



HEO POLICIES

6.1 PORTABLE DIGITAL DEVICES

i. PREAMBLE

Technology advancements have allowed users with cell phones, I-pads, tablets, etc., equipped with high definition cameras to photograph or video people without their consent and knowledge. HEO believes this is an invasion of privacy and has adopted the following policy to address the concerns.

ii. EFFECTIVE DATE

Rev.0 2010

Rev. 1 February 2015

iii. PURPOSE

The purpose of this policy is to provide guidance to our members, associations, leagues and teams on the use of portable digital devices.

iv. GUIDELINES

The ability to snap photos or take a video without others knowing has raised significant concerns for members within our Branch. The potential exists for deviant behaviour of users photographing others undressing and showering in change rooms. Small portable digital devices eliminate the evidence as one can readily send the photo or video data to a storage file or personal account by means of the internet rather than storing it where it can be easily found; unlike larger video cameras, devices like cell phones don't require disguises or excuses to be brought into such sensitive areas as change rooms, bathrooms etc.

If someone uses a phone this way and takes a photo or video and puts it on the Internet, it's a violation of personal privacy and will not be tolerated by the HEO/HEO Minor.

Therefore, the following policy will take effect immediate:

The use of any form of *Camera, Video Camera, Camera Phone* or other portable digital device is prohibited in any recreational facility change rooms, during any HEO/HEO Minor sanctioned event. It is the team officials' responsibility to monitor and control the uses of such devices.

6.2 CO-ED DRESSING ROOM POLICY

i. PREAMBLE

As a result of Ontario Human Rights cases and requests received from associations and teams, the HEO Minor and HEO have provided the following policy for co-ed (male and female) dressing room usage. It was implemented to set a standard and a course of action across the Branch to which all associations and teams must adhere.



ii. EFFECTIVE DATE

Rev. 0

Rev. 1 January 2015

iii. STANDARD

Tyke/Novice/Atom – At the Atom level and below, mixed genders may change in the same room at the same time with the presence of two adults; however, coaches and parents should be aware of children who exhibit tendencies towards modesty and arrange for separate rooms where available.

PeeWee and higher – Teams at the Pee Wee level and higher are to utilize the following procedures.

When separate change areas or facilities exist for both male and females participants, males and females shall make use of these separate facilities. It is the responsibility of the coach to ensure all players are involved in both the pre-game and post-game activities.

If the facility does not have separate change areas available, teams shall address the issue by having the players dress, undress and shower in shifts. It is the responsibility of the team to ensure the safety of individual players when they are dressing, undressing and showering.

If options 1 and 2 are unavailable, not possible or unmanageable, then individual teams shall be free to relax these rules/guidelines to address the needs of all participants if the team agrees with an alternate plan.

For a co-ed dressing room arrangement to exist at the Pee Wee Level or higher, teams may identify an alternate arrangement provided:

- a) it provides a safe and manageable sporting environment; and
- b) there is acceptance of the arrangement and signed consent by ALL parties involved including coaches, team officials, players, parents/guardians and the association/league; and
- c) a copy of the alternate arrangement, along with all supporting documentation, is forwarded to the HEO Minor and HEO Executive Director.

6.4 SUPERVISION OF PLAYERS

i) PURPOSE

The purpose of the HEO Supervision of Players Policy is to ensure the safety and welfare of participants at all times during sectioned games, practices and events.

ii) EFFECTIVE DATE

Rev. 0 February 19, 2010

Rev. 1 February 26, 2015



iii) ACCOUNTABILITY

Every Team Official and volunteer, who is an adult, has an inherent responsibility to maintain safe and sportsmanlike environments for our participants/players. It is important that team officials and volunteers understand their “duty of care” as it pertains to civil liability.

Team Officials are responsible for the safety and welfare of their players at ALL times during our sanctioned events; this includes on ice activities such as games and practices, off-ice activities including when players are changing in the dressing room both prior to and after on-ice activities, other team-related events being held away from the arena, such as dry land training or fundraising campaigns and team related activities while attending out of town tournaments. This is covered in all of our clinics given that player supervision is the single most effective method of prevention when it comes to conduct based issues. It is also referenced in the Respect-In-Sport Program.

iv) APPLICATION

If it is a “team-related” event, organized by team officials, then there needs to be appropriate adult supervision in place. In particular, regarding out of town tournaments, team officials should be meeting with parents prior to the road trip to discuss player supervision. It is recommended that both the team official and parent define their roles, outlining when they’re specifically responsible for a child’s supervision. For example, the team official is responsible for a player’s supervision in the change room prior to the game, on the ice and at the bench during competition and immediately after the game in the change room. The parent becomes responsible when his/her child exits the change room after the game into their care.

It should be stressed to every volunteer to practice the “two-deep” method of supervision; that is, having at least 2 adults providing supervision at all times during our events. This not only protects the player, but also the Team Official. Bottom line, the Team’s officials are responsible for their players’ well-being during our sanctioned events--simply not being in the change room does not absolve one from this responsibility.

6.5 VOLUNTEERING AS ON-ICE HELPER

i) PREAMBLE

Within the HEO Minor and HEO, we understand that more players are interested in volunteering within our amateur hockey program. As well, some of these volunteers are young adults wanting to collect high school volunteer hours, and/or are looking to take on a different role within hockey. It has become evident that older Minor Hockey players, as well as Junior Hockey Players, partake in practices with teams of lower divisions to assist and volunteer within their association. With this change in role, moving from player to volunteer helper, associations and coaches are faced with many questions. How old should they be? What equipment is required to be worn? What training do they require? Etc. This policy has been developed to set out guidelines for associations and coaches to follow for the use of on-ice helpers.



ii)

EFFECTIVE DATE

Rev.0 September 2011

Rev. 1 January 2015

iii)

PURPOSE

The purpose of this policy is to provide guidance to our members, associations and coaches, on the selection and use of on-ice assistants, while ensuring safe opportunities for our young “helpers”.

iv)

GUIDELINES

This policy applies to young “helpers” only. Adults and older teenagers providing on-ice assistance/instruction shall have the required certification.

It is important to stress, that team officials are to utilize sound judgment when selecting a young person as an on-ice helper. These decisions must be made from a developmental and supportive perspective. We want these “helpers” to provide assistance to the other team officials, while gaining knowledge and experience of a teaching type role. This is not designed as an opportunity for players to get extra ice time.

- i. Individuals that volunteer within an association must be either; a “registered” member of a Minor Hockey Association, or a Junior Hockey League, or an on-ice official. This ensures that the insurance coverage has been secured.
- ii. Individuals may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would.
- iii. Individuals that volunteer must be at minimum, one age division higher than the team which they are volunteering with; they are not permitted to volunteer, as an on-ice helper, with a team at the same or higher division.
- iv. Individuals that volunteer must wear as a minimum a CSA certified helmet, and facial protection, (as required by their level of hockey) BNQ certified neck guard (as required by their level of hockey) as well as hockey gloves and skates. Although this is the Branch’s minimum requirement, the volunteer’s Home Association/League may mandate full gear.
- v. Individuals, who are not registered team officials, and who are 16 years of age or older are recommended completing the online Respect in Sport Program.

NOTE:

All team players must wear full gear for all games and practices with their own team.

6.6 HEO POLICY FOR POLICE RECORDS CHECKS

Hockey Canada has recommended that all Branches have Police Records Checks conducted on all personnel that have authority over or contact with, directly or indirectly, minors. Hockey Eastern Ontario has been in compliance with this recommendation for several seasons now. All personnel will have a current Police Records Check and will be subject to provide documentation



they had obtained the required police check. This policy cannot be changed by any District or Association within HEO and must be strictly adhered to.

Policy Inclusions

- all HEO executive and administrative personnel
- all executive, coaches, managers, trainers and administrators of HEO teams.
- all HEO referees
- all HEO supervisors and instructors

Policy Criteria

- Applies to personnel eighteen years of age and over. Persons turning 18 must have a Police Records Check completed by the age of 19.
- Police Records Checks are to be updated every three years
- Police Records Checks must include vulnerable type checks
- Any new individual through the course of a season must have a Police Records Check. It is understood that compliance sometimes is not as timely as desired as this is a drain on police resources. Individuals may fulfil their duties once they can show they have made application.
- Individuals will keep the Police Records Check in their own possession. It need be shown to their superior to confirm completion and if requested from time to time. Branch, Districts, Associations or Program Managers will maintain a checklist to confirm they have seen a completed Police Records Check of those individuals within their purview.
- Individuals who may be charged by the police are required to self-report to their superior.
- Individuals are responsible for all costs that may be incurred.

6.7 PRIVACY POLICY

Revised: January 12, 2014

Purpose

This Privacy Policy describes the way that Hockey Eastern Ontario (HEO) collects, uses, retains safeguards, discloses and disposes of the personal information of prospective members, members, and others, including: players, coaches, referees, managers and volunteers. It is subject to applicable legal requirements.

Effective Date

Rev. 1 January 2015

Accountability

HEO shall designate the President, Vice President (First) and Executive Director as the Privacy Officer(s) for HEO and they are jointly accountable to the Board of Directors for compliance with the Policy. The Privacy Officer(s) will be responsible for HEO's compliance with the ***Personal Information Protection and Electronic Documents Act*** (PIPEDA) privacy principles and for responding to access requests in accordance with this Policy.



The Members, their Associations and Clubs affiliated with HEO, shall designate and identify to HEO and membership, an individual or individuals as their Privacy Officer (s) and identify an appropriate hierarchy of contact and accountability for information.

The name(s) of the individuals(s) listed as HEO Privacy Officers(s) shall be made available upon request or by visiting the HEO website and Handbook. In the case where neither of these individuals is available upon request, a delegate may act on their behalf.

HEO’s Privacy Officer will ensure that HEO is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of HEO shall be contractually obligated to adhere to the standards of the HEO Privacy Policy.

HEO will implement internal policies which will facilitate adherence to the Privacy Policies including but not limited to the following:

Type of Personal Information	Purpose of Collecting
A player’s name, place of residence and date of birth regulations.	To determine that the player’s geographical, division and level of play information are consistent with HEO and Hockey Canada
Historical information concerning past teams played.	To determine if any Hockey Canada Transfer regulations apply.
Type of Personal Information	Purpose of Collecting
A player’s skill and development level and feedback on programs, honours and awards received.	To measure the success of our programs in order that we may better plan future programs.
A player’s parents; name, address, number(s), email	To facilitate emergency contact telephone information and to ensure addresses and fax. compliance with Hockey Canada residency regulations.



Educational information	To ensure all Hockey Canada residency regulations have adhered to.
Email addresses and fax	To facilitate membership communication
Skill levels, ability, emergency and health concerns.	To ensure our activities are carried out contacts in a safe and secure environment.
Resumes	To identify potential future employment candidates
Registration information	To conduct research studies but not necessarily limited to hockey demographic type research. To be made available to related organizations, Branches, associations, leagues and/or third party service providers.

HEO will implement:

- i) Security measures at all levels designed to protect personal information in its possession.
- ii) Procedures designed to respond to complaints and/or inquiries.
- iii) Staff training in all facets of information management, including awareness of HEO's Privacy Policy and subsequent policies and procedures developed in accordance with the Policy.

Identifying Purposes

HEO shall only collect information 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 HEO's compliance and/or adherence to the legislation in question shall be readily available.

HEO collects personal information for the purpose of providing hockey programming, which endeavors to meet the individual needs of each participant. HEO recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, HEO will consider receipt of this information as consent for its subsequent use in an emergency medical



situation. HEO will request individual permission for the use of any data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.

The information will be collected via a verbal and/or written agreement to allow the individual submitting information an opportunity to opt-out or opt-in to the use of personal information for third parties.

All information is kept for the duration of seven years or as long as required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.

HEO will endeavor through its Members to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the HEO website or Handbook. HEO will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.

All data collected by HEO shall be maintained in the HEO office or that of the Members all of which are listed on the HEO website.

HEO may also use information about user access to secure areas of the HEO website. Information you are asked to provide during your use of the HEO website may include your name, address, e-mail address, age, sex and will be treated within the same parameters as other personal information collected by Hockey Canada through other means. It will always remain your choice to provide information in certain fields.

Consent

HEO will use the personal information for the uses specified in section 2.

All members of HEO have the ability to consent to the use of their personal information on a yearly basis. A member of HEO agrees that the act of registering constitutes implied consent to such use of their personal information by HEO, its Members and their Associations and Hockey Canada.

Beginning with the 2004-2005 season registration, members will have the opportunity to choose whether information other than name, address, birth date, and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned.

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 HEO Privacy Office at any time, subject to legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the HEO data base upon receipts of a written request and that request will be communicated to all Members and their Associations within 10 business days.

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



Limiting Collection

HEO and its Members shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.

HEO shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill identified purposes.

HEO will not use any form of deception in gaining personal information from its members.

Limiting Use, Disclosure and Retention

HEO, its Members and their Associations shall limit the use of personal information collected to purposes that are listed in Section 3. (Identifying Purposes) and 4. (Consent) and will not disclose the information for other purposes except as requested and permitted by applicable law.

Prior to enlisting the services of third party organizations HEO will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.

HEO 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.

HEO may at its discretion release personal information for the purposes of collecting which may be owed to the Association.

HEO shall retain documents concerning registration, performance activities, discipline, events and honours and awards received for specific periods of time dependent upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:

- i) Registration data will be retained for a three year period after an individual has left the HEO programs in the event that an individual chooses to return to HEO programs after leaving.
- ii) Parental/Family information will be maintained for a similar three year period after a member has left our program.

Other personal information will be retained by HEO for regulated timeframes as requested by legislation governing its operation and/or the information provided, after which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner.

If there is no legislative requirements to retain other information it will be kept for a minimum of 24 months from the time it was provided.

Accuracy

HEO shall strive to ensure to the extent that it can that the information entrusted to it is maintained in an accurate manner. Members will have the ability to view and review data provided on their application for membership at any time through the Hockey Canada and HEO Hockey Management System (HMS) or equivalent in Member jurisdictional areas. HEO shall attempt to maintain the privacy interests of the individual and attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that maybe flawed.



HEO shall only update information if a request is made in writing.

Safeguards

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

All information collected by HEO will be considered highly sensitive. As such, a high level of security will be practiced at all times.

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.

These measures will be subject to yearly review by HEO and its Privacy Officer(s) to ensure the best methods possible are being utilized to maximize effectiveness.

Openness

HEO publicly discloses the methods by which personal information is handled. This information is readily available through its Privacy Policy, on its website or upon request by contacting the HEO Privacy Officer.

The information available includes:

- i) The name address and phone number of the HEO Privacy Officer.
- ii) The forms (attached) to access your information or change your information.
- iii) A description of the type of personal information and our general uses thereof (review chart in section 2.5 for more details).

If any participant shall have a question regarding the personal information collected, the investigation may be initiated to the Member -Privacy Officer, then to HEO.

Individual Access

Subject to applicable legislation, upon request by the individual concerned HEO shall disclose whether or not it actually holds personal information on an individual. HEO shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

HEO may request sufficient information to confirm your identity before releasing your personal information to you.

Subject to applicable legislation, HEO shall endeavour to provide this information within 30 days of receipt of the request for information and only charge nominal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be provided in an understandable format.

A member may challenge the accuracy and completeness of the information through written request and any inaccurate information which may be so validated, shall be corrected and any third parties shall be notified of the corrections as per section 4. (Consent).



Challenging Compliance

HEO has established this Policy as a set of procedures for the resolution of grievances in the administration of its Privacy Policy.

Prospective members and staff may challenge HEO's compliance with this Policy by contacting the HEO Executive Director or/and Privacy Officer(s) responsible for their geographic area. Upon receipt of a complaint HEO shall make available the complaint procedures which will be simple and easy to access.

HEO shall investigate all complaints made to it. If the complaint is deemed justified, HEO 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.

All complaints shall be addressed to the HEO Privacy Officer. HEO policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.

Privacy Statement

The information requested on this form is required by HEO and its Members (their executive, employees, coaches and volunteers) for the purpose of rules and regulations administration by HEO including notification of any events or other activities. In order to do so, HEO, its Members and Hockey Canada may, if required request proof of a player's identity, address and date of birth.

OPT-OUT

HEO may use or disclose the player's personal information collected on this form to third parties for the purposes of offering additional products and service that may be of interest. As the above mentioned player, or the player's legal guardian, if you don't wish HEO to use player personal information for this purpose, you may notify the HEO Executive Director in writing or by making the appropriate discovery in the registration process.

Privacy Statement for Documents other than Registration Cards

HEO is committed to respecting and protecting the privacy of our Members, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purposes of administering the Rules, Regulations and By-Laws of HEO.

6.8 HAZING

i) PREAMBLE

This Policy is based on the Hockey Canada memo of September 12, 2014 from Todd Jackson, Senior Manager, Insurance and Membership Services, titled "**IMPORTANT MESSAGE REGARDING HAZING**".

ii) EFFECTIVE DATE

Rev.0 February 26, 2015



iii) **PURPOSE**

The purpose of this policy is to emphasize the current Hockey Canada Regulation that exists with respect to hazing.

iv) **GUIDELINES**

Hockey Canada and Hockey Eastern Ontario takes hazing very seriously and urges all team staff and those involved with teams across the Branch to implement strict policies against hazing regardless of the level of hockey you are involved with.

The Hockey Canada policy currently defines hazing as ***“an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”***.

Regulation O4 reads as follows:

A player, team official, executive member, team, club, association, or any other Hockey Canada Registered Participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in hazing actions or behaviours shall be subject to discipline up to and including expulsion from Hockey Canada registered programs.

v) **APPLICATION**

Discipline must relate to the degree of severity of the incident(s).

- a) Any party failing to cooperate with the fact finding process may be subject to suspension as determined by the Branch.
- b) All discipline decisions related to hazing must be approved by the Branch.
- c) All hazing matters involving Hockey Canada High Performance programs will be dealt with by the Hockey Canada Board of Directors.

Hockey Canada AND Hockey Eastern Ontario urges all those involved to educate and create awareness around the negative consequences of hazing and to help create a positive environment for all registered participants.

6.9 HOCKEY CANADA REGISTRY (HCR)

i) **PURPOSE**

The purpose of this Policy is to provide information and direction on the use of the Hockey Canada Registry (HCR) system, and to establish the controls governing access to the HCR system by HEO members.

ii) **EFFECTIVE DATE**

Rev. 0 Oct. 2012

Rev. 1 February 2015

iii) **APPLICATION**

This Policy is based on the Hockey Canada Operational Policy Pertaining to the HCR system.



The HCR is governed by Section 6.20 of the Hockey Canada Policy and Procedures Manual as follows:

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

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

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.

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, and
- To assist Hockey Canada in reconciling and verifying the data associated with registration, insurance, player transfers, etc.

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).

iv) HOCKEY CANADA PRIVACY POLICY

As stated in 6.20.2 above, the Hockey Canada Privacy Policy, as provided in Appendices 7.8 and 7.9 of the Hockey Canada Policy and Procedures Manual, shall govern the use of any and all data collected in the HCR system.

v) HEO GUIDELINES (ROLES AND AUTHORITY)

- a) Access to the HCR is granted and monitored through the HEO HCR and Administration Coordinator who will be responsible for communicating and assisting both the Minor and the Junior teams. The HCR and Administration Coordinator shall be the person responsible for providing access passwords and for contacting the HC personnel with respect to questions and concerns with the HCR.
- b) The HEO Minor shall establish Registrars in each District who will liaise with the Associations' Registrars within their Districts. The District Registrars shall also oversee registration for the OEMHL zones. Zone registrars shall have 'read' only access.
- c) Junior teams shall assign the role of registration to a person who has knowledge of the HCR and who is involved with the team. In addition, Junior League administrators shall be granted access for either read or writes privileges.
- d) Out-of-Branch and International transfers, and subsequent registration approval, are handled by the HEO Executive Director and are governed by HC Regulations.
- e) Where registration is split in HEO Minor Associations or teams, it shall be limited to two (2) persons per Association or team.
- f) HEO Minor District Chairs and Association Presidents shall have 'Read Access' only.



- g) HEO Minor Association office managers shall be provided “read’ and/or ‘write privileges’ on a special exemption basis on request to the HEO Minor and the HEO HCR and Administration Coordinator.
- h) Persons who have been previously granted access for either ‘read’ or ‘write’ privileges, shall be granted continuance (grandfathered) on request and approved on an individual basis.
- i) No other persons shall be granted access to the HCR system.

6.10 OUTDOOR RINK USAGE

i) PREAMBLE

While HEO Minor and HEO recognize the need and advantages for more ice surfaces, especially those which provide a level of cost savings to our members, we must ensure that these surfaces are both safe and appropriate for use by our members. While we know outdoor rinks can be an excellent venue for a team’s additional practice time, there are legitimate concerns pertaining to organized games. The following is to serve as a tool for associations, leagues and teams to guide them when considering the use of outdoor rinks.

ii) EFFECTIVE DATE

Rev.0 September 2011
Rev. 1 January 2015

iii) PURPOSE

The purpose of this policy is to provide guidance to our members, associations, leagues and teams on the use of outdoor ice facilities.

iv) GUIDELINES

It will be the association’s and league’s responsibility to work with their local officiating body when considering an outdoor rink for exhibition, league, playoff or tournament games.

Furthermore, the association/league is also responsible for ensuring the outdoor rink is safe for players, team officials, game officials and spectators.

Practices and Non-Organized Games

- i. The outdoor rink must be publically/municipally owned, maintained and insured. Privately owned back-yard rinks will not be insured for HEO sanctioned events. When signing contracts associations are to ensure they are not agreeing to any “hold-harmless” clauses.
- ii. Associations are to ensure the ice conditions, boards, doors, glass/netting, etc., are in good condition prior to using the surface, and that any known deficiencies be brought to the attention of the rink’s owner as soon as possible. Non-boarded rinks may be used for practices only provided the activities are non-contact in nature and that every precaution be taken to prevent pucks from leaving the playing surface.



- iii. Associations are to ensure environmental conditions such as weather and lighting are regularly assessed.
- iv. No games/practices are to be played on frozen ponds/rivers whether municipally owned/maintained or not without prior Branch approval. (Note: certain restrictions will exist)
- v. All players must wear full equipment as they would in an indoor arena.

Games

In addition to the previous 5 conditions, the following will also apply for any game to be considered a sanctioned event:

- i. There must be all required surface markings as in indoor environments, i.e., face-off locations, lines, goal crease, etc.
- ii. There must be regulation size goal nets (6ft x 4ft) which are in good condition.
- iii. There must be an adequate and visible time-keeping device.
- iv. There must be separate and adequate player's bench areas, penalty box areas and time-keeper's area.
- v. There must be, within close proximity of the surface, separate and adequate dressing rooms for each team as well as the game officials.
- vi. There must be, within close proximity of the surface, washroom(s).
- vii. In order for a game to take place, both the /Team and the Game Officials must agree that the ice surface as well as weather conditions are satisfactory.
- viii. **Exceptions:** Initiation Program (IP) Fun Days do not require game officials; therefore associations would utilize the "practice" guidelines.

6.11 PHOTO GUIDELINES

i) PREAMBLE

While we recognize within Hockey Eastern Ontario (HEO) the importance of media coverage and professional photography during our events, we must guarantee the safety and welfare of our players while ensuring spectators have an enjoyable experience. This policy provides the consideration and responsibilities for photographers and videographers at HEO events.

ii) EFFECTIVE DATE

Rev. 0 October 2011

Rev. 1 January 2015



iii)

HOST ORGANIZING RESPONSIBILITIES

The following is to be applied by minor hockey associations and tournament organizing committees as a guide for media coverage and professional photography/videography of events.

The host association and/or organizing committee are responsible for:

- Permitting and monitoring all media personnel or professional photographers for each respective event.
- Identifying the area(s) from which images may be taken and ensuring their presence doesn't interfere with the event.
- Ensuring that flash photography or light enhancing equipment does not interfere with the game or causes reflection in the glass surrounding the ice surface.
- Ensuring that the photographer does not enter or stand on the player's bench.
- Ensuring media or photographers are never alone with players and out of sight of others when dealing with players.
- Ensuring the person is accredited, ie. They can provide proof they work for media-based or photography-based company. They should also be able to provide proof they carry/are covered by third party liability insurance.
- Notifying the individual or company that our insurance coverage, including liability and health, does not extend to them.
- Notifying all game officials as to their attendance and designated area(s) in which they are authorized to be.
- Ensuring that no photography is taken in or around the dressing rooms, and that the privacy of the players is maintained at all times
- Ensuring that, if team pictures are being taken on the ice, the photographer is provided with a non-slip carpet or wears non-slip shoes. It is important that players not be shooting pucks while the person is on the ice surface.

6.12 CONCUSSION RETURN TO PLAY PROTOCOL

i) PREAMBLE

Children and adolescents are actually at a higher risk of developing concussions than adults and we also know that children are at a higher risk of having prolonged symptoms; therefore, there is need for recommendations specifically covering children five to 18 years old since existing guidelines often focus on adults.

ii) PURPOSE

The purpose of this policy is to provide guidance to our associations, leagues, teams, players and parents on the importance of a properly conducted evaluation of a participant who has suffered a concussion before the person returns to play.

iii) EFFECTIVE DATE

Rev. 0 2011
Rev. 1 January 2015

iv) APPLICATION

These guidelines do not apply to children under 5 years. According to the Ontario Neurotrauma Foundation (ONF), diagnosing concussion in children under five years is controversial because it relies heavily on the child's ability to recognize and/or communicate his/her symptoms. Most preschoolers have not developed that capacity yet. As well, there are no validated tools for this age group. These guidelines also do not apply to children/adolescents who have moderate-to-severe closed head injuries, moderate-to-



severe developmental delays, neurological disorders, penetrating brain injuries or brain damage from other causes, such as injuries at birth or in infancy.

v) **GUIDELINES**

Hockey Eastern Ontario (HEO) follows and will continue to follow the Hockey Canada Six-Step method for return to play for Concussion in Sport. When a potential concussion has occurred, the team Trainer is the first point of contact with the injured player. The Trainer will evaluate the player in question, using appropriate protocols and will make a determination based on their assessment of the player. If the Trainer determines that the player may be concussed or is showing symptoms of a possible concussion then they **WILL** deem that player unfit to play until assessed by a Physician.

No player can return to play until the attending Physician has given the player clearance to do so in writing.

The Trainer's decision is final and cannot be overturned by the Coaching staff or the Parents until the above mentioned criteria have been met.

Return to Play Process

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

Step 1: No activity, only complete mental and physical rest. Proceed to step 2 only when all symptoms are gone. This includes avoiding both mental and physical stress.

Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

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

Step 4: Drills without body contact. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player.

Only go to step 5 after medical clearance. (Reassessment and note)

Step 5: Begin drills with body contact.

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

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

Never return to play if symptoms persist!



6.13 SPORT SCHOOL POLICY AND PROCEDURE

Effective Date: September, 2014

Revised: _____

1.0 Introduction

The purpose of this document is twofold:

- a. to provide the Branch Policy related to Sport Schools, and
- b. to make available the application procedures to be used by prospective schools to partner with the Branch and the associated Leagues.

2.0 Definitions

2.1 Educational Institution - is an institution or school (both public and private) accredited by the Ministry of Education for the Province of Ontario to offer K to 12 graduation curriculum.

2.2 Sports School Program (SSP) – to be defined as a school-based hockey program; the following minimum criteria shall be met:

- a. Have a formal partnership with a recognized Educational Institution.
- b. These partnerships must be endorsed by the Branch.

2.2 Residential School - is a school that offers a combined educational and hockey component where 100% of the students that attend that school must be living in residence. Living in residence is defined as living in a dormitory or other housing option that is located on the campus of the school. Billeted players in the community are not considered to be living in residence. There are no restrictions on where players attending a residential school come from; however, the number of players from within the Branch shall be restricted as per the Memorandum of Understanding (MOU) associated to each school.

2.3 Skills Academy - is a curriculum-based program in which players receive skills-based training as part of a program offered in partnership with an educational facility. Participants in a HEO/Hockey Canada Skills Academy program do not participate in games on “Academy teams”.

3.0 Policy

Hockey Eastern Ontario (HEO) and Hockey Eastern Ontario Minor (HEO Minor) understand and appreciate the importance of education in Canadian society. They also recognize that students may desire to attend an educational facility that offers a hockey based SSP. It is the policy of the Branch to partner with schools who are interested in offering hockey skills development as part of the regular curriculum based program as a Skills Academy. It is also the policy of the Branch to partner with Residential Schools, as defined above, who are offering a hockey program within the structure of the school and meet the criteria as set out in this Policy. The Residential School shall also agree to the requirements recognized within the MOU.

Note: It is the policy of the Branch not to sanction Sport Schools that are non-Residential Schools, i.e. schools that offer education but whose students are primarily domicile in the Branch and play on Branch club teams.

All approved sports school programs shall meet all SSP criteria and align with the operational mandate and philosophy as set out by Hockey Canada and the Branch.



National Championship (Telus Cup or National Midget Championship) - Hockey Canada Sports School teams are not permitted to participate in Championships or any League, Branch or Regional events that lead to these Championships.

Regional Championships – Sport School teams are not permitted to participate in events run on a regional basis to determine regional champions, i.e. Ontario Bantam Championship, Ontario PeeWee Championship.

Competition - Membership in Hockey Canada through HEO will insure access to Hockey Canada sanctioned programming and competition in exhibition, league and tournament play. Membership will allow competition against US-based teams that are members of USA Hockey. Players participating on sports school teams who are residents of the Branch shall be eligible to participate in High Performance programming in the Branch subject to compliance with Branch policies and practices.

Fees – The fee for new Sports School applications is set at \$5000.00 (CDN dollars) as per the Hockey Canada requirements. The Branch shall retain 50% to cover administrative costs and the balance being paid to Hockey Canada to cover administrative costs. The fee for renewal of a Hockey Canada Sports School program through the “Request for Renewal” process shall be set by the Branch annually.

Suspensions and Discipline - Teams and team officials shall be subject to all Hockey Canada, Branch, HEO Minor and League rules and regulations regarding discipline.

Registration - The Sport School shall oversee the registering of players with the Branch Registrar. Players shall be subject to all paperwork required by IIHF/Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded to the Branch by the Sport School. Player registration and team assignment of such players will be administered by the Branch. The receipt of required registration documentation by the Branch (i.e. confirmation of registration with the Sport School as well as all transfer documents) will constitute approval of the players to participate with sport school teams. The Branch will deal with Hockey Canada on all other registration paper work as required.

Affiliation - Sports school players shall be eligible to affiliate according to the Branch regulations as established within the MOU.

Tournament Hosting - The Sport School may apply to host Branch-sanctioned tournaments.

4.0 Sports Schools Application Procedures

The purpose of this section of the document is to provide Sports Schools and affected stakeholders in the Branch with an understanding of the process and criteria that will be used by the Branch in assessing applications from potential Sports Schools, as well as alterations to existing ones. The guidelines and procedures below are intended to match the criteria established by Hockey Canada (HCSS Program Application Guidelines).

In order to be considered for approval, the SSP shall have a formal partnership with a recognized Educational Institution recognized by the Ministry of Education for the Province of Ontario; and the partnership must be endorsed by the Branch.



The process outlined below, for addressing applications, will be carried out by the Branch Sports Schools Committee (the “Committee”), which shall be convened at the time an application is received initially and upon a renewal application. The Committee shall be composed of:

- HEO Executive Director
- HEO President
- HEO Minor President
- HEO Minor League Representative(s)

4.1 Application Process

In order to be considered for play in the following season (beginning August 1), all applications for Sports Schools and all supporting documentation shall be submitted to the HEO Executive Director at the HEO office in accordance with the timelines below:

- a. New Sports School Applications - December 1 of the current season for entry in the following season.
- b. Sports School Renewal Applications – February 15 of the current season for the following season

The initial application for a new Sports School shall contain the appropriate information under the following headings:

- i. General information pertaining to the school as outlined in the school’s business plan.
- ii. Completed Application Form (below)
- iii. Table of Contents
- iv. Covering Letter
- v. Management / Owners Resumes
- vi. Background of Organization
- vii. Objectives
- viii. Mission Statement
- ix. Keys to Success
- x. School Structure
- xi. Facilities
- xii. Location
- xiii. Product and Description
- xiv. Marketing Plan
- xv. Education Institution Agreement
- xvi. Athletic / Academic Delivery Model
- xvii. Athlete / Student Demographics
- xviii. Program Budget – Balance Sheet
- xix. Appendices

4.2 Process Review

Upon receipt of the application, the Committee will review the submission and, if required, identify a date for an in-person presentation to be made by the applicant. After the presentation, the Branch will use the HCSS Program Application Guidelines to evaluate the application and presentation. The Branch shall also consult with any key stakeholders (MHA’s, Leagues, Sport Schools, etc.) in order to determine the possible impact to existing programs. Items taken into consideration are:

- a. meets the application criteria and adheres to the HCSS operating mandate and philosophy established by the Branch and Hockey Canada;



- b. demonstrates partnerships between the school and school board;
- c. demonstrates a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans;
- d. is consistent with the strategic direction of Hockey Eastern Ontario;

Development Plan

The following questions may be used in the evaluation process for **Academic Purposes** (Questions to consider):

- i. What school and grades are the players attending?
- ii. Describe the facilities.
- iii. What does a normal week's school schedule look like for the players?
- iv. What are the program's expectations of the players?
- v. What are the program's requirements of the player for acceptance?
- vi. What are the academic support systems in place for the players?
- vii. How many of missed days of school are expected in the school year?
- viii. Who is responsible for the player's academic results?
- ix. How are the academic results communicated to the parents and players?
- x. How will the players be held accountable for their academic results?
- xi. How are the players academics monitored?
- xii. Who is responsible for the player's course planning, graduation planning and college applications?

The following questions may be used in the evaluation process for **Athletic Purposes** (Questions to consider):

- i. What is the organization's philosophy for player development?
- ii. Who are the coaches, trainers, medical staff and management of the organization?
- iii. What does a normal week and monthly schedule look like for on and off ice workouts?
- iv. Who is responsible for the mental training of the players and how is it done?
- v. Who is responsible for the monitoring of the players health and how is it done?
- vi. Describe the yearly on ice hockey development plan.
- vii. Describe the facilities.
- viii. Describe how many games are played and where.
- ix. Describe a normal weekly practice plan.
- x. Describe the timeline for being on and off the ice during the course of the year.

All applications receiving Branch approval shall be forwarded to Hockey Canada no later than March 30 of the current season for review and approval. All SSP's shall fall in accordance with Hockey Canada and Branch Bylaws and Regulations with regards to appeals etc. Each application package will be reviewed by the Branch prior to being forwarded to Hockey Canada for registration.

6.14 POLICY ON THE SERVING OF PLAYER SUSPENSIONS IN HEO

HEO player suspensions may only be served through « meaningful » games. A « meaningful » game is a regular season, play-off (league or inter-branch) or sanctioned tournament game. Players under suspension are allowed to practice with their teams and to participate in league All-Star games, at the discretion of their teams/leagues, but may not participate in any regular season, playoff, exhibition or tournament games, inside or outside the Branch, until their suspensions have been served in their entirety. Suspensions at one level of hockey apply to all levels of hockey within the Branch. Suspended players must serve their suspensions through the team with which they are carded or of which they are



the « property », unless the player's team has been eliminated from further play that season and the player is to remain with the affiliated team for the balance of the season (i.e. affiliated players cannot, except under those circumstance, serve their suspensions with the affiliated teams). Players carded with teams under HEO Minor must serve their suspensions in accordance with HEO Minor's Code of Discipline.

NOTE : The following, for information, is Hockey Canada Regulation « R ».

1. Any team using a suspended player in play-off, league, exhibition or tournament games shall be liable to immediate suspension.
2. Any person responsible for a team having used a suspended player shall also be suspended.
3. Any team found guilty of having used any ineligible player in any league, play-off, exhibition or tournament game, shall lose any points earned in any game in which the ineligible player participated. The player and/or team officials shall be liable for further disciplinary action in accordance with regulation F.10
4. All player suspensions in Junior A, B and C incurred in pre-season exhibition games may be served in subsequent pre-season exhibition games provided those games have been scheduled prior to the commencement of the Junior training camps in that league and the schedule submitted to the HEO office. Player suspensions incurred in the previous season's regular play-off or tournament games may not be served in preseason exhibition games.

6.16 INITIATION PROGRAM POLICY

A. GENERAL

1. Each association within HEO Minor shall ensure that its Constitution, Bylaws, and/or Rules and Regulations include clauses covering the Initiation Program (IP), in accordance with Hockey Canada (HC) direction.
2. All on-ice Instructors (see Section D, Article 2) involved in IP must have attended and completed the IP Instructor (Intro Coach & Speak Out) Clinic. New Instructors must attend a clinic within 1 month (30 days) of having assumed their role as an instructor in the program. It is recommended, but not mandatory, that all other On Ice Helpers also complete IP Instructor (Intro Coach Clinic). All helpers must have Speak Out.
3. Each HEO Minor member Association shall appoint an Initiation Program Vice-President or Coordinator/Convenor and shall submit this individual's name and contact information to HEO Minor no later than October 15th of each season.
4. The Association IP contact person must submit the list of their next month's IP ice times to their District Initiation Program Mentor (HEO Minor where no such position exists within their District) no later than the 15th of the previous month.
5. All IP participants MUST wear proper hockey equipment in accordance with HC and HEO Minor's Rules and Regulations governing the outfitting of players.



6. The Initiation Program is predominantly for players aged 4 to 6 as of December 31st of the current hockey season (see Article 1 of IP Guideline companion document)
7. Players under the age of 7 as of December 31st of the current hockey season are NOT permitted under any circumstance to play Novice hockey.
8. As per HC and HEO Minor's Rules and Regulations, (7.2 (d) (e)), for all Initiation events there must be a registered Trainer present and available (this includes all on- and off-ice events).
9. Each HEO Minor member Association shall develop its own infrastructure for the delivery mechanism based on the number of participants, the HEO Minor Rules and Regulations, HC Initiation Program Implementation Guide, and the HEO Minor Initiation Program Policy. However, it is required that all Associations use and follow HC's Initiation Program Skills Development Manuals to ensure players receive the best instruction. It should take a full season to properly complete the program: Initiation A shall encompass Phases 1 and 2; Initiation B shall encompass Phases 3 and 4.
10. Each District, in coordination with HEO Minor, shall appoint an IP Mentor. The HEO Minor IP Mentor will be monitoring, within their District, each Association's Initiation Program over the season. The IP mentors will be required to report back to HEO Minor on their findings. Associations found in violation of IP policy may have sanctions levied against them by HEO Minor.

B. POLICY GOVERNING INITIATION PRACTICE SESSIONS AND FUN GAME MATCH-UPS

1. A practice session shall consist of a minimum of 40 minutes skill development and 10 minutes scrimmage or other activity (for example; freeze tag, red light/green light). After 15 practice sessions the minimum time for skill development may be decreased to no less than 25 minutes.
2. Initiation A (IP "A") groups are permitted to play in a maximum of 12 fun game match-ups in a season..
3. IP "A" groups are not permitted to dress a goalie at any time.
4. Initiation B (IP "B") groups are permitted to play in a maximum of 15 fun game match-ups in a season.
5. IP "B" groups may only start practicing a player as a goalie after completion of a minimum of 15 practices or November 30th, whichever comes first.
6. No IP "B" player/participant may play the entire season as a goalie. All players are to be given the opportunity to participate as a goalie should they so desire to do so.
7. IP groups are permitted to play fun game match-ups against other Associations, within HEO Minor, commencing November 30th. IP groups are not permitted to play against groups outside of HEO Minor's jurisdiction (see Section D)
8. When fun game match-up play is used there must be a practice to fun game match-up ratio of at least 2 practices to each fun game match-up, following the completion of the initial 15 practice sessions.
9. 4-ounce (blue) pucks are to be used for all IP activities.
10. All IP "A" fun game match-ups must be played in half-ice format.



11. IP "B" fun game match-ups must be played in half-ice format. IP "B" may play up to a maximum of 8 fun game match-ups in full-ice format, commencing February 15th.
12. One instructor, per group, is to be on the ice at all times during fun game match-ups.
13. During fun game match-ups a 2 minute (if stop time) or 3 minute (if running time) buzzer is to be used.
14. Referees may be used for IP "B" fun game match-ups (see Section D, Article 8)

During scrimmages and fun game match-ups, all players are to be given EQUAL ice time during EACH scrimmage fun game match-up. IP "A" may rotate a regular dressed player in every shift as a goalie. IP "B" may dress a player as a goalie in accordance with Article B5 above. An IP "B" player participating in a fun game match-up as a goaltender must be dressed in full and proper goalie equipment as per HC and HEO Minor's Rules & Regulations.

C. POLICY GOVERNING HOSTING AND PARTICIPATING IN IP FUN DAYS

1. No IP Fun Day shall be held prior to the end of November.
2. Any Association or Organization wishing to host an IP Fun Day must apply to HEO Minor for an IP Fun Day Sanction Permit (no charge) The IP application must indicate if full or half-ice fun game match-up format is being used for the IP "B" level for Fun Days scheduled for play after the 15th of February (see Section B, Article 11)
3. Groups participating in Fun Days are responsible for advising the host Association that they have satisfied all the requirements in Section B by completing the appropriate form. (see Annex A – IP Fun Day Event Confirmation Form)
4. No IP "A" player may participate in more than 2 Fun Day events in a season (excluding Timbits Jamboree).
5. No IP "B" player may participate in more than 3 Fun Day events in a season (excluding Timbits Jamboree).
6. Referees (for IP "B") and game sheets are permitted during IP Fun Days; however scores, statistics and championship tournament formats are not permitted.
7. One IP instructor per group must be on the ice at all times at all levels.
8. Where fun game match-ups are used during a Fun Day a two 2 minute (if stop time) or 3 minute (if running time) buzzer is to be used.
9. During Fun Days, all players are to be given EQUAL ice time. IP "A" may rotate a regular dressed player in every shift as a goalie. IP "B" may dress a player as a goalie in accordance with Section B, Article 5. An IP "B" player participating in a fun game match-up as a goaltender must be dressed in full and proper goalie equipment as per HC and HEO Minor's Rules & Regulations.
10. Group relay races, agility skill events, individual races (front and backwards skating), puck control events, and shooting and passing events are strongly encouraged in lieu of (or in addition to) fun game match-ups during Fun Day events.



11. Only group awards may be distributed for IP Fun Day activities (ribbons, pins, mementos, etc.) for such events as relay races, agility skills, etc. Under no circumstances are individual recognition awards (for example; most valuable player) to be presented.

D. DEFINITIONS

1. ASSOCIATION refers to those local Minor Hockey Associations that are duly registered and recognized by HEO Minor.
2. IP INSTRUCTOR refers to an individual who has been certified in the IP Initiation Certification Program (Intro Coach and Speak Out) as prescribed by HEO Minor, the Branch and Hockey Canada. An Instructor for the purposes of this policy item is defined as the on ice person(s) leading, coaching or teaching any part of the program (see Section A, Article 2)
3. IP HELPER is a parent volunteer whose sole role is to assist with setting up skill stations and organizing the IP participant on the ice. An IP Helper is required to take Speak Out.
4. IP PLAYER/PARTICIPANT refers to a child that is properly registered and completely equipped in accordance with HOCKEY CANADA and HEO Minor's Rules and Regulations.
5. INITIATION A (IP "A") is the level to be used for participants in their first year of the Initiation Program (normally 4 or 5 year olds).
6. INITIATION B (IP "B") is the level to be used for participants in their second/third year (normally 6 year olds) of the Initiation Program. A 6 year old just starting in hockey with strong skating skills, may start at the IP "B" level.
7. SCRIMMAGE is an inter-squad (within the same association) series of mini games that takes place in multiple sections of the ice (i.e. NO full ice). All participants must be involved at the same time in the activity. No scores are kept and no rules are introduced. The scrimmage is used as a teaching tool to put what has been taught into play/action. Scrimmages are not mini games between groups from two different associations.
8. FUN GAME MATCH-UPS are fun games between groups from the same or different Associations/District. They are played in half-ice format only for IP "A". IP "B" may be played in half or full ice format in accordance with Section B, Article 11. When played the following apply;
 - a) There are no off sides or other game rules applied;
 - b) In the event of a penalty infraction, play is to be stopped, the players are explained the incident and play resumes. No penalty is to be assessed;
 - c) Each team shall have 3-5 skaters on the ice for each shift;
 - d) Scores are NOT to be kept or recorded;
 - e) The use of Goalies shall be in accordance with Section B;
 - f) To commence only after meeting the requirements in Section B.
9. For Initiation B groups a GOALIE is a participant that is properly and completely equipped in accordance with Hockey Canada and HEO Minor's Rules and Regulations and the Initiation Program Policy.

The following IP Guideline document is to be used as a companion to HEO Minor's IP Policy Document.



1. It is highly recommended that the Initiation Program be made available as an option (or in addition to) for those players who are less skilled or just starting (entry level), ages 7 to 10 as of December 31st, on the recommendation of the Association's IP VP/Convenor.
2. Each Association is strongly encouraged to host a Parent Orientation meeting, prior to or at the start of the season, to ensure that the proper philosophy and implementation of the program is clearly outlined to everyone.
3. All on-ice instructional activities (i.e. practices) should be structured in such a manner that all participants can participate at the same time (e.g. use of stations).
4. Scrimmages where all players participate are strongly encouraged during the last 5 to 10 minutes of ice sessions as well as other types of activities (such as freeze tag, red light/green light, etc.)
5. An Association's Initiation Program should allow for flexibility within the practice/fun game match-up format.
6. It is highly recommended that Associations use a practice to fun game match-up ratio that is higher than the minimum set out in the IP Policy.(i.e.: 2-3 practices to 1 fun game match-up).



I hereby certify that the above IP Group has fulfilled all the requirements of the IP Policy (Section B) and all participants/players listed above are eligible to participate in the Fun Day Event.

Association President: _____

Address: _____

Signature: _____

Official Approval By: _____

(District VP Initiation or Chair – Applicant)

This Form Must Accompany all applications to participate in a Fun Day Event

Note: Forward a signed copy to your District VP Initiation or Chairperson



6.17 RULES POLICY

1. All Rules and Regulations of Hockey Canada and/or HEO will be strictly enforced.
The Executive Director of HEO will be the person responsible for Hockey Canada/HEO Regulation Interpretation.
The Director Rules and Officials of HEO will be the person responsible for Hockey Canada Rule Interpretations.
APPEALS PURSUANT IN THE ABOVE MANNER, WILL BE TAKEN TO THE NEXT REGULAR OR SPECIAL MEETING OF HEO BOARD OF DIRECTORS
2. Registered Leagues submit in writing three(3) copies of their League Constitutions, By-Laws, Rules, and Regulations, to HEO for approval, prior to September 1st in each year
3. All special Rules and Regulations by Leagues must be ratified by HEO.
4. Each registered club must submit in writing a list of its Officers and Executive Members at the time of the annual registration of the team.
5. The operating policy as prescribed by the Rules & Officials Committee for penalty infractions is to be communicated to each League and/or Division by September 1st of each year.
6. Regulations governing the registration of Referees and Coaches within the Association shall, as required be established by the HEO Board of Directors and the HEO Minor Council.
7. While on the ice, all players and goaltenders, registered for Minor Hockey within HEO are required to wear CSA approved facial protectors and a BNQ approved throat protector in addition, a goaltender must wear a neck protector except in the case where a goalie mask has the long extended protection built into the mask and is CSA approved. All other goaltender must have a throat protector affixed to the helmet/face masks. This regulation applies to all levels with HEO Minor, Junior Hockey Leagues are given the option of wearing approved throat protectors.
All game officials registered with HEO and with HEO Minor shall be required to wear as minimum facial protection, a half-visor that is CSA certified.
8. The Hockey Canada Insurance Program premium(s) must be paid for all players, for all team officials, and for all game officials. In addition, any other person, whose responsibilities on behalf of an HEO sanctioned activity, required time on the ice, must also have insurance premiums paid on his behalf.
9. There shall be no financial reimbursement for players moving between teams under HEO jurisdiction with the exception of players who move to play Major Junior hockey.
10. For Junior and Senior Hockey, every team must have at least one qualified trainer with a current Hockey Trainers Certification (HTCP) Level 3.
The trainer will be on or near the bench during ever game played by a team in HEO.



The trainers will be on or near the bench during every practice and warm up prior to every game played by a team in HEO.

11. Players affiliated with a higher category/division team pursuant to Hockey Canada Regulation "E" governing Specially Affiliated Players may only play for the higher division/category team with the consent of the lower category/division team which shall be obtained prior to each game;
Such game by game consent must be in writing; Game by game consent is not required once the lower category/division team is no longer in competition;
12. No team may initiate contact directly or indirectly with any player who has signed a current certificate. Contact may only follow the filing of written permission with the HEO office. This permission does not constitute release and a release must subsequently be obtained prior to any signing of the player by the requesting team. Contravention of the above will result in a \$5000.00 fine payable to HEO by the offending team, prior to their next regularly scheduled game.
13. All carry over suspensions must be reported by a Team official (coach or manager) to the Executive Director of HEO no later than 30 days after the team's final game. Failure to report such offences will result in the team being fined \$150.00. It is the responsibility of the team, prior to signing a player, to verify if said player has any outstanding suspensions with the HEO Executive Director.