

The HOME OF HALIFAX MINOR HOCKEY  
HAWKS

# Managers Meeting

November 2021



# WELCOME AND THANK-YOU

- Welcome
- Safety & Risk
- Finance
- Community
- Team Management
- Development

Team Managers Binder

<https://www.halifaxhawks.ca/l/44/HMHA/pages/1704/Team-Management-Resources/>





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# Safety & Risk Update



# CERTIFICATES, REPORTS, & FORMS

Brad Proctor, VP Risk

- Child Abuse Registry (CAR) – no longer required
- Criminal Record Check (CRC)
  - All volunteers required, deadline December 1<sup>st</sup>
  - Reimbursed by the association, send receipt to Beth
- Medical Information Forms
  - 1 per player, kept by Manager, destroyed at end of year
- Emergency Action Plan
  - Know your rink & assign roles – available on Hawks website
- Complaint chain: Manager > Coach > Director > VP Risk (24 hour rule)
  - HNS Complaint Form:  
<https://5647e90c-cdn.agilitycms.cloud/complaintintakeform.pdf>





# INJURIES & CONCUSSIONS

Brad Proctor, VP Risk

- Log all team injuries on the Hockey Canada Injury Log (online)
- Log each event with the Hockey Canada Injury Report (online)
  - Required for your player, coaches and spectators within 90-days
  - Email report to HNS and CC: [admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca)
- HRM Injury Report (online)
  - Required for Gray and LeBrun Arenas ONLY – completed in 24-hours
  - Email copy to HRM (Ann Wambolt or Kathleen Buntin-Brooks) and CC: [admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca)



# INJURIES & CONCUSSIONS (CONT'D)

Brad Proctor, VP Risk

- Due to insurance & liability concerns we need to ensure the player is cleared to be back on the ice.
- Please contact the [admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca) with the following information:
  - Players name
  - Injury or surgical procedure
  - Date of injury or surgical procedure
  - Plan for return to play
    - Depending on the injury/surgical procedure medical clearance may be required for return to play (form online)
  - Date back to full play





# INJURIES & CONCUSSIONS (CONT'D)

Brad Proctor, VP Risk

- HNS Return to Play must be implemented for concussion diagnosis
- Return to play is gradual for concussions and only begins AFTER a doctor clears return to activity
- Baseline testing
  - Accel Physio (U15 Major Sponsor)
  - Cost is \$125 of \$70 for team if more than 10-players
  - Contact Karen Decker
- Risk management link on Hawks website  
<https://www.halifaxhawks.ca/l/44/HHMHA/pages/1714/Safety--Risk-Management/>



# COACHING STAFF

Brad Proctor, VP Risk

- Coaches helmets must be worn with chin strap snapped on and if working with multiple groups masks must be worn at all times
- Please review and ensure player gear is fitted and appropriate
- Sibling on-ice helpers
  - Must be a registered HNS member for insurance
  - U13 and below must be in full gear
  - U15 and above must wear CSA helmet with face mask and neck guard
- HNS updated their discipline policy October 2021
  - <https://5647e90c-cdn.agilitycms.cloud/Code%20of%20Discipline%20Oct%202021.pdf>





# COVID UPDATE

Amy Fredericks, Covid Lead

- A safety representative who is not a coach is mandatory for all teams. This is in line with HNS rebound plan and a requirements in our hiring agreements with venues. A representative must be present during the session to ensure any spectators are compliant with rink requirements
- Any team who does not comply with this will not be approved and will not be able to continue the season
- <https://hockeynovascotia.ca/covid-19/rebound-plan>
- Please use this link for up to date information on protocols at the different venues we access
- <https://docs.google.com/spreadsheets/d/1ySgldGAtD-VxtPLXwoJVeRvc9cnbQLJFWIN9BgR0Wal/edit#gid=0>
- Refer to Hawks website  
<https://www.halifaxhawks.ca/l/44/HHMHA/pages/2024/COVID-19/>



# EMBRACE DIVERSITY & INCLUSION

Brad Proctor, VP Risk

- Consistent with the Hawks' Values and Code of Conduct, the Hawks supports Hockey Nova Scotia's Diversity and Inclusion Task Force
  - <https://hockeynovascotia.ca/about-us/hockey-lab/diversity-and-inclusion-task-force>
- All Hawks members (players, parents, coaches, etc.) are prohibited from making inappropriate statements, comments or 'slurs' based on any prohibited ground of discrimination under the Nova Scotia Human Rights Act (i.e. inappropriate gender-based, sexual-orientation based, race-based comments, etc.);
- The Hawks will investigate such statements, comments or slurs as a violation of our Code of Conduct and take remedial or disciplinary action, where appropriate.

**Hockey Nova Scotia says reports of verbal abuse, racist slurs on the rise**



Organization issues warning to players, coaches and parents regarding discrimination

Paul Palmeter · CBC News · Posted: Feb 06, 2020 6:00 AM AT | Last Updated: February 6





# EMBRACE DIVERSITY & INCLUSION

Brad Proctor, VP Risk

<https://hockeynovascotia.ca/about-us/hockey-lab/diversity-and-inclusion-task-force/task-force-reportce> Report | Hockey Nova Scotia



# OTHER SAFETY & RISK

Brad Proctor, VP Risk

- First aid kits must be purchased and available at all team events
  - See website for first aid kit minimum requirement
- Locker room supervision
  - 2-deep method
- Co-ed Locker Room Policy
  - U13 may share rooms if a plan is submitted and approved by VP Risk
  - U15 and above mandatory separate rooms
- No sharing of water bottles





# ICE SCHEDULING

- <https://www.halifaxhawks.ca/l/44/HHMHA/pages/2772/Hawks-Ice-Scheduling/>
- [https://www.halifaxhawks.ca/uploads/halifaxmha/source/0/policy\\_manual\\_section\\_14\\_ice\\_allocation\\_rev\\_2020.pdf](https://www.halifaxhawks.ca/uploads/halifaxmha/source/0/policy_manual_section_14_ice_allocation_rev_2020.pdf)

Teams in both competitive and recreational programs should understand that our various ice contracts cause us to lose ice time on certain weekends for various events outside of minor hockey. As a result, there will be occasions where ice will not be allocated during certain weeks and/or weekends.



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# Finance Update





# TEAM ACCOUNTS AND BUDGETS

Daniel O'Grady, VP Finance

- Teams to keep up-to-date financials, tracked by each player
- Budgets should be reviewed and approved at a team meeting
- All budgets to be submitted by November 15<sup>th</sup> to Beth
- Competitive and sock fees collected by November 30<sup>th</sup> paid to Beth
- A mid-year update to each family to track progress against budget and advise families of their contributions
- Mid and year-end ice invoices in January and March, paid on issuance
- Final team accounts submitted to Beth by April 30<sup>th</sup>
- If you need any help organizing the year reach out to Beth



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# Community Update





# FUNDRAISING

Craig Robinson, VP Community  
(vp.community@halifaxhawks.ca)

- All fundraising efforts are encouraged but should follow Hockey Canada's guidelines for off-ice and insurable events
  - Events should be reviewed and approved by the Board
  - Any event uninsurable by Hockey Canada cannot be affiliated as a Hawks fundraiser or event
  - Visit Hockey Canada's sanctioning guide for a list of activities
- Sponsorship is also encouraged as long as
  - The Hawks have no association level sponsor with conflicts
  - Cannot use liquor, tobacco, or drug enhancing companies



# 50:50

Craig Robinson, VP Community  
([vp.community@halifaxhawks.ca](mailto:vp.community@halifaxhawks.ca))

- One draw each month until end of March
- All players have individual links to sell funds
- Sales up to the end of January can be used against team costs for the year
- Hawks will be able to arrange transfers on behalf of players to team accounts
- Sales for Feb-March will go towards registration next year





# Financial Support

Craig Robinson, VP Community  
([vp.community@halifaxhawks.ca](mailto:vp.community@halifaxhawks.ca))

- There are number of support programs available to help with fees, please check the Hawks website
- The Player support fund is the Hawks funding where we are able to offer limited support to members who need help.
- This can be used for team costs or if a player requires some equipment.
- Members can apply in confidence via e-mail [vp.community@halifaxhawks.ca](mailto:vp.community@halifaxhawks.ca) with a brief explanation



# HAWKS SOCIAL MEDIA

Craig Robinson, VP Community Engagement

- We are trying to engage with members and fans by leveraging social media for additional communications in line with our social media policy
- If Teams would like to create any awareness of team events, send pictures with description to [admin@halifaxhawks](mailto:admin@halifaxhawks) to appear on social media channels
  - Important game notices, big game wins, sponsorship recognition, other fun shoutouts
  - Please have consent from families before sending
- Hawks social media handles:
  - Facebook: [@HalifaxHawksMHA](#)
  - Instagram: [@HalifaxHawksMHA](#)
  - Twitter: [@HfxHawks](#)
- We also encourage Team Social Media and will reshare posts where we can so follow and tag us





# HAWKS GIVE BACK & HAWKS DAY

Craig Robinson, VP Community

- We are looking for opportunities for members to get more involved in the community in which we live and play. Any ideas for how teams could support this please contact [vp.community@halifaxhawks.ca](mailto:vp.community@halifaxhawks.ca)
- Planning an end of season Hawks Day – watch this space!



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# Team Management Update





# TRAVEL PERMITS

Beth Boyce, Manager Association Operations

- The Hockey Canada function is not currently available for permit approval therefore **ALL TEAMS**, including exhibition (home or away), tournaments, etc., an email will need to be sent to the local Regional Director by a team rep which is to include the information below. All permits requested will be considered to be approved, unless notified by the Regional Director.
- The following info is to be included with the permit request:
  - Team name
  - Name, Level and Division of team playing against
  - Time and Date of Game
  - Venue
- Regional Director E-mail Jamie Leblanc [jleblanc@hockeynovascotia.ca](mailto:jleblanc@hockeynovascotia.ca)



# CLEVE'S ORDERS

Henry Tran, Equipment Manager (equipment.manager@halifaxhawks.ca)

- Cleve's orders can be:
  - Completed online <https://halifaxhawks2021.itemorder.com>
  - Through the Cleve's Team sale office in Burnside
  - Via email using the order form. Simply complete the order form (see Hawks' website) and email the information to:
    - Rose Boutilier at Cleve's at teamsales@cleves.ca or at (902) 468-6520 Extension 226
  - Visit the store for any sizing requirements
  - Order due November 16<sup>th</sup> for December 14<sup>th</sup> delivery
- Special coaches order form available online
- VIP Cards were distributed virtually this year. Show card in store
- Visit the Hawks' website for more info on purchase and discounts





# RESOURCES

Beth Boyce, Manager of Association Operations

- All content here is featured on our website
- For Manager Resources visit HalifaxHawks.ca and click the [Managers Resources](#) link
- For the Halifax Hawks Policy Manual sections visit HalifaxHawks.ca and go to: Regulations > [Policy Manual](#)
- For the Risk and Safety Resources visit HalifaxHawks.ca and click the [Risk Management](#) link
- For up-to-date COVID information visit HalifaxHawks.ca and click the [Covid19 Latest Updates](#) link



# HAWKS EXTRA DEVELOPEMNT

Tim Boyce, Technical Director

## FRIDAY NIGHT LIGHTS

- Is up at running at Centennial
- Still possible to book individual sessions
- Visit the website
  
- Goaltender Development
- Free sessions for younger age groups on Wednesday evening

