

The HOME OF HALIFAX JUNIOR HOCKEY

2022 / 2023 Manager's Orientation Meeting

October 17, 2022



WELCOME AND THANK-YOU

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

Team Managers Binder:

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



MESSAGE FROM PRESIDENT

Craig Robinson, President

- Welcome back!
- Thank you for your leadership
- Start of season setup will lead to smooth year
- Hockey Canada
- Our team is here to support you



Finance Update

Steve Maynard, VP Finance
VP.Finance@halifaxhawks.ca



TEAM ACCOUNTS AND BUDGETS

Steve Maynard, VP Finance

- Teams to keep up-to-date financials, tracked by player
- Bank accounts to be opened at Scotiabank on 3480 Dutch Village Road
- Scotiabank expecting team representatives to visit branch on Thursday, October 20 between 5pm and 7pm
- Each team requires two signatories, and both need to attend the meeting on Oct 20th
- Government ID will be needed, and each team is to submit names and relevant information to me by Wednesday at noon (vp.finance@halifaxhawks.ca)
- Email option up to \$1,000 per transactions
 - At year-end, a statement of all eTransfers signed by both signatories
- No personal bank accounts or cash netting. All transactions through your team bank account
- Budgets should be reviewed and approved at a team meeting
- All budgets to be submitted by November 15th to Beth



Financial management basics

Steve Maynard, VP Finance

- Competitive and sock fees collected by November 30th paid to Beth
- A mid-year update to the parents/guardians to report progress against budget and advise families of their contributions and any projected short fall/surplus
- Mid-year and year-end ice invoices in January and March, due on issuance
- Final team accounts submitted to Beth by April 30th
- If you need any help organizing the year reach out to Beth or me



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HAWKS MINOR HOCKEY

Safety & Risk Update



CERTIFICATES, REPORTS, & FORMS

David Parker, VP Risk

- Child Abuse Registry (CAR) – no longer required
- Criminal Record Check (CRC)
 - All volunteers required, deadline December 1st
 - 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

David Parker, 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
- 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



INJURIES & CONCUSSIONS (CONT'D)

David Parker, 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 with the following information:
 - Player's 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)

David Parker, 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

David Parker, 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%20Sept%202022.pdf>



Safety Rep Update

Amy Fredericks, Safety Rep Lead

- A safety representative who is not a coach or manager is mandatory for all teams.
- A representative must be present during the session to ensure we are following safety protocols. When unable to be present a certified team staff member must be designated to fill in.
- Any team who does not comply with this will not be approved and will not be able to continue the season.
- This year's focus is on 2 deep in the locker room. This is something we have been practicing at the Hawks already, however we must strive to ensure we are 100% compliant.



Safety Rep Update (2 deep cont.)

Amy Fredericks, Safety Rep Lead

- At no time should a player be in the locker room alone. When players arrive, they must wait for 2 certified team members before entering the locker room.
- At no time should only 1 adult be present with a player.
- Hawks team members are responsible for 2 deep safety 30 mins prior to sessions, and 20 mins after – meaning no player shall enter the locker room prior to 30 mins before and must be cleared from the locker room 20 mins after.
- For U7 and U9 – because parents are present in locker rooms at these levels, you must ensure that at all times 2 certified Hawks team staff members are present
- With teams U13 and above who have more than one gender, you must provide 2 adults per locker room of the same gender to ensure safety protocols are in place
- Teams who do not comply will face disciplinary action from both the Hawks and HNS



Safety Rep Update (2 deep cont.)

Amy Fredericks, Safety Rep Lead

- We are recommending that the safety rep lock the locker room at the start of practice, this helps to ensure players will not be unsupervised.
- If a player is arriving late without pre-arranging it, the expectation is that they must come fully dressed, coaching staff will be on the ice making 2 deep more difficult for some teams.
- If coaches would like to step out to discuss game plans, they must ensure their safety rep and manager step in before doing so.
- All “dressing room monitors” must be certified members listed on your roster. They are safety reps who are just not the teams main rep.
- In the event that you require more than one safety rep (multi gendered teams), or you do not have a designated back up who is certified, we can get one additional volunteer certified this season to assist in ensuring the 2 rule is being met. Please reach out to safetyrep@halifaxhawks.ca if you have questions.



OTHER SAFETY & RISK

David Parker, 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 – to be organized and kept in place by Safety Rep
- Co-ed Locker Room Policy
 - U13 and above mandatory separate rooms
- No sharing of water bottles



Policy Update

Chauncey Kennedy, Executive VP
(executive.vp@halifaxhawks.ca)



Policy manual and MOA update

Chauncey Kennedy, Executive VP

- **Memorandum of Association:**

[https://www.halifaxhawks.ca/uploads/halifaxmha/source/0/HHMHA%20Memorandum%20of%20Assosictaion%20-%202022%20\(2\).pdf](https://www.halifaxhawks.ca/uploads/halifaxmha/source/0/HHMHA%20Memorandum%20of%20Assosictaion%20-%202022%20(2).pdf)

- **Policy Manual:**

[https://www.halifaxhawks.ca/uploads/halifaxmha/source/0/Halifax%20Hawks%20Policy%20Manual%20\(updated%202022\).pdf](https://www.halifaxhawks.ca/uploads/halifaxmha/source/0/Halifax%20Hawks%20Policy%20Manual%20(updated%202022).pdf)

Please review the document and reference as needed



Diversity, Equity, Inclusion & Belonging Policy

- In response to Hockey Nova Scotia's Diversity and Inclusion Task Force recommendations and the disgusting incidents in PEI last year, the Hawks have launched a comprehensive DEI policy to help guide the Association forward.
- Actions include:
 - Inclusion of Diversity and Inclusion goals in the VP, Community & Diversity position
 - Player support and new to hockey funds continue to grow
 - Hawks' Hockey Includes Everyone pledges
 - Local community partnerships
 - "In the moment" policy





LAUCHIE MACISAAC AWARD

HALIFAX HAWKS

MINOR HOCKEY ASSOCIATION



Hawks “In the moment” directive

All coaches will receive direction on this directive

In the event that a player, parent, coach or other reports an allegation of racism or discrimination on the ice or in the arena/rink during a game or practice, the following directive is given to coaches, team staff and players:

1. It is the responsibility of our coaches and manager to treat the matter seriously and address it immediately through stoppage of play and notifying the officials (on and off-ice) and begin documenting the incident, facts and witness. They will also have those involved complete a ‘complaint intake form’ to make contemporaneous notes on the situation as soon as possible. The team manager should ensure that copies of the intake form be readily available to access when an incident occurs.
2. Upon knowing of the incident, a Hawks coach is required to stop the game/event/practice to deal with the complaint. If the coach/manager does not get the appropriate response, then they are empowered to remove their team from the game/practice/event immediately until such time as the incident is addressed. While there may be ramifications for forfeiting the game or reschedule of game with the league or provincial hockey body, the board of the Halifax Hawks will do everything in their power to advocate for the coach and team if and when this occurs. We believe protesting an act of racism that goes unaddressed is more important than the continuing the game.



Hawks “In the moment” directive

3. A coach/manager would conclude that resolution of the incident during play will be when the coach/manager has requested the referee to document the said incident with details of names of those involved or witnesses. If the referee refuses to document due to not witnessing the incident, then the coach/manager is to document the incident with the details of those involved and witness to the event. At such time then the coach will resume play. If this documentation is not allowed to occur to the coach’s satisfaction, then the coach will remove the team from the ice and suspend further play.
4. In no circumstances should a coach/manager accept that their player, coach, official or spectator that was the target of the suspected racist act be asked to leave the game or arena.



Hawks Code of Conduct

- The Hawks Code of Conduct & Behaviour policy has been updated significantly. Please read as Manager's have a key role.
- Incident Classification & Complaint Resolution Process Guide can be found in the Policy Manual
 - Type 1 – handled at team level by coaches with support from divisional director
 - Type 2 – handled by the VP (Comp or Rec) and the divisional director
 - Type 3 – handled by the Association's Code of Conduct Committee
 - Type 4 (Any act of Racism or Discrimination) – immediately referred to the Executive, VP top engage Type 3 process.



Community Update

Wayne Connors, VP Community & Diversity
(vp.community@halifaxhawks.ca)



FUNDRAISING

- 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

- 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

(vp.finance@halifaxhawks.ca, 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 and vp.finance@halifaxhawks.ca with a brief explanation



HAWKS SOCIAL MEDIA

- 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.ca 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

- 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.
- Planning an end of season Hawks Day – watch this space!
 - Fundraising will be needed to support making Hawks Day happen





Hawks' Pledge



Hawks' Hockey Includes Everyone Pledge 2022-2023

As a Halifax Hawk I want to have fun, get better at hockey and also help everyone else have fun too.

U7/U9



As a Hawk I promise to:

- Be kind to my teammates during games, practices, and in the locker room.
- Be respectful to my Coaches, Team volunteers, opposing players and parents.
 - Cheer for all players on the ice – even if they're not on my team.
- Not talk back to referees or hockey officials – even if I don't always agree with their decision(s) as I know they are trying their best.
- Not yell at players on the opposite team - I wouldn't like it if someone yelled at me.
 - Be happy to learn from other players, coaches, and volunteers who may not look or act just like me.
- Importantly, as a Hawk, if I see anyone not acting kind or being respectful, I will tell my coach, parent(s) or my guardian who will help make the situation better.

AS HAWKS WE WILL STAND UP TO RACISM & ALL FORMS OF HATE!

Hawks' Hockey Includes Everyone Pledge 2022-2023

This pledge is part of the Halifax Hawk's continuing commitment to provide an environment where everyone has the right to feel safe and have fun playing hockey regardless of their identity.

U11/U13/U15/U18/U23



As Hawks we pledge to:

- Not use derogatory, demeaning, or discriminatory language that is based on another person's identity; this includes but is not limited to, racist, homophobic, transphobic, misogynistic, and sexist language.
- Help make sure the dressing/locker rooms are safe for everyone which includes not using derogatory, demeaning, or discriminatory language, telling jokes rooted in stereotypes/discrimination, or playing inappropriate music.
 - Play the game fairly and treat other players, coaches, officials, parents, and fans with respect.
- Recognize that diversity in hockey helps decrease the chance of discrimination; We will promote diversity and fair play at every opportunity and encourage everyone to play the game.
- Commit to reporting incidents of racism, discrimination, harassment, or any action that affects the safety of another individual to a referee, coach, parent/guardian, teacher or the Association.
 - Speak with our parents/guardian about our pledge and encourage them to adopt the Association's pledge.

AS HAWKS WE WILL STAND UP TO RACISM & ALL FORMS OF HATE!



Process

- Every HHMHA team will be provided a printed copy of the pledge (available in office).
- During their FIRST team meeting, the pledge will be expected to review the pledge together (out loud) – coach led or an invited board member.
- Invite questions/discussion and ensure understanding of the commitments.
- All team members, coaches and team staff will individually sign the pledge.
- Any player or coach not willing to sign the pledge will be required to meet with the VP, Community & Diversity (or available Executive member) to discuss rationale, before being permitted to practice/play with the Association. The Association reserves sole discretion to adjust the registration of the player based on the conversation.
- Team Managers will take a picture of the pledge and submit to the VP, Community & Diversity once completed.
- The pledge will be reviewed as part of the Parents/Guardians meeting.



Team Management and equipment 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 Jocelyne Legge (jlegge@hockeynovascotia.ca)



Team Game Jerseys & Socks

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

- Priority to U11 to U18 Competitive Teams
- Hawks Association Socks (\$40/2 pairs) for Competitive Teams only. Socks fee to be invoice to the team when competitive fees are collected.
- Only Hawks Game Jerseys set (Black & Red) provided to U13C to U18C, U23. The teams are responsible for their player's own sock provisions.
- U11C (AtomC) McDonald's Sponsored Jerseys & Sock (Black & Red set).
- U7/U9 Timbits Jerseys & Socks. Each U7/U9 players will get a memorabilia at the end of the season (To be advise/confirm by the Tim Horton's sponsorship program).



CLEVE'S ORDERS

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

- Cleve's orders can be:
 - Completed online <https://halifaxhawks.itemorder.com/shop/sale/>
 - 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 **October 21st** for December 14th delivery
 - Special coaches order form available online
 - VIP Cards were distributed virtually this year. Show card in store
- > <https://halifaxhawks.ca/uploads/halifaxmha/source/0/Hawks%20Hockey%20VIP%20E-Card%202022-23.jpg>
- Visit the Hawks' website for more info on purchase and discounts
 - Cleve's Hawks Day Sale (Week of Oct.17-23, inclusive). 20% Discount at Cleve's retail store only for hockey gears & apparels. Any other time, 10% discount.



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 [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
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- Goaltender Development
 - Free sessions for younger age groups on Wednesday evening



Go Hawks Go!

