefore the requirements of PIPEDA do not apply. Nonetheless, it is the view of Hockey Canada that we should comply with the underlying principles of PIPEDA as they represent good business practice in Canada. Furthermore, in some provinces PIPEDA will be superseded by provincial laws which will not be limited to "commercial" activities. To the extent branches in some provinces have to comply with privacy principles, it is preferable that the same standards be upheld across the country. All users of this document should consult their legal counsel or the office of their provincial/federal Privacy Commissioner to ensure that their organization is meeting all of their privacy policy commitments. In general, where provincial laws apply, you will need to comply only with those laws. However, in certain instances you may need to comply with both federal and provincial laws.

As noted above, PIPEDA applies to "personal information" which is defined in the act as information about an identifiable individual. However, personal information does not include the name, title or business address or telephone number of an employee of an organization (sometimes referred to as "business contact" information). Personal information includes opinions and beliefs, in addition to financial information and birthdates.

The Scope of the Act and its Impact on your Association

Two of the central requirements of PIPEDA are that organizations may collect, use and disclose personal information only with the consent of the individual involved and may use it only for the purpose for which they collected it. Generally speaking, therefore, if you only use the data for the express purposes for which you have collected it you will likely be in compliance with the spirit of PIPEDA.

In order to prepare for the implementation of a privacy policy you should make a list of the personal information you currently collect. In a hockey setting this can include but is in no way limited to, registrations, coaching clinic registrants, referee clinic registrants, team lists, raffle ticket entrants, past donors, executive members, parent information etc. Next you need to understand why you collect the information. In addition to the consent principle described above, privacy legislation is based on the expectation of the reasonable person. In a minor hockey association you collect certain data for the administration of hockey programs. If you were to collect e-mail addresses from all registrants simply to create a more complete file of your members you would not be complying with the act. However if e-mail was one manner in which you wished to communicate with your members then a reasonable person would have no difficulty with your collection of this data. In a hockey setting it is reasonable to ask for the mailing address of the participants for the purposes of determining that they are registered in the proper locale. Much of the information collected is required to operate hockey programs and your members will understand this. Be careful however when you request information such as age, gender, ethnicity, marital status etc. These may be reasonable in certain instances however certainly not in all.

Identifying Purposes/Obtaining Consent

You must identify all purposes for which you collect, use or disclose personal information. This includes identifying all instances in which you disclose personal information to a third party. For these purposes, this includes disclosure to an affiliated or related organization, such as another Hockey Canada branch.

Consent to use of personal information must be obtained before or at the time of collection. If you are going to use information you already have for a new purpose, then consent should be obtained before the use. Consent can be implied or express. Implied consent exists when the purpose for using information is clear and it can therefore be implied that by giving you the information the individual consented. However, in most instances it is preferable to obtain express consent. This can be indicated by a signature on a form, clicking on "I agree" in the online context, or by verbal acknowledgement to a member of staff. For activities such as registration where it is possible to obtain express consent, we recommend this option. If there are other instances where consent may be implied, think carefully about whether it is reasonable to imply consent in the circumstances. Consent should be obtained for all uses the organization will make of information and also for any disclosures you may make to third parties. An individual has the right to withdraw consent at any time so your practices have to be built to accommodate this.

Data Management

In order to ensure that you comply with the requirements of the Policy, you will need to review all of your data handling practices. You will need to keep track of the consents obtained above, to know where you keep information, who uses it, how long you use it and where you send it. Keeping track of the information is essential to enable you to comply with the principles of accountability and access described below.

Accountability/Openness and Access

The principles of accountability, openness and access to information are fundamental privacy principles. Accountability means that you must choose someone in the organization to be responsible for ensuring that you comply with privacy requirements. Openness requires that your policies and practices be made available to anyone who asks. This requirement is often met by posting on the website, by handing out pamphlets or by providing a toll-free number to call. The person accountable should also handle access to information requests and complaints. Individuals about whom you hold information have the right to be told what you hold, what you have done with the information and to receive a copy. PIPEDA requires that the response be within 30 days. However, some information, such as that identifying a third party, should not be provided. We recommend seeking legal advice before responding to a request for access to information. If an individual advises you that the information you have is inaccurate you must consider this carefully and, if you agree,

correct the information. Individuals may also make complaints and you should be ready to receive and respond to them. Again, seeking legal advice before responding is the best course.

It is useful to decide in advance who in the organization will be responsible for receiving access requests and complaints and to establish a procedure to be followed in both cases.

Security

The data you collect must be treated with respect. You must understand any and all methods you have of maintaining personal information. This includes things like hard files, computer files, offices, filing cabinets, web based information etc. Essentially there are three forms of protecting data:

- physical, lock filing cabinets, keyed access, clean desk at night etc.
- organizational, security clearances, "need to know" information
- technological, access passwords, encryption

To implement these you will need to review, and possibly amend, your protocols and procedures that limit access to personal information and all employee/volunteer confidentiality contracts or policies.

Other Considerations

Your organization should be aware of using 3rd party vendors such as a mail-house or data processing company. Your responsibilities do not cease if you have subbed services to this type of service supplier. You must research their privacy policies to ensure they comply with the policy your members expect. You should require that their contracts with you contain a commitment to compliance with privacy policies. For example:

The Contractor agrees and undertakes to treat all personal information transferred to it pursuant to the terms of this agreement in accordance with the Hockey Canada Privacy Policy, a copy of which is attached. The Contractor shall use this information only for the purposes of _____ and shall not disclose this information to any third party except in accordance with Hockey Canada's Privacy Policy. The Contractor warrants that it has in place facilities and procedures to safeguard the security of the personal information. The Contractor agrees to provide information about its handling of personal information promptly on request by Hockey Canada.

You should also consider a retention policy which ensures all personal data which is no longer required is disposed of in a manner which leaves no recoverable trace of personal data. Be aware of legislative retention requirements such as CCRA however when you develop such a retention policy.

7.9 Hockey Canada Privacy Policy

Hockey Canada Privacy Policy

Background

Hockey Canada is the sole governing body for amateur hockey in Canada. In co-operation with thirteen Branch associations, the Canadian Hockey League and Canadian Inter-University Sport, Hockey Canada operates Hockey Programming across Canada. Hockey Programming means making all arrangements for amateur hockey leagues, teams and games including choosing and training coaches and referees, deciding which players may participate at which level, establishing appropriate rules and regulations for amateur hockey. As part of their Hockey Programming activities, Hockey Canada and its aforementioned partners also take responsibility for determining if transfer regulations may apply, scouting, gauging the success of certain programs in order that might improve upon them, facilitating emergency contact, providing educational opportunities, career opportunities, research and to maintaining regular electronic updates/contact with participants.

Purpose of this Policy

Hockey Canada has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way that Hockey Canada collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

This Policy describes the way that Hockey Canada will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. Hockey Canada will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the Hockey Canada web site.

1. Accountability

- 1.1 Hockey Canada will appoint a staff person (the "Privacy Officer") whose responsibilities will include those of the implementation and monitoring of the Hockey Canada Privacy Policy. The Privacy Officer will be responsible for Hockey Canada's compliance with privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. The Privacy Officer will report to the President and the ultimate responsibility for Privacy issues will rest with the Hockey Canada Board of Directors. The Privacy Officer may at his/her discretion enlist assistance from other staff members and/or volunteers within the organization. This will not in any manner mitigate his/her responsibility for Privacy issues.
- 1.2 The Privacy Officer's identity will be fully disclosed and publicly accessible to Hockey Canada members and the public in general. Hockey Canada's Privacy Officer is Glen McCurdie and can be reached at gmccurdie@hockeycanada.ca, or by phone at 613-562-5677, extension #2314.
- 1.3 Hockey Canada's Privacy Officer will ensure that Hockey Canada manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. Third party organizations who handle information on behalf of Hockey Canada shall be contractually obligated to adhere to the standards of Hockey Canada.
- 1.4 Hockey Canada will implement internal policies which will facilitate adherence to this Privacy Policy including but not limited to the following:

Security measures at all levels designed to protect personal information in our possession.

- Implementing procedures designed to respond to complaints and/or inquiries.

- Staff training in all facets of information management, including awareness of Hockey Canada's Privacy Policy and policies and procedures developed in accordance with the Policy.

2. Identifying Purposes, Type of Information Collected and Website

2.1 Hockey Canada shall only collect the information reasonably necessary to conduct Hockey Programming. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to Hockey Canada's compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact Hockey Canada's Privacy Officer. Hockey Canada's Privacy Officer is Glen McCurdie and can be reached at gmccurdie@hockeycanada.ca, or by phone at 613-562-5677, extension #2314.

2.2 Hockey Canada collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming. Specifically:

- A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations.
- Historical information concerning past teams played for is collected in order to determine if any Hockey Canada transfer regulations may apply.
- Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
- Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with Hockey Canada residency regulations.
- Educational information may be collected in order to ensure all Hockey Canada residency regulations have been adhered to.
- E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
- Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
- Affiliates. Hockey Canada has numerous organizations which offer hockey programs under the auspices of Hockey Canada. These include the Canadian Hockey League, Canadian Inter-University Sport and provincial and local Branches, associations, and leagues. Hockey Canada discloses the personal information described in paragraph 2.2 to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
- Potential and actual insurance claims and the subsequent investigation thereof.
- Appeals and regulations challenges as well as information collected to defend Hockey Canada against legal action brought against Hockey Canada.

2.3 Hockey Canada will endeavour through its member Branches, associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our web site at www.hockeycanada.ca. We will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by Hockey Canada shall be maintained in either of its two offices or its four Centres of Excellence offices all of which are listed on our web site.

2.4 Hockey Canada will request individually permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.

2.5 Hockey Canada may also use information about an individual who accesses secure areas of www.hockeycanada.ca. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, sex [and the other types of personal information listed in paragraph 2.2]. All such personal information will be treated within the same parameters as other personal information collected by

Hockey Canada through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. Hockey Canada may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

3. Consent

3.1 Hockey Canada will use the personal information for the uses specified above in section 2 and in Sections 3.2 and 3.3 below. By consenting to provide your information to Hockey Canada, you are deemed to consent to our use of the information for the purposes of Hockey Programming listed in Section 2 of this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.

3.2 In addition to using personal information for Hockey Programming purposes, Hockey Canada may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to Hockey Canada's branches, leagues and associations and other third parties who Hockey Canada believes provide services or goods that may be of interest to you. Hockey Canada and any such third parties may contact you with promotions [or to provide further hockey specific communications and association/league Branch information updates]. Hockey Canada will provide an opportunity for the member to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting us as described at Section 3.4 below.

3.3 Hockey Canada recognizes that hockey by its nature is a contact sport and injuries are to a certain extent inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty, Hockey Canada will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

3.4 If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Privacy Officer for Hockey Canada. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.

3.5 Hockey Canada may collect personal information without consent where reasonable to do so and where permitted by law.

4. Limiting Collection

4.1. All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.

4.2 Hockey Canada shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.

4.3 Hockey Canada will not use any form of deception in gaining personal information from its members.

5. Limiting Use, Disclosure and Retention

5.1 Subject to applicable legislation, Hockey Canada shall limit use of personal information it collects to purposes that we have disclosed in Sections 2 (Identifying Purposes) and 3.2, Consent.

5.2 Hockey Canada shall maintain documents for certain periods of time dependant upon necessity. More specifically:

- We will normally maintain registration data for a three period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.

- Parental/family information will be normally maintained for a similar three year period after a member has left our programs.
- Affiliates. Hockey Canada has numerous organizations which offer hockey programs under the auspices of Hockey Canada. As explained above, Hockey Canada may from time to time share information with these Branches, associations, and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
- Hockey Canada may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat your personal information consistent with the Privacy Policy of Hockey Canada.
- Hockey Canada may at some point be involved in the sale, merger, transfer or reorganization of its activities. We may disclose personal information to the other party in such a transaction. Hockey Canada will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
- Hockey Canada may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
- Hockey Canada may at its discretion release personal information for the purposes of collecting debts which may be owed to Hockey Canada.

5.3 Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by Hockey Canada.

6. Accuracy

6.1 Hockey Canada shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.

6.2 Hockey Canada shall only update information in the event of a renewal or registration and/or an update.

7. Safeguards

7.1 Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.

7.2 The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

7.3 Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

8. Openness

8.1 Hockey Canada publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy, on our web site or upon request by contacting the Hockey Canada Privacy Officer is Glen McCurdie and can be reached at gmccurdie@hockeycanada.ca, or by phone at 613-562-5677, extension #2314.

8.2 The information available includes:

- The name address and phone number of the Hockey Canada Privacy Officer.
- The forms (attached) which you may use to access your information or change your information.
- A description of the type of personal information held by Hockey Canada and our general uses thereof. This includes:
 - registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses
 - information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of Hockey Canada business contacts.
- Information that may be made available to related organizations, Branches, associations, leagues and/or third party service providers, in accordance with the provisions of this Privacy Policy.

9. Individual Access

- 9.1 Subject to applicable legislation, upon request by the individual concerned Hockey Canada shall disclose whether or not it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- 9.2 Hockey Canada may request sufficient information to confirm your identity before releasing your personal information to you.
- 9.3 Subject to applicable legislation, Hockey Canada shall endeavour to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of off-setting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format, at the time you make a request.
- 9.4 Any inaccurate information that is brought to our attention shall be corrected by Hockey Canada as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

10. Challenging Compliance

- 10.1 Hockey Canada has in place procedures for the resolution of grievances in the administration of its Privacy Policy.
- 10.2 Upon receipt of a complaint Hockey Canada shall make available the complaint procedures which will be simple and easy to access.
- 10.3 Hockey Canada shall investigate all complaints. If the complaint is deemed justified Hockey Canada shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
- 10.4 All complaints shall be addressed to the Hockey Canada Privacy Officer Glen McCurdie who can be reached at gmccurdie@hockeycanada.ca, or by phone at 613-562-5677, extension #2314.

7.10 National Junior Team and U18 Player Release and Injury Report Process

- Should a camp or a team release a player at any time during a program, the appropriate league shall be contacted immediately to notify them of the situation. Best efforts will be made to contact the General Manager of the Club Team by phone.
- Hockey Canada on site staff will make travel arrangements and this information would also be immediately forwarded to the league and the club team.
- Unless otherwise informed, the travel arrangements will have the player return to the club team wherever they may be at the time.
- The on-site program manager will inform Canadian Hockey National Office to adjust the insurance package.
- Depending upon the situation, a national release maybe issued by Hockey Canada announcing the release of the player from the team or program. This will be the decision of Hockey Canada.
- Should the player be released due to medical reasons, the on-site program manager will contact the club team by phone and fax outlining the specifics of the injury, the treatments performed on the player along with the doctors report.
- All correspondence will be copied to the appropriate league office.
- Should the player have been drafted by a NHL team, a copy of the medical correspondence with the club team will go to the NHL team
- Should the player be released due to disciplinary action, the league will of contacted notifying them of this action, the circumstances and any return travel information.

MEDICAL AND INJURY REPORT PROCESS

The following process will be followed should a player sustain an injury while attending NJT or U18 national team program.

Injury

Medical Process

Severe

Immediate care

- Stabilize injury
- Doctor's consultation/hospital visit
- Assessment
- Decision to return player to point of origin (Club team)

Information Process

- Alter flight ticket
- Prepare letter outlining the nature of the injury, medical injury report and doctor's report
- Contact by phone the Club Team General Manager
- Contact parents
- Send package to club via Fax
- Send copy of package to league office
- Send copy of package to NHL club
- Follow-up call to Club team

Injury

Medical Process

Minor Injury

- Immediate care
- Doctor's consultation
- Assess injury
- Decision to keep player in camp
- Physiotherapy
- Return to ice sessions
- Monitor

Information Process

If player missing game - Contact by phone the Club Team General Manager to provide update

Prepare letter for club team
Prepare medical injury report
Fax to club team at the end of camp or event
Send copy of package to league
Follow-up call to Club Team

Injury

No Injury

Medical Process

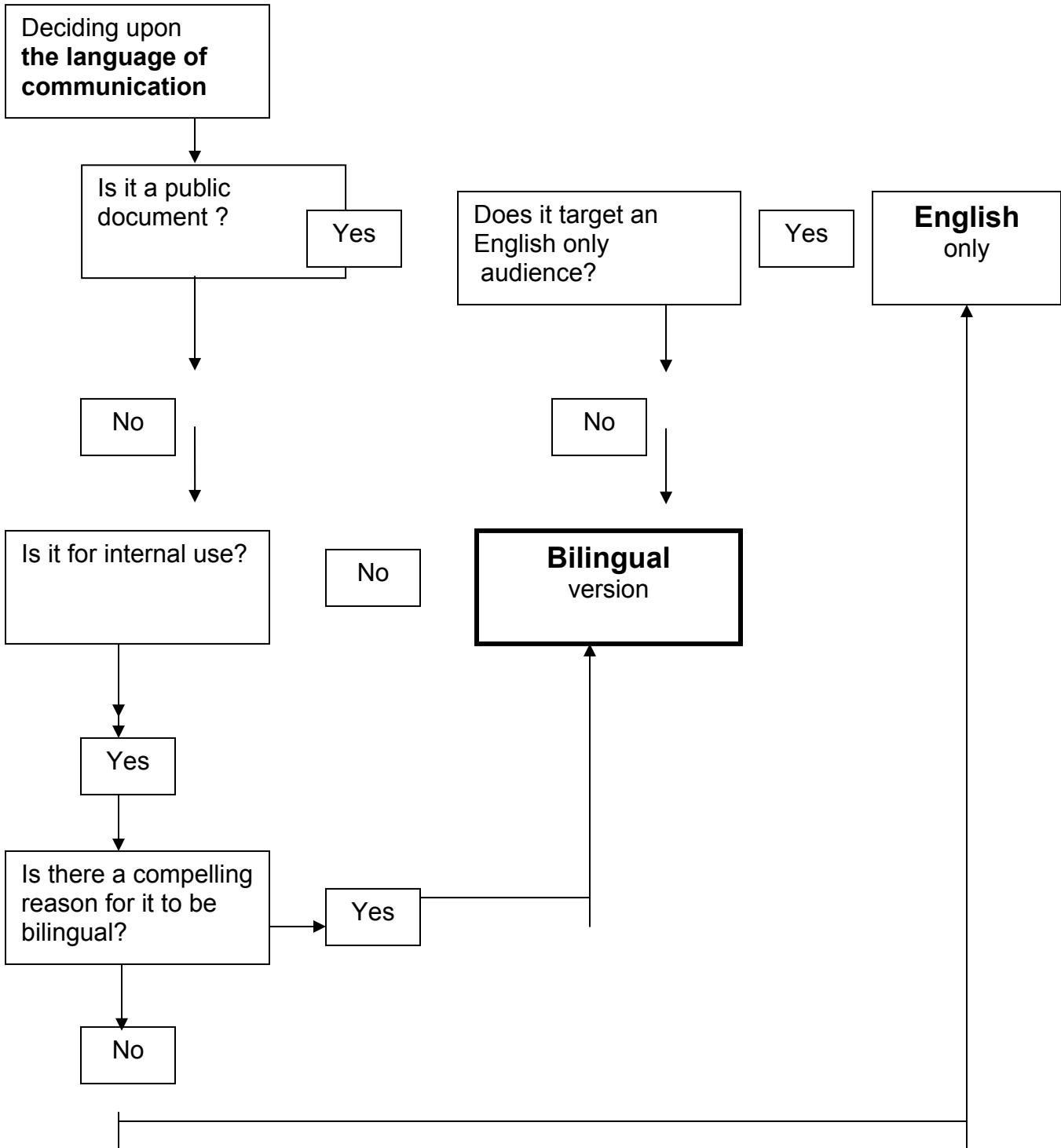
Nil

Information Process

Prepare letter for club team/mail at end of camp or event
Copy of letter to league office

7.11 Official Languages

Canadian Olympic Committee
Official Language Policy
Decision Chart (Appendix A)



7.12 Out of Country Medical Insurance

HOCKEY CANADA POLICY OUT OF COUNTRY MEDICAL INSURANCE

In response to concerns over the financial exposure of our members as they travel outside of Canada on Hockey Canada business we have put together the following policy for discussion. This is the first draft of this document and should be a starting point for discussion purposes.

ELIGIBILITY

Hockey Canada Board of Directors, staff, players, team officials or individuals enlisted by Hockey Canada to conduct business on behalf of Hockey Canada outside the country. This is not meant to include spouses of the foregoing nor any individuals who may be otherwise be eligible for coverage however are actually conducting business on behalf of another organization such as the International Ice Hockey Federation.

OTHER INSURANCE

Hockey Canada will purchase Out of Country Medical Insurance Policies for individuals meeting the eligibility requirements listed above. Hockey Canada will only purchase these policies in situations where the individual does not have access to such a plan through an existing group health plan for which he/she does not have to pay extra fees in order to obtain the Out of Country Medical cover. Basically, if you have access to another plan at no charge (i.e. Hockey Canada staff group health plan) we expect that you will use this policy as opposed to asking Hockey Canada to purchase an additional policy on your behalf. Hockey Canada's Out of Country Medical Policy will always act as a supplementary policy to any other policy you may have in place.

POLICY TERM

Hockey Canada shall purchase the Out of Country Medical policy on your behalf for the period of time wherein your business will be conducted. We will not extend coverage for extended holiday periods or for situations where you are conducting business on behalf of another organization.

POLICY LIMITS

From time to time Hockey Canada will review the policy limits it purchases on behalf of persons meeting the Eligibility Requirements as set out above. The limits are currently set at \$100 000.00 Cdn. We certainly encourage you to determine your own comfort level with respect to these limits and supplement Hockey Canada policies if you deem necessary. Hockey Canada shall not be responsible for medical costs incurred in excess of the limits of the policies of insurance purchased on your behalf. Hockey Canada recognizes there may be medical claims in excess of the insurance limits, we ask our personnel to fully apprise themselves of this potential exposure and protect themselves further if they desire. We also recognize that the policies we purchase may not cover all expenses associated with an injury/illness and that we accept no responsibility for expenses which, for whatever reason, are not covered under the policies of insurance purchased.

ACCESSING THE POLICY

The responsibility will rest with the traveler who has met the eligibility requirements as set out above to contact the Director of Insurance and Member Services of Hockey Canada to enact coverage. Failure to do so will result in an uninsured trip and the subsequent potential financial risk to the individual traveler. The following information will be required:

- Name
- Nature of business
- Duration of stay

-Location(s) of meeting/event

The insurance policy purchased by Hockey Canada shall be available upon request by any individual who has met the Eligibility Requirements listed above.

The above policy was approved at the Fall Council Meeting in Montreal on October 31, 2003.

7.13 Procedures for Criminal Record Search

PROCEDURES FOR CRIMINAL RECORD SEARCH

NOTE: You do not have to go to the police station to complete this process.

Please obtain the approved Police Clearance Consent form and Positions of Trust Disclosure Consent form from Hockey Canada:

Phone:	613-562-5677 extension 2323
Fax:	613-562-5676
email	tjackson@hockeycanada.ca

1. There are two forms that must be completed:
 - The Police Clearance Consent Form
 - The Positions of Trust Disclosure Consent form
2. You must make a copy of one photo identification (DL, Passport etc) and one piece of secondary identification (credit card, SIN, Medical card).
3. Forward a copy of both forms as well as the copy of the identification to the Hockey Canada representative as outlined below:

**All Staff:
High Performance Team Staff:
Board of Directors:**

**Rachel MacGillivray
Hockey Canada Team Staff Person
Janice Wasilew**

Hockey Canada
2424 University Dr.
Calgary, Alberta
T2N 3Y9

Fax (403) 777-3635

4. Once the check is completed all information will be forwarded directly to Hockey Canada Legal Council.
5. Hockey Canada Legal Council will address any concerns regarding staff members with the Hockey Canada President, and any concerns regarding volunteers with the Chair of the Board. Any concerns regarding the President, will be addressed with the Chair of the Board, and any concerns regarding the Chair of the Board will be addressed with the President.

Subsequently, the President or Chair of the Board will address any concerns with the individual who has submitted the record, and will hold all records and discussions in complete confidence. At the conclusion of this process, all records will be stored at the offices of Back Check and Hockey Canada Legal Council. Note that this procedure will conform to the privacy policy of Hockey Canada and BackCheck.

6. All costs for completing this process will be covered by Hockey Canada.

1. Client Contact Information:

Company: Hockey Canada	Phone:
From: Todd Jackson	Today's Date:
Hiring Manager:	Location or Division:
Email to deliver results to: tjackson@hockeycanada.ca	# of Pages:

2. Services Menu - please for services requested

Hockey Canada BackCheck Package (Includes Police Clearance with Positions of Trust Disclosure)

Additional Due-Diligence Services (Check to Order, Circle to Request Information):

<input type="checkbox"/> Police Clearance	<input type="checkbox"/> Investigative Reference Checks: <i>How Many?</i> _____
<input type="checkbox"/> Credit Inquiry	<input type="checkbox"/> Credential Verification
<input type="checkbox"/> Education Verification	<input type="checkbox"/> News Media Search
<input type="checkbox"/> Driver's Abstract	

3. Hiring Manager please complete the following:

ID Check is MANDATORY

Please photocopy 2 pieces of ID and fax a copy to BackCheck along with this cover and release form.

Candidate's Name:	Position Applied For:
Photo ID Check	
Type of ID (DL, Passport, other photo ID)	ID #
Secondary ID Check	
Type of ID (Credit Card, SIN, Medical Card etc.)	ID #
I _____ have examined the identification of _____ <small>Print Name of Manager</small> <small>Print Name of Candidate</small> and I am satisfied that the candidate and person depicted in the photo identification are one and the same	
Manager's Signature Confirming ID Check:	

Please **FAX** the following to BackCheck along with this cover:

- Police Clearance Consent Form (1 page)**
- Positions of Trust Consent Form (1 page)**
- Copy of Applicant's ID**

Please ensure printing is 100% legible

Fax: 604-323-3097
Toll Free Fax: 1-866-323-3097

Police Clearance Consent Form
To ensure accuracy, you must print clearly

PLEASE NOTE: The following information is for identification purposes only so that BackCheck can accurately proceed.
 BackCheck will hold all personal information confidential.

Full Name of Applicant:				
Surname/Last Name	Given 1/First Name	Given 2/Middle Name	Birth and/or Maiden Name	
Other names used, either past or present, including aliases or nicknames:				
Birth Date:		<input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth:	
Year	Month	Day	City	State/Province
			Country	
Full Address:				
Unit #	Street	City	Province	Postal Code
Previous Address:				
Unit #	Street	City	Province	Postal Code
If less than 5 years above:				
Unit #	Street	City	Province	Postal Code
Telephone: () or ()			Social Insurance Number:	

Have you ever been convicted of a criminal or summary conviction offence for which you have not been pardoned in Canada? Yes or No

If Yes, please provide details of conviction including offence, date, and location. Date(s) _____

Location(s) and Details of Offence(s): _____

Disclaimer: The existence of a conviction will not preclude you from consideration for employment with **Hockey Canada**. Details of the offence are requested to enable **Hockey Canada** to determine whether the offence is related to your employment or intended employment.

Statement of Understanding and Consent:
 I have applied to **Hockey Canada** for employment. Part of the screening process includes a criminal record check based upon information as maintained on file by the Canadian Police Information Centre (CPIC). These investigations are conducted by BackCheck (a division of The Confidence Group Enterprises Inc) on behalf of **Hockey Canada**.

I hereby request and authorize a Canadian Police Department to disclose to BackCheck on behalf of **Hockey Canada** the records, details and dispositions of any and all records that exist on me or those that are awaiting entry into the CPIC system as relates to the following:

a) Records of criminal convictions for which a pardon has not been granted, and conditional and absolute discharges and stays of proceedings which have not been removed from the CPIC system in accordance with the <i>Criminal Records Act</i> ;			
b) Wanted person information;	c) Charges pending or outstanding under federal statutes;	d) Probation information;	e) Other Police Service information.

I understand that disclosure of information by BackCheck pertaining to items (a) through (e) above may preclude me from obtaining employment with **Hockey Canada**. I authorize BackCheck to release all information obtained to **Hockey Canada** and hold harmless BackCheck and The Confidence Group Enterprises Inc. upon the release of this information or its findings to **Hockey Canada**.

I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment with **Hockey Canada**. Furthermore, I consent to provide my fingerprints for comparison if information provided by myself is in conflict with that disclosed by the Canadian Police Department during this investigation of my criminal records history.

Applicant Signature: _____ **Date:** _____

Police Use Only	A search of the Canadian Central Repository for Criminal Records for Canada Suggests that:
_____ Based on the information provided by the applicant, there is no record of any convictions, absolute or conditional discharges, or charges under any federal enactment for which a disposition is awaiting or has been entered, or information relating to items (b) through (e) listed above.	
_____ There may or may not be a criminal record in existence. The applicant is requested to submit fingerprints for positive identification.	
_____ Based on the information provided by the applicant, there may or may not be a criminal record or other such record in existence.	
Police Representative Signature:	Date:

Positions of Trust Consent Form

(Should be attached to and completed in addition to the BackCheck "Police Clearance Consent Form.")

To be completed by anyone applying for a position with a person or organization, when the position is a position of authority and trust and is responsible for the well being of one or more children or vulnerable persons. The applicant consents to a search being made of criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned. If this form is not completed or is left unsigned, no security clearance will be provided.

Definition of "Positions of Trust"

Paid or voluntary positions dealing with vulnerable people. Vulnerable people can include children, youth, senior citizens, people with physical, developmental, emotional, social, or other disabilities, but will also include people who have been victims of crime or accident, those who are addicted or dependent on addictive substances, and those who are otherwise left with little or no defense against persons who would harm them.

NOTE: Vulnerable people are individuals who are at **greater risk** of being harmed than the general population, because of their age, disability or handicap, or circumstances, whether temporary or permanent.

Reason for Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well being of one or more children or vulnerable persons.

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police, to find out if I have been convicted of, and been granted a pardon form, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

**Applicant
Signature:**

Date:

7.15 Request to Access Information

Request to Access Information

Personal information on this form is collected under Hockey Canada's Privacy Policy and will be used to respond to your request. Instructions for completing this form are below.

About you

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> s. <input type="checkbox"/> Dr. <input type="checkbox"/> Miss	Last Name	First Name	
Name of company or organization (if applicable)			
Mailing Address			
City or Town		Province	Postal Code
Telephone (daytime)	Telephone (evening)	Fax number	E-mail address

About your request

1. What kind of information are you requesting access to?
 General information (Please attach the fee of \$10.)
 Personal information (No initial fee is required for personal information.)
2. Do you want to: (a) receive a copy of the record **OR** (b) examine the record?

About the information you want to access

1. What records do you want to access? Please give as much detail as possible. (If you want access to your personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person. If you need more space, please attach a separate sheet of paper.)

--

2. What is the time period of records? Please give specific dates. (See instructions provided below for details.)

--

Your signature

Signature	Date
-----------	------

For Hockey Canada use only

Date received	Request number:
---------------	-----------------

How to complete the form

You can access many Hockey Canada records without making a request under the Privacy Act. To determine whether you need to make a request under the Policy or if you need help completing the form, contact the Hockey Canada Privacy Policy Officer.

About you

Check the title by which you prefer to be addressed and enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and evening telephone numbers. Hockey Canada may need to contact you if they have any questions about your request. If you have a fax number or E-mail address where correspondence can be sent, enter them in the spaces provided.

About your request

If you need help to find out what records Hockey Canada has, please contact Hockey Canada's Privacy Officer.

1. What kind of information are you requesting? Indicate whether you are requesting general or personal information.

General Information: If you are making a request for general information, there will be an initial fee of \$10. The records are provided when the fee is paid in full.

Personal information: If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

2. Do you want to receive a copy of the record or examine the record? Check the appropriate box?

About the information you want to access

1. What information are you requesting? Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you give:

- your full name
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, please give:

- the person's full name;
- another other name that person may have used on the records; and
- any identifying numbers for the person if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

2. Enter the time period of the requested records. For example, if you are requesting records for the period January 1, 1993 to August 31, 1994, enter those dates in the space provided. If you want records from August, 1996 to present, enter "August, 1996 to present."

Your signature

Sign and date the form and send it to Hockey Canada's Privacy Policy Officer at 801 King Edward Avenue, Suite N204, Ottawa, ON K1N 6N5.

7.15 Request to Correct Personal Information

Request to Correct Personal Information

Personal information on this form is collected under Hockey Canada's Privacy Policy and will be used to respond to your request. Instructions for completing this form are below.

About you

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Miss	Last Name	First Name	
Name of company or organization (if applicable)			
Mailing Address			
City or Town		Province	Postal Code
Telephone (daytime)	Telephone (evening)	Fax number	E-mail address

About your request

- Whose information do you want to correct?
 - Your own personal information
 - Another person's information (Please attach proof that you can legally act for that person.)

About the information you want to correct

1. What personal information needs to be corrected? Please give as much detail as possible. (Be sure to give the complete name that is in the records if it is different from the name given above. If you need more space, please attach a separate sheet of paper.)

--

2. What correction do you want to make and why? (Please attach any documents that support your request.)

--

Your signature

Signature	Date
-----------	------

For Hockey Canada use only

Date received	Request number:
---------------	-----------------

How to complete the form

You can correct information in many public body records without making a request under the Hockey Canada Privacy Policy. To determine whether you need to make a request under the Policy or if you need help completing the form, contact the Hockey Canada Privacy Officer.

About you

Check the title by which you prefer to be addressed and enter your last name and first name. Enter your complete mailing address and your daytime and evening telephone numbers. Hockey Canada may need to contact you if they have any questions about your request. If you have a fax number or E-mail address where correspondence can be sent, enter them in the spaces provided.

About your request

Whose information do you want to correct? Indicate whether you want your personal information or another person's information to be corrected.

Your personal information: If you want your records to be corrected, you will have to provide proof of your identity.

Another person's information: If you want the records of another person to be corrected, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person.

About the information you want to access

1. What records contain the information that you want corrected? Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you want a correction made to your own personal information, please be sure that you give:

- your full name
- any other names that you have used on the records; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you want a correction made to another person's information, please give:

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person if you know them.

2. What corrections do you want to make? What is incorrect about the information that is currently on the record? Please be specific.

Your signature

Sign and date the application and send it to the Privacy Officer of Hockey Canada.