

Markham Waxers House League



Manual of Operations

Fun, Fitness & Friendship!

Revised October 2025

Introduction

The *Operations Manual* is a comprehensive resource providing conveners, coaches, parents, and players with useful information to enhance understanding of the policies and procedures of the Markham Waxers House League.

Thank you to the board of the Markham Waxers and especially the conveners and coaches who volunteer their time so that the children of Markham can enjoy playing Canada's game in the spirit of fun, fitness, and friendship.

If you have comments or suggestions, please email admin@waxers.com.

Mission Statement

The Markham Waxers Hockey Club is committed to creating a hockey program that is fun and where participants can develop and learn the techniques of the game and sportsmanship in a safe, nurturing environment.

The focus of our house league program is on introducing the game of hockey to beginners and developing the skills of all players. But it's not just about hockey. Waxers House League players also learn how to be a contributing member of a team; to respect each other, their coaches, and the referees; and to enjoy the benefits of being physically active.

Our mission statement can be summed up in three words: *fun, fitness, friendship*.

For those who would like to participate in a higher level of competition, the Markham Waxers offer a representative program.

For more information, visit our website www.waxers.com.

Member Information

Coaches, conveners, and other volunteers must keep any information learned about parents and players throughout the course of the season in the strictest confidence. This includes, but is not limited to, information contained in registration reports, medical information sheets, incident reports, injury reports, player statistics, and both pre-season and end-of-season player evaluations.

When sending out emails for wide distribution (including team-wide and division-wide emails), email addresses are to be listed in the BCC line of your email message to protect the privacy of our members.

Markham Waxers House League
6140 16th Avenue Markham, Ontario L3P 3K8
www.waxers.com
admin@waxers.com

Table of Contents

Introduction	2
Mission Statement	2
Member Information	2
Table of Contents	3
Markham Waxers House League Program	6
Codes of Conduct	7
Player's Code of Conduct	7
Parent's Code of Conduct.....	8
Volunteers' Code of Conduct	9
Five Basic Principles of Fair Play	10
Sponsors	11
Team Sponsorship	11
Registration	12
General Registration Information	12
Boundaries	12
Proof of Age.....	12
Full-Time Goalie Position	12
Acceptance.....	12
Hockey Fees	12
Registration Rates	12
Installment Option.....	12
Family Discount Policy.....	13
Refund Policy	13
Yes, You Can Play! Program	14
Equipment.....	15
Markham Waxers House League-Provided Equipment	15
Jerseys and Socks	15
Goalie Equipment	15
Player-Provided Equipment	16
Mouth Guard.....	16
Helmets	16
Additional Items	16
Evaluations, Team Selection and Balancing	17
Overview.....	17
Special requests	17
Full-Time Goalie Positions	17
Exhibition Games	18
Final Team Balancing	18
The Hockey Season	19
Attendance	19
AP and Rostered Select Players	19
Schedules & Standings	20
Season Calendar	20
Program Schedule	20
Team Schedules	20

Christmas Holidays and March Break.....	20
Playoffs.....	20
Division Standings.....	20
Game Day.....	20
Arrival at the Arena.....	20
Change Room Rules & Etiquette.....	21
Water Bottles.....	21
Snacks.....	21
Photos, Player Awards & Season End.....	21
Player and Team Photo.....	21
Season End Celebration/Championship Weekend.....	22
Player Awards.....	22
The Rules.....	23
House League Playing Rules.....	23
Protective Equipment.....	23
Game Length.....	24
Curfews.....	24
Game Sheets.....	26
Minimum Team/Forfeit.....	26
Goaltender.....	26
Timekeeper.....	27
Entering and Exiting the Ice Surface.....	27
Timeouts.....	27
Mercy Rule.....	27
Penalties.....	27
Suspensions.....	28
Protests.....	28
Championship Weekend.....	28
Convener.....	32
Overview.....	32
Certification.....	32
Administrative Responsibilities.....	32
Player Registration.....	32
Communication.....	32
Evaluations.....	33
Emergency Contact Information.....	33
Game-Day Responsibilities.....	34
Supervising the Games.....	34
Confirming Attendance of Referees.....	34
Supervising the Timekeeper.....	34
Observing the Game.....	35
Reporting Incidents and Disputes.....	35
Coach & Trainer.....	38
How to Volunteer.....	38
Job Descriptions.....	38
Head Coach.....	38
Assistant Coach.....	38
Trainer.....	38

Certification Requirements	39
Respect in Sport (RIS) for Activity Leaders.....	39
Gender Expression and Identity Course	39
Police Vulnerable Sector Screening	40
Coach and Trainer Certification Requirements.....	40
How to Get Certified	40
How to Check the Status of Certifications.....	40
Reimbursement of Clinic & PVSC Fees	41
Coach Responsibilities	41
Overview	41
Your Team.....	42
Practice.....	43
Game Day	43
GameSheet App	44
Communicating with the Referee-in-Chief	44
Player Jerseys.....	44
Trainer Responsibilities.....	45
Overview	45
Medical Information	45
Maintaining the Team First Aid Kit.....	45
Emergency Action Plan	45
Glossary of Terms and Acronyms	46
Appendices.....	48
Appendix 1 – Jersey and Name Bar Roster	48
Appendix 2 Fair Shifting Worksheet.....	49
Appendix 3 Medical Information.....	50
Appendix 4 Concussion Awareness.....	51
Appendix 5 Emergency Action Plan	52
Appendix 6 Hockey Canada Injury Report	54
Appendix 7 Markham Waxers House League Incident Report	56
Appendix 8 Clock Instructions	57
Index	58

Markham Waxers House League Program

The Markham Waxers provides recreational house league and competitive select hockey programs in all Ontario Minor Hockey Association (OMHA) categories for youth in Markham. We have been organizing minor hockey house league in the Markham area since the 1930s. We are a community organization of players ranging in age from 4 to 20, organized and run by volunteer coaches, organizers, and sponsors. We focus on providing a rich and rewarding experience for everyone involved.

Highlights of our program include:

- Recreational hockey program for ages 4 through 20
- Season running from October through the end of March
- Weekend practices and games at local Markham arenas such as Mt. Joy Community Centre, Markham Village Community Centre, Centennial Community Centre, and Milliken Mills Community Centre
- Certified and trained coaches and trainers on every bench
- Coach development and mentorship
- Hockey jersey and socks—*pick your own number!*
- Goalie equipment for players interested in playing in goal
- Goalie training
- Hockey Development Clinics for players in the U8 through U15 divisions
- Individual and team photos
- Year-end championship weekend
- Trophies or medals for all players
- Volunteer and Sponsor Appreciation Night

Codes of Conduct

These codes of conduct identify the standard of behaviour which is expected of all Markham Waxers House League members and participants. For the purpose of this policy, it shall include all players, parents, spectators, coaches, team officials, committee members, and directors involved in any and all activities and events with the Markham Waxers House League.

The Markham Waxers House League is committed to providing an environment in which all individuals are treated with respect. Members and participants of the Waxers shall conduct themselves at all times in a manner consistent with the values of the Waxers, which includes fairness, integrity, and mutual respect. All house league members and participants shall adhere to the Constitution, Bylaws, and Operational policies governing Markham Waxers House League events at all times. Members shall not engage in any such activity or behaviour which interferes with a competition or with any player or team that is preparing for a competition, or which endangers the safety of others.

Members of the Markham Waxers shall refrain from comments and behaviour that is disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour that constitutes harassment or abuse will not be tolerated and will be dealt with under the OMHA Harassment and Abuse Policy.

Failure to comply with these Codes of Conduct may result in disciplinary action in accordance with the policy of the OMHA. Such actions may result in the member losing privileges including the opportunity to participate in Markham Waxers House League /OMHA activities and events, both present and in the future.

Player's Code of Conduct

All players registered in the Markham Waxers House League are expected to adhere to the following principles. I will:

- have fun, make friends, improve my skills and play safely.
- play and compete for my own enjoyment, as well as for my team.
- exhibit good sportsmanship at all times.
- maintain self-control at all times.
- accept both victory and defeat graciously.
- respect and adhere to all policies and rules determined by the Markham Waxers Board.
- attend all games and practices and arrive before games and practices in a timely manner.
- notify the coach ahead of time if you will be absent.
- learn, understand, and respect the rules of the game.

- respect the rights, feelings, and abilities and consider the safety of other players, coaches, trainers, administrators, volunteers, and parents.
- show respect for the decisions, judgment, and authority of the officials and timekeepers.
- respect the facilities in which I am privileged to play.
- not use foul language towards teammates, coaches, officials, or opponents.
- not use drugs, tobacco or alcohol.

Parent's Code of Conduct

The Markham Waxers House League has a responsibility to maintain discipline and order. We appreciate parents' dedication to their child's fitness and the efforts parents make to expose their children to the sport of hockey. Occasionally parents and coaches may forget that their actions are on display as much as their child's. We ask the parents and guardians of all Markham Waxers House League members to adhere to the following. I will:

- remember that participants play sports for their enjoyment. They are not playing to entertain me.
- be a good sport at all times.
- not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- encourage my child to do his or her best, have fun and demonstrate good sportsmanship.
- never ridicule a player (including my own child) for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- teach my child how to win and lose gracefully.
- lead by example.
- help my child to understand and respect the rules of the game.
- encourage my child to remember that he or she is part of a team and to work for the good of the team.
- show respect for my team's opponents, because without them there would be no game.
- respect the rights and feelings of officials, coaches, trainers, players, volunteers, and administrators.
- support, not undermine, the decisions and efforts of the officials, timekeepers, conveners, administrator, and executive and I will encourage participants and other spectators to do the same.
- keep my expectations realistic. I will remember that players are not professionals and cannot be judged by professional standards.

- condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- not use bad language, nor will I harass players, coaches, officials, or other spectators.

Violating this code may result in dismissal from the arena area. Continued violations may result in your child's expulsion from the association.

Volunteers' Code of Conduct

The Markham Waxers House League requires volunteers to sign *The Markham Waxers House League Volunteers' Code of Conduct* that articulates the Markham Waxers House League's policies and objectives and confirms that each volunteer understands and is willing to abide by these policies and objectives.

As a volunteer and a member of the Markham Waxers House League, I will:

- adhere to all Markham Waxers House League By-Laws and Regulations and any amendments or rules incorporated from time to time as deemed appropriate by the Markham Waxers House League Board of Directors and communicated to me.
- devote time, thought, and effort to the duties and responsibilities so that I may render effective and creditable service.
- recognize that the expenditure of Markham Waxers House League funds is a public trust and I will endeavour to ensure that Markham Waxers House League equipment is returned to the Markham Waxers House League at the end of the season in good working order.
- endeavour to work with players, parents, my fellow volunteers, the Waxers Executive, and administrator in a spirit of harmony and cooperation in spite of difference of opinion that may arise during the hockey season.
- observe proper decorum and behaviour, encourage full and open discussions in all matters and treat them with respect and consideration and I will not withhold or conceal from them any information or matter with which they should be concerned.
- not use the Markham Waxers House League or any part of the Markham Waxers House League program for my own personal advantage or for the advantage of my family or friends.
- adhere to the Markham Waxers House League privacy policy.
- lead by example and respect the rules of the game.

- communicate with players and parents honestly, generously and fairly.
- respect the rights and the feelings of players and parents.
- encourage the players to do their best, have fun, and demonstrate good sportsmanship.
- respect the rights and feelings of the game officials and understand that they are in charge of the game.

Should I be found to be in breach of this code of ethics, I understand that I may be subjected to a disciplinary process, by either the Markham Waxers House League Board or by a disciplinary subcommittee appointed by the Board, at the absolute discretion of the Markham Waxers House League Board of Directors, and subject to penalties including dismissal from the position of coach.

Five Basic Principles of Fair Play

In addition to these Codes of Conduct, the Five Basic Principles of Fair Play will be recognized and adhered to by all Markham Waxers House League members including players, parents, team officials, spectators, and the Board of Directors. The Five Basic Principles of Fair Play are:

1. Respect the rules.
2. Respect the opponents.
3. Respect the officials and their decisions.
4. Everyone participates equally.
5. Maintain your self-control at all times.

Sponsors

Thank you to our generous sponsors! Without team sponsors, the cost of playing minor hockey would be much higher and might not be affordable for everyone.

We proudly display our sponsor logos on our team jerseys, this website, and on our sponsor banner that hangs all year in the Mt. Joy Community Centre.

Team Sponsorship

Sponsorship buys a full uniform (jersey and socks) for each player on a team. The team jersey displays the company name and/or logo. Sponsorship also helps pay for ice, medals, trophies, the players' banquet, goalie and miscellaneous equipment, coaching clinics, referee and timekeeper fees, and skills clinics.

The Markham Waxers Hockey Club offers an excellent opportunity for both small local businesses and larger corporate partners to gain access to our more than 1,400 players and their families. We are looking for an opportunity to create long term partnerships that give you creative alternatives to market your business in the community, we aren't simply looking for a donation.

If you are interested in a sponsorship package that not only supports athletes in your community but will help build your brand and bring customers to your door, please [visit our website for information on sponsorship levels and to apply](#).

Registration

Participation in hockey begins with registration.

Registration opens in April. We offer a discounted registration fee during our Early Bird period which closes on May 15. Late registrations (after July 31) are accepted if there is space available and a late fee applies. We encourage players to register early to avoid being placed on a waiting list when divisions fill. Late registrations delay our ability to plan the season and develop schedules.

General Registration Information

Boundaries

House League registration is open to everyone. Participation on select teams is limited to residents of Markham.

Proof of Age

New registrants must provide proof of age (copy of a birth certificate or passport) and residency (scan of parent driver's license or home utility bill showing address and current date) in Markham prior to registering.

Full-Time Goalie Position

Beginning in the U11 division, players may choose to play as a full-time goalie. Players who want to play goalie, will be equally distributed among the teams in each division. If there are more goalies than teams, the position may be shared equitably on as many teams as necessary to accommodate all qualified players wishing to play full-time in goal or players may be offered a full-time goalie position in another division.

Acceptance

All players that register are accepted. Markham Waxers House League reserves the right to reject acceptance for reasons that are deemed appropriate at the sole discretion of the Markham Waxers House League.

Hockey Fees

Registration Rates

Registration fees for the current season are posted on our website.

Installment Option

Markham Waxers House League is pleased to offer an installment option for paying your child's hockey fees. When you check out you will be given the option of paying in full or paying in installments. Depending on when you register, you will be able to pay your hockey registration fees over a number of months. All installments are due by August 31st.

Family Discount Policy

Markham Waxers House League offers a sibling discount for families with three or more children (siblings) playing within our association.

To receive the third and subsequent sibling discount, the Hockey Canada Registry (HCR) requires that each child is registered at the same time while using the same account. In other words, one parent account must be used to register *all children* and you *must register them at the same time*. One child cannot be registered one day and the second and subsequent children another day and still receive the discount. The discount will be applied when your cart is complete and you are ready to check out.

If you have children participating in the Markham Waxers rep program, discount fees will apply for siblings participating in House League. Please contact the registrar at admin@waxers.com *prior to registering your house league players* for information on how to complete your registration.

Refund Policy

Refunds will be issued upon receipt of a completed Registration Fee Refund Request. The form may be scanned and emailed or dropped through the mail slot in the door of the Waxers office. Mark the envelope to the attention of the Registrar.

- Please allow approximately four weeks for processing your refund.
- Refunds will not be granted for games lost due to injuries, illnesses, or vacation.
- Any request arising as a result of an injury that prohibits a player from playing for the remainder of the season must be submitted within 30-days of the date of the injury.
- There is a \$50.00 processing fee on all refund requests and an additional \$25.00 fee if your fees were paid with the installment payment option. The balance of the refund is based on the date the Application for Refund form is received.
- If jersey and socks have been received and used by your child, \$50.00 will be deducted from your refund.

Refund Request Received	Refund Amount*	Staggered Payment Fee
Prior to August 1	100% minus \$50.00	\$25.00
August 1-31	75% minus \$50.00	\$25.00
September 1 – November 30	50% minus \$50.00	\$25.00

After December 1	No refund	
------------------	-----------	--

*If you paid your fees in full at the time of registration.

- There will be no refund for any players whose applicable fees have not been paid in full or have monies owing to the Association.

Yes, You Can Play! Program

The Markham Waxers House League's *Yes, You Can Play!* program works to eliminate barriers that Markham families face to play hockey. Markham Waxers House League is dedicated to providing a fun-filled hockey experience for *every child* in Markham who wants to play Canada's game. Some families find themselves unable to afford the fees and equipment. Others don't have access to transportation to get their kids to the rink. And others are new to the game and may feel overwhelmed or intimidated.



The *Yes, You Can Play!* program not only offers financial assistance for registration fees and equipment, but also offers a number of other assistance programs to our members including parent mentors, carpooling, etc. To inquire about assistance from the *Yes, You Can Play!* program, please email us.

In order to receive financial assistance through the program, we ask that you first apply to one of the organizations in Ontario (listed below) which assist children to play organized sports such as hockey. If you need assistance filling out the forms, please let us know; we can help.

If, after receiving assistance from these organizations, you still need help, please contact us—we may be able to provide additional financial assistance. All inquiries are kept strictly confidential.

- Hockey Canada Assist Fund (www.assistfund.hockeycanadafoundation.ca)
- Minor Hockey Foundation of Ontario (www.hockeyfoundation.ca)
- Canadian Tire Jumpstart (www.canadiantire.ca/jumpstart)
- NHLPA Goals and Dreams Fund (www.nhlpa.com/Giving-Back/Goals-And-Dreams/)

Equipment

Markham Waxers House League provides each player with a jersey and socks. Players are required to provide protective hockey equipment including a mouth guard and neck guard. For those players who wish to play in goal, Markham Waxers House League provides players with goalie equipment for use during the season.

Markham Waxers House League-Provided Equipment

Jerseys and Socks

Registration fees include a team jersey and socks.

Exhibition Jerseys

Markham Waxers House League will distribute jerseys for players to wear during the exhibition season while teams are being balanced. These jerseys are to be returned laundered to the association in good condition at the end of the exhibition season.

Season Jerseys

Season jersey and socks are for the players to keep. Players may choose their jersey number based on a random draw conducted by the coach at the end of balancing. Only last names are allowed on the name bars—nicknames are not allowed. Season jerseys are distributed after balancing is complete.

Goalie Equipment

Goaltenders in all divisions will wear full goalie equipment. The Markham Waxers House League provides every team with goalie equipment at the start of the season. However, if a goalie has his/her own equipment, he/she is welcome to use it provided it is in good working order.

Goalie equipment can be picked up at the Markham Waxers House League Equipment Room in Mt. Joy Arena on the dates and at the times communicated to coaches by the Markham Waxers House League Equipment Manager. Coaches must return all goalie equipment borrowed from the Markham Waxers House League at the end of the season on the dates and at the times communicated to coaches by the Markham Waxers House League.

It is the responsibility of coaches to ensure that this equipment is kept in good repair throughout the season. Should the goalie equipment need repair or replacement, coaches should contact the Markham Waxers House League Equipment Manager immediately. Please do not attempt to make repairs yourself.

Goaltenders shall wear both a neck protector and a flap protector for throat and neck protection.

Player-Provided Equipment

Each player must have the following equipment to participate on the ice:

- CSA Approved Helmet with full facial protection
- Mouth guard
- Neck protector
- Shoulder Pads
- Elbow Pads
- Hockey Gloves
- Hockey Pants
- Athletic cup
- Shin Pads
- Skates
- Stick
- Equipment bag

For information on required equipment and tips on maintaining player equipment, download the [*Hockey 101: An Introduction to Canada's Game*](#) pamphlet.

Mouth Guard

Players in all divisions must wear a mouth guard when on the ice. Mouth guards are mandated by the OMHA. Referees will check for mouth guards before each game starts and any player without one will not be allowed on the ice.

Off-the-shelf mouth guards are available at sporting goods retailers. Many dentists also provide custom fitted products for a nominal cost. Generally, mouth guards maintain proper fit and protection for one season. They should be cleaned after every use and checked regularly for fit.

Helmets

The OMHA and Hockey Canada insurance stipulates that anyone who is on the ice at any time is required to wear a CSA-approved helmet with a CSA-approved facial protection and must have the chin strap fastened at all times. Players must wear a full cage. Coaches may choose to wear a full cage or visor.

Note: Helmet manufactures recommend that adhesive labels not be applied to hockey helmets. Please avoid affixing any sort of label to a player's helmet.

Additional Items

To ensure safety for all, please make sure that no one on the ice is wearing jewellery or chewing gum. If someone needs to wear a medical bracelet, it should be covered with a sweatband to reduce the possibility of injury. As well, long hair should be tied back, before putting on a helmet.

Evaluations, Team Selection and Balancing

Evaluations are held at the start of the season. Team selection follows evaluations after which teams play two weeks of exhibition games. Balancing is finalized by the end of the exhibition season/start of the regular season.

Overview

Markham Waxers House League is a recreational, development program that welcomes players at all skill levels at each age level. No child will be turned away because they do not know how to play. Evaluations are the process the Markham Waxers House League uses to determine a player's skill level. This enables the association to create teams that are balanced—each team having an equal number of highly skilled, average skilled, and beginner players—and equally competitive.

The Hockey Development Team and head coaches evaluate players in consultation with the executive during evaluation. Evaluation information gathered is used to balance the teams.

Note: These ratings are confidential and will not be widely distributed.

Coaches will be asked to evaluate players during playoffs in the spring to further assist the association in creating a player profile.

Special requests

The focus of the Markham Waxers House League program is to develop the skills of players and to provide balanced teams so that the competitive part of the program is equitable and enjoyable for all. To do that, teams are formed based on evaluations rather than on special requests. The only exceptions to this are for siblings and for the children of the head coach and one assistant coach chosen by the head coach.

Teammate requests from parents *may* be considered by the association, but any such requests will not take precedence over team balancing.

Special requests received after the deadline will not be considered.

[Download the Waxers Teammate Request form.](#)

Full-Time Goalie Positions

Beginning in the U11 division, players may choose to play as a full-time goalie. Markham Waxers House League cannot guarantee any player a full-time goalie position. Full-time goalies will be equally distributed among the teams in each division. If there are more goalies than teams, the position may be shared equitably on as many teams as necessary to accommodate all qualified players wishing to

play full-time in goal or players may be offered a full-time goalie position in another division.

Exhibition Games

Once the evaluation and initial team selection process is completed, each division will play a series of exhibition games before final team rosters are set.

Everyone must understand that the teams put together for exhibition play are tentative assignments and are subject to change at the sole discretion of the executive to ensure the most equitably balanced teams possible.

Final Team Balancing

Following the exhibition games, and at the sole discretion of the convener and the executive, teams may be rebalanced if, and only if, necessary. Factors as shots on net and the balance of play in the exhibition games will be considered in making the decision of whether or not to rebalance teams.

Conveners and coaches should keep in mind that the final score in exhibition games is not always reflective of the strength or weakness of a team, and therefore the win/loss record during the exhibition games will *not* be the sole, or even the most important factor in determining if team rebalancing needs to occur.

Once any needed team rebalancing has been approved by the association executive, the convener/executive will communicate any rebalancing decisions to the coaches and players involved and work with the coaches and players to ensure that any player reassignments are done with the least amount of disturbance to the division as possible.

The Hockey Season

The hockey season runs from October through the end of March.

Attendance

When a player registers for hockey, he/she makes a commitment to attend all games and practices scheduled for his/her team, unless sick or injured or if there is a conflict with a school-related activity. If a player cannot attend a game or practice, he or she must provide the head coach with as much notice as possible. If the head coach notices that a player is absent from games and/or practices on a regular basis, the head coach should contact the parents to determine the reason for the absences. The head coach should then discuss the situation with the convener to determine what, if anything should be done.

Players are expected to behave in an orderly manner while at all practices and games.

Players should arrive at least 30 minutes prior to the practice/game so there is sufficient time for the player to change and to receive instructions from the coaching staff. Please be aware that even though coaches are usually willing to assist players in getting into uniform, it is the parent's responsibility.

Parents of children in U13 and below **MUST** remain in attendance during games/practices or ensure that a designated adult is available in case of injury or any item requiring adult attention.

Parents are expected to pick up their child no later than 15 minutes after the completion of the game/practice. The Markham Waxers House League and all coaches are not responsible for the well-being of players when the practice/game is complete. We do ask coaches to do their best to ensure that all children (especially those 10 and under) are accounted for—but ultimately it is the parents' responsibility.

AP and Rostered Select Players

All Markham Waxers House League players will make their House League team activities (games and practices) their absolute priority over any other rep or Rostered Select (RS) hockey activities. No House League player may also play as an AP for a Waxers rep or on a RS team, without participating in all House League games and practices.

If an AP or RS player is not able to attend a House League game or practice, they must inform their House League coach and RS coach of the reason for their absence. Legitimate absences, such as for illness or injury, will not be penalized.

If any player is found not adhering to this policy, disciplinary action will be warranted.

Schedules & Standings

Season Calendar

The season calendar is published on our website. Be aware that the calendar may need to be updated during the season. Please monitor the Markham Waxers House League website—www.waxers.com—for schedule updates.

Program Schedule

The Waxers offer a weekend hockey program. All teams rotate through the various practice and game timeslots assigned to a division throughout the season.

Generally, teams practice on Saturday and play games on Sunday. In the U15 and U21 divisions, teams do not practice but play two games each weekend.

Team Schedules

Schedules are posted on the Markham Waxers website.

Christmas Holidays and March Break

Check the seasonal schedule on the Markham Waxers House League website for holiday schedules, which will vary from year to year.

Playoffs

All teams in U11-U21 will participate in playoff games according to the Markham Waxers House League Playoff Schedule. Teams may be required to play at different days/times and possibly different locations for playoff games than their usual practice and game schedule during the regular season. The format for playoffs is a round robin followed by seeded championship games.

Note: The playoff schedule and format are subject to change due to changes in ice or referee availability, division format, etc.

Division Standings

Team results and division standings will be posted on the Markham Waxers website. Two points are awarded for a win and one point is awarded to each team for a tie. No points are awarded for a loss. This information will be used to determine the Division Champion and playoff seeding.

Game Day

Arrival at the Arena

Players should arrive at the arena in time to be completely dressed ten minutes prior to game time. This allows time for the coaches to conduct a pre-game meeting with the team without the distraction of players dressing.

A minimum of one parent or guardian of players U13 (age 12) and younger are required to remain at the arena while their child practices or plays in a game.

Change Room Rules & Etiquette

A Two-Deep rule must be followed at all times. Two-Deep means that two adults with current PVSC on file with the Markham Waxers House League will supervise players in the change rooms *at all times*. It is the responsibility of the coach to ensure that the Two-Deep rule is followed. This is for the protection of both the players and the coaches.

At the U13 and above divisions, the OMHA requires that a separate change room be available for girls to use. This mandate is for the comfort of both boys and girls as neither may wish to change in front of the other.

Parents must also respect the privacy of players and may not enter the change room being used by players of the opposite sex until after all such players have finished changing into or out of their equipment.

Always knock before entering a change room when the door is closed.

Parents are asked to clear the change room 10-minutes prior to game time so that the coaches have a chance to speak with the team without distraction.

Teams are responsible for leaving the change room neat and clean. Any damage to the change room caused by team members is the responsibility of the team and coaching staff.

Water Bottles

All players are encouraged to bring their own clearly labelled water bottle with them to both games and practices. Lack of proper hydration can negatively impact a player's performance.

Snacks

Snacks after games are optional. If a coach chooses to ask parents to provide snacks after games, we suggest the coach assign specific weeks to each family. Please ensure that any snacks provided are nut and peanut free as many of our players have life-threatening allergies.

Do not bring personal snacks containing nuts into the change room at any time.

Photos, Player Awards & Season End

Player and Team Photo

Individual and team photos are taken in full equipment, on-ice during a scheduled practice.

The photographer will provide information on additional photo packages which are available for purchase directly from the photographer.

All players and coaches receive an individual and team photo as part of their hockey fees.

Season End Celebration/Championship Weekend

The Markham Waxers House League holds a Season End Celebration for the U7, U8, and U9 divisions, which don't keep score, and a Championship Weekend for the U11-U21 divisions every year.

Player Awards

In the U7, U8, and U9 divisions, all players receive the same trophy—*all players are winners!*

In the U11 through U13 divisions, players receive a customized Waxers medal depending on the team's placement on championship weekend.

In the U15 and U21 divisions, players receive a Waxers t-shirt in lieu of a medal or trophy.

The Rules

House League Playing Rules

Markham Waxers House League follows the rules of Hockey Canada, the Ontario Hockey Federation, and the Ontario Minor Hockey Association. Each head coach will be given a copy of the OMHA Manual of Operations and the Hockey Canada Official Playing Rules at the start of the season. Both are available electronically on our website.

In addition to these, Markham Waxers House League observes the following guidelines and rules.

- Hockey Canada's Player Pathways
 - [U7 Player Pathway](#)
 - [U9 Player Pathway](#)
 - [U11 Player Pathway](#)
- Referees are the ultimate authority during a game, and their decisions are final!
- Treat the referees with respect—it could be your child or spouse!
- Off sides and icings are called at all divisions from U11 to U21.

In the U9 and younger divisions, the referees will be asked to refrain from calling offsides and icings for the first few weeks of games to give the coaches time to review these rules with their players. During this time, the convener will ask the referees to coach the players back on side and explain the icing rule whenever these situations arise.

- Players line up and greet the opposing team before the game begins.
- Blue pucks are used in the U7 and U8 divisions.
- House league teams shall not appoint team captains and/or assistant captains nor shall individual teams purchase C or A letters to be placed on team jerseys.

Protective Equipment

Players are required to wear neck guards, helmet with chin straps secured, full facial protection, and mouth guards at all times. These are required before and after the game, as well as on the ice and on the bench during the game.

- If any of these items are lost during play, the player is to proceed to the bench and replace – NO PENALTY.
- If they are worn improperly while a player is not participating in play, the team will receive a warning for the first violation and a misconduct for each subsequent violation.

- If they are worn improperly while a player is participating in play, the whistle will be blown immediately and a minor penalty for will be assessed.

Game Length

Ice time is one hour. Within that hour, 10 minutes is allotted for a flood, three minutes for warm up, and 47 minutes for game play.

Division	Period Length	Stop Time / Run Time	Shift Length
U7	15 minutes	Run Time	2 minutes
U8	15 minutes	Run Time	3 minutes
U9	14 minutes	Stop Time	2 minutes
U11	10 minutes	Stop Time	On the fly
U13	10 minutes	Stop Time	On the fly
U15	10 minutes	Stop Time	On the fly
U21	10 minutes	Stop Time	On the fly

Curfews

Games must be completed within the one hour scheduled ice time. This includes any time it takes to resurface the ice. If a delay occurs, the game will be curfewed so that the delay does not impact subsequent games.

If you know that a delay will cause a curfew, it is recommended that you shorten the length of the third period to ensure the game ends on time. The referee should be advised that you have made this change. If you do not shorten the game, the referee has the responsibility of blowing his whistle and ending the game once the allocated ice time is over.

In the case of injuries, please be aware if you stop the clock, you run the risk of creating a curfew situation.

U7, U8, and U9 Shifting

In the U7 and U8 divisions players will be shifted by a two-minute buzzer.

The U7, U8, and U9 divisions will group their team into four groups—A, B, C, and D—where the players in the A group are the higher skilled players and the players in the D group are the beginner and less skilled players. The A group from team 1 will play against the A group from team 2, B against B, etc. This will ensure that like-skilled players only play against other players at a similar skill level.

Depending on the number of players available on each team during any given game, the coaches should try to have an equal number of players of relatively equal ability on each line.

If sufficient players are not available for one line, coaches should move the weakest player on one line down, or move the strongest player from one line up, to achieve balance in the number of players on the ice in each shift while maintaining the integrity of the A/B/C lines. When moving a player down to a weaker line, that player should be encouraged to play defence as it is not in the interests of fair shifting to have one stronger player dominate for the entire shift.

At no time should an A player be allowed to play on the C line!

Cases of repeated abuse of the fair shifting guidelines will be brought to the attention of the Markham Waxers House League Board if warnings to coaches do not resolve the issue. Game forfeiture may be the result.

Shifting in U11 through U21

Beginning in the U11 division, players will be shifted on the fly. While there are no time limits on shifting in these divisions, coaches are required to ensure each player gets equal ice time during each game.

Fair Shifting

Markham Waxers House League has an *equal ice time* policy for all house league teams. This means that no player should intentionally get more or less ice time than another or be put on or kept off the ice in certain situations such as a power play or a key moment late in the game. Markham Waxers House League believes that all players deserve an equal opportunity to contribute at all times of the game and for equal lengths of time, and that while "shortening the bench" may help a team have a better chance to win, the harm to a child's confidence lasts much longer than the temporary satisfaction of winning the game.

To comply with Markham Waxers House League's fair shifting rules, coaches are required to use the following lines.

Number of Skaters (excluding goalie)	Forwards	Defensemen
15	3 Lines	3 Pairs
14	3 Lines	5 Rotating
OR	3 Lines (2 rotating centers)	3 Pairs
13	3 Lines	2 Pairs
12	3 Lines (2 rotating centers)	2 Pairs
OR	2 Lines	3 Pairs
11	2 Lines	5 Rotating
OR	2 Lines (3 rotating centers)	2 Pairs
10	2 Lines	2 Pairs

Number of Skaters (excluding goalie)	Forwards	Defensemen
9	2 Lines	3 Rotating
8	5 Rotating	3 Rotating
7	4 Rotating	3 Rotating
6	Game is forfeited	

Double or consecutive shifts are **NEVER** permitted unless a team has so few players that it is unavoidable due to the rotation system noted above.

A table to track fair shifting is attached in Appendix 2. It has been set up for two-minute shifts but may be modified for use in all game situations by both conveners and coaches.

Game Sheets

The GameSheet app on an iPad will be used to record all games in the U11 through U21 divisions.

The head coach of each team should make his/her way to the timekeeper box no later than the top of the hour (our games start after the flood at 10 minutes past the hour) to confirm the team lineup and sign the iPad. The remaining team officials must sign the iPad according to their rostered position on the team prior to game start.

The exact score and a record of goals and assists must be recorded on the Game Sheet. It must be signed by the coaches, timekeeper, and referees.

After the referees close a game, the game is automatically uploaded. You can view the results on your GameSheet dashboard. Scores are automatically uploaded to the Waxers website and standings are calculated.

Minimum Team/Forfeit

In all divisions, a game shall be forfeited if a team is unable to ice seven players. The seven players shall consist of six skaters and one goaltender. If a team forfeits a game, the non-forfeiting team shall be awarded a 1-0 win. No player will be credited with the goal, nor will the goalie on the winning team be credited with a shutout for the purposes of individual statistics.

Goaltender

In U11 and above, if a team does not have a goaltender available, the head coach may recruit a goaltender from another team in the same or lower division. A goaltender from a higher division may not be recruited.

Alternatively, in U11 and U13, another player may play in net, or the opposing goalie can play half the game for each team.

When a division is short goaltenders (not every team has an assigned goalie), the association will set up a goalie rotation with the division's goalies for the season.

The Waxers will pay goalies to fill in for goalies who are away or sick in U15 and U21.

Timekeeper

The Timekeeper Scheduler assigns a timekeeper for each house league game in the U11 and older divisions. In the U9 division and younger, the coach of the home team is asked to find a parent or sibling volunteer to run the time clock.

See Appendix 8 for full instructions on running a time clock.

Entering and Exiting the Ice Surface

Teams will not enter the ice surface until the Zamboni door has been closed and latched.

During practices, players will not take the ice until the coaches are on the ice. During games, players will not take the ice until the referees are on the ice.

Teams will enter the ice through separate doors—each entering through the door closes to their change room. After the game is over players exit the ice through separate doors.

Timeouts

Timeouts are not allowed during regulation play. During playoffs, one 30-second timeout is allowed per team per game.

Mercy Rule

No more than a five-goal differential in a playoff game will be shown on the scoreboard. The timekeeper will record all goals on the game sheet and these will be included in the final official score.

Penalties

1. Penalty times are 2 minutes, 5 minutes, and 10 minutes.
2. A penalized player shall serve the full period of his or her penalty, except in the case of a 2-minute penalty which shall be cancelled by a goal scored against the penalized team.
3. Penalties assessed during regulation play but not fully served carry over into any overtime period.
4. In the U7, U8 and U9 divisions, where a buzzer signifies line changes, the player receiving a penalty will serve the full penalty time, except in the case of a 2-minute penalty where either a goal is scored against the penalized team during the shift in which the penalty was called, or a line change occurs while the player is serving the penalty. Any player who receives a 2-minute penalty will

remain in the penalty box until the earlier of (a) the scoring of a goal by the opposing team, (b) the expiration of the 2-minute penalty or (3) the sounding of the buzzer signifying the end of the shift in which the player received the penalty. This may result in the penalized player serving less than the full 2 minutes of the penalty. For the shift immediately following the shift in which the penalty was incurred, the penalized team returns to full strength.

6. In the U8 to U21 divisions, any player accumulating a total of three minor penalties in one game shall be suspended for the remainder of the game. Double minors are one minor penalty.
7. Referees are asked to immediately eject from a game any player who engages in fighting or utters racist/homophobic/etc. comments. Conveners may ask referees to eject a player from the game to prevent the game from getting out of hand.
8. Unless inconsistent with the above, all other rules applicable to games, set out in this Manual, apply to playoff games as well.

Suspensions

If a player is suspended while playing in a Waxers rep or rostered select (RS) game, that player must serve the suspension with his or her Waxers rep or RS team. The player is still eligible to practice with his or her Waxers rep or RS team, as well as practice with his or her house league team and play games with his or her house league team while the suspension is being served.

If a player is suspended while playing in a house league game, the player must serve the suspension with his or her house league team. In addition, the player is also NOT eligible to play in any games with his or her Waxers rep or RS team for the duration of the suspension. The player may practice with his or her house league team and Waxers rep or RS team while the suspension is being served.

The Markham Waxers House League reserves the right to review each such suspension and to impose such further sanctions as are deemed appropriate.

Protests

Protests are not allowed. Please put your comments and concerns in writing and address them to Markham Waxers House League Board of Directors.

Championship Weekend

Seeding

Ties are allowed during round robin play. Points are awarded based on round robin play results: two points for a win, one point for a tie, zero points for a loss. Seeding will be determined after round robin games have been completed. If teams are tied at the end of round robin play, the following steps will be used to break the tie.

1. Team with the most wins
2. Head-to-head play during the round robin
3. Team with the fewest goals against
4. Team with the fewest goals for
5. Coin toss

The coin toss will be held by the division convener in the presence of both head coaches. The coach of the team with the lowest assigned team number will make the call while the coin is in the air.

Championship Rules

1. Game Sheet and Roster

Coaches of the home and visiting teams will complete and sign the GameSheet app and submit it to the timekeeper at least 15 minutes prior to the start of the game.

U11 through U21 coaches will designate three players who will participate in the first round of the shootout should the game end in a tie by giving a list to the timekeeper. Coaches will inform each other which fair shifting option they will use during the game and will provide the timekeeper with the team's lines.

2. Handshake

Teams will shake hands at the beginning of the game.

3. Timeout

One 30-second timeout per team is allowed during a game including overtime.

4. Substitution

U7 to U9: no substitutions are allowed except for injuries. In the case of an injury, a player of the same ranking may be substituted for the injured player.
U11 to U15: unrestricted substitution is permitted in the final two minutes of each game and during overtime.

5. Pulling the Goalie

A coach is permitted to pull their goalie during the final shift of the third period. Any bench player may be inserted onto the ice in place of the goalie. If the goalie returns to the ice, the player substituted earlier must return to the bench.

6. Fair Ice Time

"Equal" shifting will be accorded each player as closely as practical. Double (consecutive) shifts are never permitted.

U7 to U9

Coaches will follow shift sheets.

U11 to U15

Coaches will shift their players according to the following table.

Skaters*	Forwards	Defence		Forwards	Defence
15	3 lines	3 pairs			
14	3 lines	5 rotating	OR	3 lines (rotating centres)	3 pairs
13	3 lines	2 pairs			
12	3 lines (rotating centres)	2 pairs	OR	2 lines	3 pairs
11	2 lines	5 rotating	OR	2 lines (rotating centres)	2 pairs
10	2 lines	2 pairs			
9	2 lines	3 rotating			
8	5 rotating	3 rotating			
7	4 rotating	3 rotating			
6	Game forfeited				

**Skaters do not include the goaltender.*

Conveners will enforce the fair shifting rule by tracking player shifts. If the convenor observes unfair shifting, she/he will ask the referee to stop the game and request the coach observe the fair shifting rules. If the condition continues, the convenor will ask the referee to remove the coach from the game. The convenor may recommend a forfeiture of the game by the offending team.

6. Tie Championship Game U11 through U21

In the event of a tie game, there will be one five (5) minute running time sudden victory overtime period.

If there are no goals scored in overtime the game will go to a three-player shootout using the three players which were identified on the game sheet before the start of the game. In the event of injury to one or more of the designated shooters, substitutions will be permitted.

If the shootout is still tied after the three-player shootout, then a one-by-one sudden victory shootout will commence using the balance of each team's players. Both teams have one shot during each round of the one-by-one sudden victory shootout. A player will not shoot a second time until all players on his/her team have shot.

Should the game still be tied after all players have participated in the shootout, the one-by-one sudden victory shootout will continue, and players will participate in the same order in which they participated during the first rounds.

8. Three Penalties – Automatic Game Ejection

Any player receiving three (3) penalties in one game will also receive an automatic game ejection. For this rule, double minor penalties count as only one

penalty. Any misconduct also counts toward the three-penalty rule.

9. **Penalty Carry Over**

A penalty assessed during the game carries over into the overtime period.

Convener

Overview

The convener is the link between the coaches and the Waxers executive. Ideally each division has a head convener, who coordinates the efforts of a team of conveners for the division.

The time commitment will vary during the year. A minimum of one convener should be present at all evaluations and, regular season, tournament, and playoff games. Additionally, there may be bi-monthly executive meetings.

Certification

Conveners are required to complete online volunteer registration and complete the Respect in Sport for Activity Leaders and Gender Identity & Expression courses, as well as completing the OHF's vulnerable sector screening process. Certification is mandatory for the Waxers to meet its insurance requirements.

Information on how to obtain certification may be found on our website.

Administrative Responsibilities

Player Registration

In conjunction with the Waxers House League Registrar, conveners confirm that all players are registered. Players are not allowed on the ice until all registration requirements are met and fees are paid in full. This ensures each player is covered by insurance.

Communication

One of the primary roles of the convener is to communicate to coaches and other volunteers, as well as parents.

Markham Waxers House League Email Account

An email account is set up for every Waxers volunteer position. Volunteers will receive the username and password to access the account from the Markham Waxers House League administrator.

The account is set up to auto-forward all mail sent to the account to your personal email address. However, it is recommended that you initiate emails and reply to any inquiries addressed to the association email address through webmail. Any emails sent via webmail will utilize the Waxers email address in the *from* field. This will keep your personal address private while allowing you to accomplish the association's work.

Webmail allows you to access your Waxers email from any computer with an Internet connection and a web browser. Please make sure to log out when checking your email on public computers so that other people cannot read your email.

Registered Player List

The registrar will provide the conveners with a list of registered players in their division including contact information. This personal information **MUST NOT** be redistributed for any purpose. Conveners **MAY NOT** use parents' contact information obtained from the Waxers for other than Waxers-related communications.

Emails listed are those provided by the player's family when they register. Please use the primary email address listed in the Email column. Use mother and/or father email only if you receive no response or have difficulty contacting a family using the primary email address. If you send an email to a family and it bounces back, please contact the family via phone to verify the email address. Please send all corrections to the Waxers administrator so the player's Hockey Canada Registration system record can be updated.

When sending out emails for wide distribution (including team-wide and division-wide emails), please enter email addresses in the BCC line of your email message in order to protect the privacy of our members.

Distribution Lists

It will be helpful to set up a number of distribution lists to use throughout the season. Suggested lists include:

- All families
- All head coaches
- All bench staff
- Single team lists

Evaluations

Evaluations take place prior to the start of the regular season. Conveners will assist in handing out evaluation jerseys and assisting with evaluations as needed.

Emergency Contact Information

While the parents of players U13 age and younger are required to be present while players are at practice and games, not all parents comply. Therefore, they are obligated to provide emergency contact information as well as information about any existing medical conditions that their child may have.

Medical Information Sheet

Conveners are asked to ensure that each team trainer collect sa completed Emergency Medical Information Sheet from each player. The forms are available for download at the completion of the online registration process, is contained in Appendix 3, and is available on the Waxers website.

If a player or parent refuses to provide a completed Medical Information Sheet, please document the refusal and advise the team trainer.

Should a player be balanced, ensure the Medical Information Sheet is transferred to the player's new trainer. These sheets are to be kept readily accessible during every game should an injury occur.

The Medical Information Sheets are to be kept strictly confidential by trainers, conveners and the Waxers throughout the season. All Medical Information Sheets are to be returned to the Waxers office by the coach immediately following the end of the season so that the Waxers can shred them.

Game-Day Responsibilities

Supervising the Games

It is the convener's role at the games to ensure a trouble-free experience for the players. Understanding the applicable rules, meeting with the coaches before the game to get the game sheets completed and to answer any questions is usually all that is necessary. Occasionally parents will have questions about rules or express concerns about the action of players, coaches, referees, or spectators. You will need to deal with these questions accordingly.

Confirming Attendance of Referees

Conveners should confirm that referees are in attendance at least 15 minutes prior to the start of the game. Conveners should check the Referees' Room at the arena, and if a referee is not present, the convener should contact the Referee-in-Chief (416.892.7468) for instructions. If the Referee-in-Chief cannot be reached, the convener should contact the Vice President, House League for instructions.

Communicating with the Referee-in-Chief

Conveners may not contact the Referee-in-Chief directly with concerns about a particular referee. Any concerns about a referee must be raised with the Vice President, House League for a determination of what steps, if any, should be taken.

Supervising the Timekeeper

The Timekeeper Scheduler assigns a timekeeper for each house league game in the U11 and older divisions. In the U9 division and younger, the coach of the home team is responsible to find a parent or sibling volunteer to run the time clock. Instructions on how to run a time clock and how to complete a game sheet are in the appendix of this manual and are kept in an association notebook located in the timekeeper box at each arena.

The convener should confirm that the timekeeper is in attendance at least 15 minutes prior to the start of the game. Conveners should check the Timekeeper Booth at the arena, and if a timekeeper is not present, the convener in the U11 division and older should contact the Timekeeper Scheduler for instructions and the convener in the U9 division and younger should contact the coach of the home

team. If the Timekeeper Scheduler cannot be reached, the convener should contact the coaches of the home team to arrange for a parent timekeeper.

It is the responsibility of the timekeeper to record the game information as passed to them by the referees, using the legend provided in the GameSheet app. Responsibilities include ensuring the clock is operated correctly and ensuring that the games start and end on time. If there is a curfew in effect, this must be communicated to the referees and both coaches and noted on the game sheet.

Stopping the time clock should only be done when unusual circumstances occur (i.e., an injured player requires attention on the ice). If it is necessary to stop the clock, restart it as soon as possible (for example, it is not necessary to wait for the puck to drop if the cause of the delay has been addressed). Long stoppages of the time clock may result in subsequent periods of play being shortened to keep the day's schedule on time.

Observing the Game

Conveners are neutral observers of the game and are not expected to pass judgment on calls or overrule the referee's decisions. The convener may be required to advise coaches of rules of play as they relate to the fair rotation of players. The convener cannot overrule a referee, but can confer with the referee and ask that an unruly player be ejected from the game.

Reporting Incidents and Disputes

The GameSheet app provides areas to document goals, assists, penalties and other critical game information. Additionally, there is space for the referees to record circumstances where injuries or other serious problems occurred, providing you and the Markham Waxers House League with proper documentation of how the game unfolded.

Occasionally special circumstances may arise where the game sheet is not sufficient or is inappropriate to document an incident. These situations require additional steps to ensure they are handled quickly and fairly.

Note: If you witness physical or sexual abuse of a player you are required by law to contact the Children's Aid Society and/or the Police.

Some examples of 'special circumstances' that may **not** require Children's Aid Society or Police involvement include:

- Inappropriate behaviour by a player, parent, coach or official that does not involve a child;
- Injuries that are accidental in nature;
- Complaints that are repeated or escalating but that are not abusive in nature.

As a coach or a convener, if you have witnessed or are informed of an incident, you must complete the following documentation.

- A Waxers Incident Report for documenting non-medical incidents is contained in Appendix 7. If you need help in completing this form or have any questions, please contact the Vice President, House League, immediately. This form must be completed as soon as possible. The 24-hour rule does not apply to these situations.
- A Hockey Canada Injury Report for use in the case of medical injuries is contained in Appendix 6. If you need help in completing this form or have any questions, please contact the Vice President, House League, immediately. This Report must be completed by the convener to the extent possible and then provided to the parent(s) of the injured player. The convener should keep a copy of the Report and immediately provide it to the Waxers. The convener should also advise the parent(s) that it is their responsibility to submit the report in accordance with the instructions on the report in order to access additional insurance coverage.

Coaches should advise the convener immediately if an incident occurs necessitating the completion of an Incident or Injury Report.

As well, the Waxers should be advised of the nature of the incident and what follow up information is forthcoming. Please contact the Waxers at admin@waxers.com and attach a completed Incident or Injury Report. If the matter is urgent, the convener needs to contact a board member by phone.

The sooner you complete the required forms, the better for all involved. Documenting information while it is fresh and clear in your mind will result in the most effective resolution. Ask others who were involved in the incident or who witnessed the incident to independently record the 'who, what, when, where and why' information as well. Use a separate form and ensure each witness provides complete contact information.

The Waxers Board is responsible for acting on the information presented to them in a manner that is fair and impartial, while preserving the spirit and integrity of its membership. The nature of the concern will dictate the method of, and the time frame for, resolving it. In the event that a quick resolution of the matter is necessary to ensure safe operation of its hockey program, the Executive will convene a special meeting to deal with the concern before the next scheduled game.

The Waxers has also established a Disciplinary Committee. This Committee may be asked by the Board to resolve serious incidents throughout the season.

Racism or discrimination of any kind will not be tolerated!

Waxers Contacts

Incidents should be reported to the Waxers Vice President, House League, and an email should be sent to admin@waxers.

Coach & Trainer

You may have many reasons for wanting to volunteer on your child's hockey team. You may want to spend more time with your child, you may feel you can teach children to become better hockey players, you may enjoy the social interaction with the children and their families, or you may simply love the game and want to be a part of it. All of these are good reasons.

Please remember that statistically you are unlikely to coach a child that goes on to have a professional career. But, when your players reach adulthood, the wins and losses will have long been forgotten but the positive atmosphere and opportunities for growth and development that you created will be remembered. Your ability to demonstrate the fun, fitness, and friendship that is at the core of the Markham Waxers House League program will have a lasting impact.

How to Volunteer

You should complete [volunteer registration](#) in the Hockey Canada Registry (HCR) online registration system no later than August 31.

Job Descriptions

Head Coach

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coaches
- Assist the Hockey Development team in running practices along with the assistant coaches
- Plan and implement game preparation and communication with the team
- Coach the team in all games and practices
- Adhere to the rules of the OHF, OMHA, and Markham Waxers House League
- Report to the association through the convenor

Assistant Coach

- Assist with planning, organizing, and conducting practices
- Assist with the operation of the team during the games
- Assist with pre-game preparation
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Report to the head coach

Trainer

- Prepare the team's Emergency Action Plan.

- Arrive at the rink early to ensure that the premises are safe
- Maintain the team's Medical Information Forms
- Identify players who may need to keep an inhaler or EpiPen on the bench and discuss with parents
- Follow up with players who are still managing injuries
- Make sure that the proper protocol for return to play is followed
- Oversee the stretching and warm-up preparation of the players
- Remind the players to drink plenty of water
- Attend to any identified equipment issues
- Ensure that the water bottles are prepared and delivered to the player's bench
- Ensure that the proper trainer's kits and team first aid kit are on the player's bench

Certification Requirements

House League head coaches, assistant coaches and others assisting on the bench must be properly certified. Certification is vital to ensure that players are consistently coached to play hockey safely and to develop their skills properly, as well as to gain a better understanding of the game. Up-to-date certification is also required to meet insurance requirements.

Head coaches, assistant coaches and others assisting on the bench are all required to have RIS (Respect in Sport) for Activity Leaders certification, Gender Identity & Expression course, and current vulnerable sector screening.

Respect in Sport (RIS) for Activity Leaders

Respect in Sports (RIS) is an online, interactive workshop focused on the prevention of bullying, harassment and abuse in the game of hockey. Clinic curriculum includes:

- Definitions of abuse and harassment
- Responding to disclosures
- Prevention guidelines for coaches
- Showers and locker rooms
- Prevention of harassment and abuse during competition
- Fair Play Codes

PRS/RIS certification does not expire.

Gender Expression and Identity Course

The Ontario Hockey Federation (OHF) requires the completion of a training module for team officials, to support trans-inclusive hockey in Ontario, Understanding Discrimination based on Gender Identity and Gender Expression Training.

There are two modules which will educate team officials on this important topic. Once completed, notification will be posted to the team officials' member profile on the HCR.

Police Vulnerable Sector Screening

The Markham Waxers House League requires a clear Police Vulnerable Sector Check (PVSC). For instructions on how to comply, see the [OHF's vulnerable sector screening process instructions on their website](#).

You may [apply for a PVSC online](#) via the YRP website.

Your HCR profile must show a completed vulnerable sector screening prior to the start of the season.

Coach and Trainer Certification Requirements

Additional certification requirements vary by position.

Position	U7, U8, U9	U10 and U11	U12 and older
Head Coach	Coach 1	Coach 2	Coach 2
Trainer	HTCP Level 1	HTCP Level 1	HTCP Level 1
Convener	HTCP Level 1	HTCP Level 1	HTCP Level 1

While assistant coaches are only required to have RIS for Activity Leaders and PVSC, it is *strongly recommended* that assistant coaches also obtain the coaching certification required for the division in which they are volunteering.

Coach 1 and Coach 2 trained status does not expire. Trainer's certifications must be renewed every three years. The universal date for expiring certifications is August 31. Recertification must be completed by August 31 of the year in which your certification expires (three years after it was obtained).

How to Get Certified

All clinic registration will be completed online in HCR 3.0.

How to Check the Status of Certifications

The Hockey Canada Registry (HCR) gives you access to:

- Playing history
- Coaching or officiating certifications
- Respect in Sport status including certificate number and expiry date (if applicable)
 - On a player account you will find RIS "Parent" information
 - On a bench staff account you will find RIS "Activity Leader" information
- Gender Identity and Expression course status

- Police Vulnerable Sector Check status including expiry date
- Your family members' HCR information by linking them to your account
- Sign up for certification clinics

To access your information to either check your certification status or register for a clinic, you must have an [account in HCR 3.0](#).

1. Create your account.
2. Link yourself/your HCR profile to your newly created account.
 - a. From the Dashboard, click the Link a Member link.
 - b. You can search for yourself by name and date of birth or your HCR # if you know it. Remember your name is the name you used when you first signed up. So could be William or Bill or Billy, whatever, but you need to enter it exactly as it exists or HCR won't find you.
3. Once the system finds you, click the Link the Member button.
4. Next identify the relationship. In this instance, Self. When you go on to link your children, the relationship is Parent.
5. When you click the Members tab, you'll now see two circles with your initials at the top. The circle on the right is linked to your HCR profile which contains your qualifications and criminal record checks (PVSC).
6. When you link your children, you'll be able to verify that Parent RIS is attached to their profile under their Qualifications tab.

Certifications Obtained Outside the OMHA

If you attend a clinic with another OHF member partner (GTHL, Alliance, NOHA) or hold valid qualifications from another OHF member partner, please complete the [Application for Conversion/Upgrade](#) form and submit it along with the conversion fee to the OMHA office so that the certifications can be added to your Hockey Canada Registration (HCR) system record for rostering purposes.

Reimbursement of Clinic & PVSC Fees

Rostering to a house league team entitles a volunteer to reimbursement of the fees to become certified for their rostered position including Respect in Sport and a PVSC.

To obtain reimbursement, complete a [Certification and PVSC Reimbursement Form](#) (available on our website). The Markham Waxers House League reimbursement policy applies only to clinics that are mandatory for the applicable age group in which the applicant for a refund volunteers or for the position of convener.

Coach Responsibilities

Overview

- Be reasonable in your demands on the young players' time, energy, and enthusiasm. Remember they have other interests as well.
- Teach your players to respect and adhere to the rules of the game.

- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- Develop team respect for the ability of opponents and for the judgment of the officials and opposing coaches.
- Remember that children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- Make a personal commitment to keep yourself informed on sound coaching principals and the principals of growth and development of children.
- It is expected that you will attend each team practice and game. If you cannot, you must notify your assistant coach(es) and ensure they cover the practice/game in your absence.

Your Team

The convenor/Waxers executive will provide each coach with a list of player email addresses and phone numbers. This personal information **MUST NOT** be redistributed for any purpose. Conveners and coaches **MAY NOT** use parents' contact information obtained from the Markham Waxers House League for other than Markham Waxers House League-related communications.

When sending out emails for wide distribution (including team-wide and division-wide emails), please enter email addresses in the BCC line of your email message in order to protect the privacy of our members.

Your initial contact with the players and their families should be made a minimum of one week before the start of the season. It is recommended that you send an email or make a phone call to each family which may include an introduction of yourself and an explanation of your objectives or philosophies along with team schedule.

When a player registers for hockey, he/she makes a commitment to attend all games and practices scheduled for his/her team, unless sick or injured or if there is a conflict with a school-related activity. If a player cannot attend a game or practice, he or she must provide the head coach with as much notice as possible. If the head coach notices that a player is absent from games and/or practices on a regular basis, the head coach should contact the parents to determine the reason for the absences. The head coach should then discuss the situation with the convener to determine what, if anything, should be done.

Snacks

Snacks after games are optional. If a coach chooses to ask parents to provide snacks after games, we suggest the coach assign specific weeks to each family. Please ensure that any snacks provided are nut and peanut free as many of our players have life-threatening allergies. Do not allow players to bring personal snacks containing nuts into the change room at any time.

Practice

It is important that we stay on schedule so that no team is denied their full 50-minutes of ice. Each practice ends at the top of the hour. Please have all players and equipment off the ice on time. This means beginning to collect pucks and pylons, as well as herding players off the ice early enough to be off the ice at the top of the hour.

Pucks and Cones

The Markham Waxers Hockey Development team will provide a supply of pucks and cones for use during practices.

U7 through U13

House League teams in the U7 through U13 divisions are each assigned one hour of practice ice per week. The importance of player attendance should be stressed and the practices should consist of a variety of pre-planned drills that improve the players' skills in a manner that is both fun and constructive.

U15 and U21

There are no practices for these divisions. Players play two one-hour games per week.

Extra Skill Development Sessions

The Markham Waxers House League Hockey Development team may offer extra skills development clinics. Information regarding these sessions, when offered, will be available on our website.

Practice

Practices in the U7 through U13 divisions will be planned and lead by a member of the Markham Waxers Hockey Development staff. Practice plans will be distributed to the head coach by Thursday each week for review and input. Once finalized, we ask head coaches to share the practice plan with their bench staff (assistant coaches, trainer, and on-ice volunteers) so that everyone is familiar with the plan and their role and can hit the ice ready to go on Saturday.

Game Day

Arrive at the arena a minimum of one half hour before game time to ensure adequate supervision of the change room. Stay in the change room until the last player leaves.

A Two-Deep rule must be followed at all times. Two-Deep means that two adults with current PVSC on file with the Markham Waxers House League will supervise players in the change rooms *at all times*. It is the responsibility of the coach to ensure that the Two-Deep rule is followed.

Teams are responsible for leaving the change room neat and clean. Any damage to the change room caused by team members is the responsibility of the team and coaching staff.

Questions about the game or rules should be directed to the convener/Waxers executive.

Coaches should have players lined up and ready to go on the ice as soon as the ice is available. If there is a flood, players and coaches are not allowed on the ice until the arena personnel and equipment are off the ice and the end equipment gate is closed. On game day, players are not allowed on the ice until the referees are on the ice.

Markham Waxers House League has an *equal ice time* policy for all house league teams. This means that no player should intentionally get more or less ice time than another or be put on or kept off the ice in certain situations such as a power play or a key moment late in the game. Markham Waxers House League believes that all players deserve an equal opportunity to contribute at all times of the game and for equal lengths of time, and that while “shortening the bench” may help a team have a better chance to win, the harm to a child’s confidence lasts much longer than the temporary satisfaction of winning the game.

Players starting the game should be rotated. Players should also be given opportunities to try different positions.

GameSheet App

Give yourself plenty of time to verify your team and sign the GameSheet app in the Timekeeper’s booth prior to the start of the game. All team staff must sign next to their rostered position.

At the end of the game, the referees will close the game in the GameSheet app and the game details will upload to the GameSheet dashboard. Scores will migrate to the Waxers website and standings will be calculated.

Communicating with the Referee-in-Chief

Coaches are asked to refrain from contacting the Referee-in-Chief directly with concerns about a particular referee. Any concerns about a referee must be raised with the administrator who will contact the Vice President, House League for a determination of what steps, if any, should be taken.

Player Jerseys

At the end of the exhibition season when teams are balanced, coaches will submit a Jersey Number and Name Bar Roster sheet (Appendix 1) to the Markham Waxers House League Administrator. This roster includes the player’s last name (spelled correctly please!), their selected number, and the jersey size. Jerseys will be returned ready to wear within two weeks.

Coaches will ask players to bring their *freshly laundered* exhibition season jersey to exchange for their season jersey.

Coaches are responsible for collecting all exhibition season jerseys and returning them to the division convener no later than the second weekend of the regular season. Jerseys must be laundered and ready for storage until the following season.

Trainer Responsibilities

Overview

It is the responsibility of the team officials to be concerned about and attentive to all aspects of player safety. The prime objectives are prevention and proper injury management when the situation requires. The trainer is the leader amongst a team's staff in enhancing the safety of players and other participants within minor hockey. Safety, both on and off the ice, is always the trainer's primary responsibility and top priority.

Medical Information

Trainers will receive an [Emergency Medical Information Sheet](#) for each player from the division convener. If a player or parent refused to provide a completed Medical Information Sheet, the convener will inform you. These sheets are to be kept readily accessible during every game should an injury occur.

The Medical Information Sheets are to be kept strictly confidential throughout the season. All Medical Information Sheets are to be returned to the Markham Waxers House League office immediately following the end of the season so that the Markham Waxers House League can shred them.

The [Medical Information Sheet](#) is contained in Appendix 3 and is available on the Markham Waxers House League website.

Maintaining the Team First Aid Kit

The trainer must keep the first aid kit, supplied by the Markham Waxers House League, available during all games. If supplies are used during a game, please replace the items and submit your receipts to the Markham Waxers House League for reimbursement.

Emergency Action Plan

The trainer is responsible for putting together an Emergency Action Plan, which is addressed at the Trainer's Course. An example of an Emergency Action Plan is attached in Appendix 4. Please make sure that this is circulated to all bench staff so that everyone knows what to do in case of an emergency.

Glossary of Terms and Acronyms

Term	Definition
AP	Affiliated Player
CHIP	Canadian Hockey Initiation Program
CSA	Canadian Standards Association
GA	Goals Against
GF	Goals For
GM	Game Misconduct
GP	Games Played
GTHL	Greater Toronto Hockey League
HC	Hockey Canada
HCR	Hockey Canada Registration system
HCSP	Hockey Canada Safety Program
HTCP	Hockey Trainer's Certification Program
L	Losses
MWHL	Markham Waxers House League
NCCP	National Coaching Certification Program
OHF	Ontario Hockey Federation
OMHA	Ontario Minor Hockey Association
PRS	Prevention Services program
PTS	Points
PVSC	Police Vulnerable Sector Check
RIS	Respect in Sport
Stream	Coach certification required in U13 and above
T	Ties

Term	Definition
TRMHT	Tony Roman Memorial Hockey Tournament
U7	Division for players ages 4 through 6
U8	Division for players age 7
U9	Division for players age 8
U11	Division for players ages 9 and 10
U13	Division for players ages 11 and 12
U15	Division for players ages 13 and 14
U21	Division for players ages 15 to 20
W	Wins
WSMHA	Whitchurch-Stouffville Minor Hockey Association

Appendices

Appendix 1 – Jersey and Name Bar Roster



MMHA Jersey and Name Bar Roster

Mite Division

Team # _____

Colour _____

Team name _____

Head coach _____

Jersey Size Distribution

S	M	L	Totals
6	10	2	18

Name*	Number	Size

*Last name only as it is to appear on the jersey.

Appendix 2 Fair Shifting Worksheet

Time	LW	C	RW	LD	RD	Time	LW	C	RW	LD	RD
44 – 42 min						44 – 42 min					
42 – 40 min						42 – 40 min					
40 – 38 min						40 – 38 min					
38 – 36 min						38 – 36 min					
36 – 34 min						36 – 34 min					
34 – 32 min						34 – 32 min					
32 – 30 min						32 – 30 min					
30 – 28 min						30 – 28 min					
28 – 26 min						28 – 26 min					
26 – 24 min						26 – 24 min					
24 – 22 min						24 – 22 min					
22 – 20 min						22 – 20 min					
20 – 18 min						20 – 18 min					
18 – 16 min						18 – 16 min					
16 – 14 min						16 – 14 min					
14 – 12 min						14 – 12 min					
12 – 12 min						12 – 12 min					
10 – 8 min						10 – 8 min					
8 – 6 min						8 – 6 min					
6 – 4 min						6 – 4 min					
4 – 2 min						4 – 2 min					
2 – 0 min						2 – 0 min					

Appendix 3 Medical Information



MEDICAL INFORMATION SHEET

Name: _____
 Date of birth: Day _____ Month _____ Year _____
 Address: _____
 Postal Code: _____
 Telephone: (____) _____ Cell: (____) _____
 Provincial Health Number (optional): _____
 Parent/Guardian #1: Name _____
 Business Phone Number: (____) _____
 Parent/Guardian #2: Name _____
 Business Phone Number: (____) _____

Alternate emergency contact (if parents are not available)

Name: _____
 Relationship to Player: _____
 Telephone: (____) _____ Cell: (____) _____
 Doctor's Name: _____
 Telephone: (____) _____
 Dentist's Name: _____
 Telephone: (____) _____
 Date of last complete physical examination: _____
Before a player participates in a hockey program it is recommended that they have a medical and that they also have any medical condition or injury problem checked by their family physician

Please check the appropriate response and provide details below if you answer "Yes" to any of the questions.

Yes ☐ No ☐ Medication	Yes ☐ No ☐ Asthma	Yes ☐ No ☐ Health problem that would interfere with participation on a hockey team
Yes ☐ No ☐ Allergies	Yes ☐ No ☐ Trouble breathing during exercise	Yes ☐ No ☐ Has had an illness that lasted more than a week and required medical attention in the past year
Yes ☐ No ☐ Previous history of concussions	Yes ☐ No ☐ Heart Condition	Yes ☐ No ☐ Has had injuries requiring medical attention in the past year
Yes ☐ No ☐ Fainting or seizure during or after physical activity	Yes ☐ No ☐ Palpitations or Racing Heart	Yes ☐ No ☐ Been admitted to hospital in the last year
Yes ☐ No ☐ Near fainting or Brownouts	Yes ☐ No ☐ Family history of heart disease	Yes ☐ No ☐ Surgery in the last year
Yes ☐ No ☐ Seizures and/or epilepsy	Yes ☐ No ☐ Family history of unexpected death during physical activity	Yes ☐ No ☐ Presently injured
Yes ☐ No ☐ Wears glasses	Yes ☐ No ☐ Family history of unexplained death of a young person	Injured body part: _____
Yes ☐ No ☐ Are lenses shatterproof	Yes ☐ No ☐ Diabetes - Type 1 _____ Type 2 _____	Yes ☐ No ☐ Vaccinations up to date
Yes ☐ No ☐ Wears contact lenses	Yes ☐ No ☐ Wears medical information bracelet/necklace	Date of last Tetanus Shot: _____
Yes ☐ No ☐ Wears dental appliance	For what purpose? _____	Yes ☐ No ☐ Hepatitis B vaccination
Yes ☐ No ☐ Hearing problem		

Please give details if you answered "Yes" to any of the above. (Use separate sheet if necessary)

Medications: _____ Recent injuries: _____

Allergies: _____ Any information not covered above: _____

Medical conditions: _____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Player: _____

Date: _____ Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

HOCKEY TRAINERS CERTIFICATION PROGRAM

Appendix 4 Concussion Awareness

Concussion Awareness

Always assess airway, breathing and circulation.

All players who experience a concussion must be seen by a physician before the player can return to play.

Definition: Change in mental state (confusion) as a result of a trauma. May involve loss of consciousness.

Mechanism: Blow to the head, face or jaw.
May result from a whiplash effect to the neck.

Types of Concussion

First Degree: Player experiences brief period of confusion. There is no loss of consciousness. Symptoms are completely gone in less than fifteen minutes.

Second Degree: Player experiences a loss of consciousness (however brief) or player experiences symptoms beyond fifteen minutes. **Player should see a physician immediately.**

Common Symptoms and Signs

Vacant Stare	Dizziness
Poor coordination	Ringling in the ears
Delayed responses to questions	Seeing stars
Nausea, vomiting	Sensitivity to light
Inability to focus	Sensitivity to noise
	Headache

Please note that some symptoms/signs may appear later so player should be observed even after symptoms/signs seem normal.

Mental Status Testing

For information only. Do not attempt to treat a concussion. Always have the player consult a physician.

Orientation: Does the player know what the exact time and place is? Does the player know the circumstances of the injury?

Concentration: Can the player spell "world" backwards?

Memory: Does the player know the score of the game?



Appendix 5 Emergency Action Plan

Please review the Trainer's Manual from Hockey Development Centre. It describes what is involved in an Emergency Action Plan. For the purposes of the Markham Waxers House League, the following will also apply in the case of a serious injury to a player.

1. When a player goes down and does not get up right away, the team trainer should go out on the ice to attend to the player. If a team's trainer is not present, the opposing team trainer will act as trainer for both teams.
2. If the player is unconscious, the trainer should make NO attempt to move the player in any way. It is especially critical that the player's helmet be left on.
3. If the player is not unconscious, but cannot get up with only minimal assistance, the trainer should determine if a 911 call should be made. An injured player should never be encouraged to get up if the player says that he or she cannot get up. At no time should a trainer try to lift a player up off the ice.
4. The trainer will determine if the Emergency Action Plan will be instituted. If the trainer institutes the Emergency Action Plan, the following steps will take place:
 - The trainer will call for a coach on the bench and trainer will remain with the injured player. The trainer is the Charge Person and the coach on the ice is the Control Person for the purposes of the Emergency Action Plan.
 - The other coaches should immediately clear the ice of players.
 - If instructed by the trainer, another coach will assume the role of the Call Person and will immediately place a 911 call. It is best to use a land line, ideally a pay phone in order to maintain a stable connection. The Call Person should clearly indicate the nature of the injuries, to the extent that they are known and where the injured player is located.

Once the call has been made, the Call Person should return to the ice pad to confirm this to the trainer. Then the Call Person should immediately go to the front doors of the arena to await the ambulance and direct the ambulance attendants to the injured player.

- The Control Person should be prepared to deal with the parents/family of the injured player should they attempt to come on the ice. The Control Person needs to get all pertinent medical information from the parents/family while waiting for the ambulance to arrive and retrieve the Medical Information Sheet for that player if it is available.

The trainer will remain with the injured player at all times until the ambulance attendants take charge of the emergency.

5. Please make sure anyone involved in the Emergency Action Plan knows and keeps available at all times, the following information:
- full name and address of all arenas in which you play
 - location of all telephones, including pay phones, for use in case of emergency
 - location of Medical Information Sheets for all players
 - location of team first aid kit

The following table contains the names, addresses, and contact numbers for all of the Markham arenas.

Markham Arenas

Angus Glen Community Centre

905-944-3777
3990 Major Mackenzie Drive East
Markham, ON L6C 1P8

Centennial Community Centre

905-294-6111
8600 McCowan Road
Markham, ON L3P 3M2

Crosby Memorial Community Centre

905-944-3777
210 Main Street
Unionville, ON L3R 2G9

Markham Village Community Centre

905-294-6111
6041 Highway 7
Markham, ON L3R 3A7

Milliken Mills Community Centre

905-477-6410
7600 Kennedy Road
Markham, ON L3R 9S5

Mount Joy Community Centre

905-471-8755
6096 16th Avenue
Markham, ON L3P 3K8

Thornhill Community Centre

905-944-3800
7755 Bayview Avenue
Thornhill, ON L3T 4P1

Appendix 6 Hockey Canada Injury Report



See reverse for
mailing address

*Forms must be filled out in full for
form will be returned. This form
must be completed for each case
where an injury is sustained by a
player, spectator or any other person
at a sanctioned hockey activity.*

CANADIAN HOCKEY INJURY REPORT



CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE: ____/____/____

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ____/____/____ Sex: (M) (F)

Address: _____ City/ Town _____

Province: _____ Postal Code: _____ Phone: (____) _____

Parent/Guardian: _____

DIVISION:

☐ Initiation ☐ Novice ☐ Atom ☐ PeeWee
☐ Bantam ☐ Midget ☐ Juvenile

CATEGORY:

☐ AAA ☐ AA ☐ A ☐ B ☐ BB ☐ C ☐ CC
☐ D ☐ DD ☐ E ☐ House ☐ Major Junior ☐ Minor Junior
☐ Senior ☐ Adult Rec. ☐ Other _____

BODY PART INJURED: * visit the CHA web-site for an optional questionnaire *

Head ☐ Eye Area ☐ Face ☐ Neck ☐ Ribs ☐ Shoulder ☐ Left ☐ Right ☐ Pelvis ☐ Leg ☐ Left ☐ Right
☐ Throat ☐ Dental ☐ Upper ☐ Chest ☐ Upperarm ☐ Hand/Finger ☐ Hip ☐ Thigh ☐ Foot
☐ Skull ☐ Lower ☐ Abdomen ☐ Elbow ☐ Collarbone ☐ Groin ☐ Knee ☐ Toe
☐ Other _____

NATURE OF CONDITION:

☐ Concussion ☐ Laceration ☐ Fracture ☐ Sprain ☐ Strain
☐ Contusion ☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE:

☐ On-Site Care Only ☐ Refused Care
☐ Sent to Hospital, by: ☐ Ambulance ☐ Car

INJURY CONDITIONS: Name of arena/ location:

☐ Exhibition/Regular Season ☐ Playoffs/Tournament ☐ Practice ☐ Try-outs ☐ Other
☐ Warm-up ☐ Period #1 ☐ Period #2: ☐ Period #3 ☐ Overtime # _____
☐ Dry Land Training ☐ Gradual Onset ☐ Other Sport ☐ Other: _____

Was the injured player in the correct league and level for their age group? ☐ Yes ☐ No

Was this a sanctioned CHA hockey activity? ☐ Yes ☐ No

CAUSE OF INJURY:

☐ Hit by Puck ☐ Collision with Boards ☐ Non-Contact Injury
☐ Hit by Stick ☐ Collision on Open Ice ☐ Collision with Opponent
☐ Fall on Ice ☐ Checked From Behind ☐ Collision with Net
☐ Fight ☐ Blindsiding

LOCATION:

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other: _____

WEARING WHEN INJURED:

☐ Full Face Mask ☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor ☐ Throat Protector
☐ Helmet/No Face Shield ☐ No Helmet/No Face Shield
☐ Short Gloves ☐ Long Gloves

ADDITIONAL INFORMATION:

Has the player sustained this injury before? ☐ Yes ☐ No
If "Yes" how long ago _____
Was a penalty called as result of the incident? ☐ Yes ☐ No
Estimated Absence from hockey? ☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW ACCIDENT HAPPENED: (Attach page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish the CHA any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photostatic/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____ Date: _____
(Parent/Guardian if under 18 years of age)

TEAM INFORMATION: (To be completed by a Team Official)

Association: _____ Team Name: _____

Team Official (Print): _____ Team Official Position: _____

Signature: _____ Date: _____

HEALTH INSURANCE INFORMATION:

Occupation: ☐ Employed Full-time ☐ Employed Part-time ☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

2. Do you have other insurance? ☐ Yes ☐ No (If "Yes", please submit claim to your primary health insurer.)

3. Has a claim been submitted? ☐ Yes ☐ No (If "Yes", please forward primary insurer explanation of benefits)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other: _____

Branch APPROVAL

PHYSICIAN'S STATEMENT						
Physician: _____ Address: _____ Tel: (____) _____						
Name of Hospital / Clinic : _____ Address: _____						
Nature of Injury: _____ Date of First Attendance: ____/____/____						
Claimant will be totally disabled: _____						
From: _____ To: _____						
Is the injury permanent and irrecoverable? ☐ No ☐ Yes						
Give details of injury (degree) : _____						
Prognosis for recovery : _____						
Did any disease or previous injury contribute to the current injury? ☐ No ☐ Yes (describe): _____						
Was claimant hospitalized? ☐ No ☐ Yes (give hospital name, address and date admitted): _____						
Names and addresses of other physicians or surgeons, if any, who attended claimant: _____						
I certify that the above information is correct to the best of my knowledge, Signed: _____ Date: _____						
DENTIST'S STATEMENT Limits of coverage: \$1,000 per tooth, \$2,000 per accident Treatment must be completed within 52 weeks of accident						
P LAST NAME GIVEN NAME A _____ T _____ I ADDRESS APT. _____ E _____ N _____ T CITY PROV. POSTAL CODE _____			UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO. D E N T I S T PHONE NO. _____		I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM/HER SIGNATURE OF SUBSCRIBER _____	
FOR DENTIST'S USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES, OR SPECIAL CONSIDERATION. DUPLICATE FORM ☐			I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT. I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ _____ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR SERVICES RENDERED. I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR. SIGNATURE OF (PATIENT/GUARDIAN) _____ OFFICE VERIFICATION _____			
DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE
THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE. NOTE: All benefits subject to insurer payor status, provisions of the policy, CHA sanctioned events.					TOTAL FEE SUBMITTED	

Mail completed form to:
Ontario Minor Hockey Association
25 Brodie Drive, Unit #2, Richmond Hill, ON L4B 3K7
Phone: 905-780-6642 Fax: 905-780-0344

Appendix 7 Markham Waxers House League Incident Report

NOTE: Do not use this form if you witness physical or sexual abuse. You are obligated by law to report that directly to the Police (905-881-1221) or the Children's Aid Society.

Nature of

Injury	Abuse	
Harassment	Conduct	

Incident

Other (please specify) _____

Person Submitting Report

Name _____

Email _____

Phone _____

Alternate Phone _____

Date _____

Incident Details

(Describe with as much accuracy as possible what occurred. Use as many facts as possible. Use a second sheet of paper if necessary).

People Involved in this Incident

(List the names and contact information. Include everybody that was involved first hand with the incident or who witnessed it. Encourage other witnesses to fill out their own incident report).

Appendix 8 Clock Instructions

Set Up a New Game

1. Press **AUTO HORN** to verify it is set to 0 sec (or 180 seconds for 3 minute buzzer).
2. Press **NEW GAME**.
3. Press **CLEAR**.
4. Timer Direction will display. Verify it is D. Press **ENTER**.
5. Period # will show. Enter period number. Press **ENTER**
6. Period minutes will show. Enter length of period, press **ENTER**.

Start and Stop the Clock

1. Press **TIMER RUN** to start the clock
2. Press **TIMER HOLD** to stop the clock

Set Up a Penalty

1. Press the Home or Guest penalty button. Press **ENTER**
2. Type in player number. Press **ENTER**
3. Penalty Minutes will display. Type number of minutes. Press **ENTER**
4. Type in number of seconds required. Press **ENTER**

Clear or Correct a Penalty

1. Press **RECALL**.
2. Press Home or Visitor penalty button.
3. Press **CLEAR**.
4. Press **ENTER**

Set Up a Score

1. Press Home or Guest score button.

Reset or Correct a Score

1. Press **RECALL**.
2. Press Home or Guest Score button.
3. Press **CLEAR**.
4. Enter the correct score. Press **ENTER** to return to Game Mode

Set the Timer

1. Press **SET TIMER**.
2. Using the keypad, enter number of minutes. Press **ENTER**.
3. Press **TIMER RUN** to start the timer.

Sound the Horn

1. Press **MAN HORN** button to sound the buzzer manually.

Index

A

Affiliate Player	46
attendance	34, 43
Attendance	
AP and Rostered Select Players	19

B

balanced teams	17, 18
banquet	6, 11
boundaries	12

C

calendar	20
certification	32, 39, 40
change room	21, 27, 42, 43
CHIP	40, 46
Coach's Code of Conduct	9
codes of conduct	7
curfew	24, 35

E

email	2, 14, 32, 33, 37, 42
Emergency Action Plan	45
equal ice time	25, 44
equipment	6, 9, 11, 14, 15, 16, 21, 39, 42, 44
Equipment Manager	15
equipment, goalie	15
equipment, helmet	16, 23
equipment, mouth guard	15, 16, 23
evaluations	2, 17, 32
exhibition games	18

F

Fair Play	10, 39
fair shifting	25
fees	11, 13, 14
financial assistance	14
first aid	45
forfeit	26

G

game sheet	27, 34, 35
games	2, 9, 10, 14, 16, 19, 20, 21, 23, 24, 25, 26, 27, 28, 34, 35, 38, 39, 41, 42, 43, 44, 45
exhibition	18
goalie	11, 12, 15, 17, 26

H

handshake	29
helmet	52
Hockey Canada Registration system	13, 46

House League program	14, 38
----------------------------	--------

I

Incidents	35, 37
-----------------	--------

J

jersey	6, 11, 15
Jumpstart	14

M

Markham Waxers	2, 13, 28
Medical Information Sheet	33, 34, 45, 52
mercy rule	27
Minor Hockey Foundation of Ontario	14
mouth guard	16

N

Name Bar	44, 48
NHLPA Goals and Dreams Fund	14

P

Parent's Code of Conduct	8
penalties	27
photos	6, 21
Player's Code of Conduct	7
playoffs	17, 20, 22
Police Vulnerable Sector Check (PVSC) ...	21, 40, 41, 43
practice	19, 20, 21, 28, 42, 43
program schedule	20
proof of age	12
protests	28
PRS	39, 46

R

rebalancing	18
referee	11, 20, 24, 34, 35, 44
Referee-in-Chief	34, 44
refund	14, 41
Refund Policy	13
reimbursement	45
Respect in Sport	39, 40, 46
rules	
fair shifting	25, 26
penalties	10, 28

S

safety	7, 16, 42, 45
schedule	20, 35
team	42
shift sheet	29
shifting	24, 25

Shifting.....	49
shifts	24, 25, 26, 27
sibling discount	13
snacks	21, 42
special requests	17
sponsorship.....	11
standings.....	20
suspension	28

T

timekeeper	11, 27, 34, 35
timeout	27
trophies.....	11
Two-Deep rule	21, 43

U

Unionville Jets.....	28
----------------------	----

V

volunteer.....	2, 6, 9, 27, 32, 34
----------------	---------------------

W

water bottle.....	21, 39
-------------------	--------

Y

Yes, You Can Play! program	14
----------------------------------	----

Z

zamboni	27
---------------	----

Injury Reporting

The OMHA and Hockey Canada track all injuries to determine trends and areas of focus for injury prevention. The Markham Waxers House League and Markham Waxers are also interested in tracking any injuries occurring to our players during games, practices and dryland training. Any injury that occurs that results in a player having to leave a game, practice or training session, and/or as a result miss future games, practices and training sessions, should be reported to both your convener and to the OMHA electronically via the HTCP Injury Data Collection Program form available on the OMHA website. I have attached the form link for convenience http://www.hdco.on.ca/web_pages/trainers_injury_data.html

For all teams please pass this on to your trainers and ensure that they complete the HTCP form for any injuries. All certified trainers should be aware of this form.

Return to Play Protocol

Any players suffering injuries should receive medical clearance, provided by a medical doctor's note, before being allowed to return to practice or games. This includes strains, sprains, fractures, and in particular concussions. In the case of concussions, the return to play protocol outlined in the HTCP Trainers Manual should be adhered to. Medical clearance also pertains to any injuries obtained outside of hockey. Adherence to this protocol protects the players from returning to play too soon and further injuring themselves and also protects team officials in the event a player re-injures himself further as a result of returning to play without medical clearance.

Thank you for your cooperation.