

HAWKS ATHLETIC CLUB



TEAM MANUAL

2022 - 2023

HAWKS ATHLETIC CLUB

Club Office: 11620 - 145 Street, Edmonton, AB T5M 1V8

Mailing Address: 12808 - 134A Avenue, Edmonton, AB T5L 3W6

Phone: (780) 721-1477

Email: registrar@hawksathletics.ca

Website: www.hawksathletics.ca

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1.0 COACH INTRODUCTION

Thank you for volunteering to coach for the Hawks Athletic Club (HAC). Every volunteer's time and effort to the Hawks is invaluable and the Coach's role is critical as the Coach will directly influence the experience the players will have and the formation and development they will undergo as hockey players and young members of our community.

The purpose of this Team Manual is to assist in preparing you for your role as a Coach. It will provide you with the necessary basic information required to successfully lead and operate your team in the Hawks Athletic Club. There is no manual, however, that can teach you to be a perfect Coach. Your success will depend on your commitment to acquiring the technical, interpersonal and leadership skills needed to fulfill the demanding position of being a Coach. If you choose to dedicate yourself to this development, being a Coach will be a fulfilling and gratifying experience for you, your son or daughter, and your team.

The success of our Hockey Program is directly dependent on Coaches who commit to the following:

- ▶ Ensure that all players in the program are treated fairly and respectfully.
- ▶ Ensure that each player is provided ample opportunity and attention to improve upon their on-ice hockey skills - through well-planned practice sessions and positive feedback during games.
- ▶ Ensure that each player develops positive team/sportsmanship skills.
- ▶ Ensure that our children have a fun and enriching experience.
- ▶ Ensure to work cooperatively and positively with parents throughout the season.

Once again, thank you for stepping forward to contribute to the development of the children registered with the Hawks Athletic Club.

1.1 Coaching Conduct

As a Coach, you will have a strong influence on your team's behaviour. Therefore, it is important that you set the standard both on and off the ice and be a role model for your players. You must demonstrate and insist on fair play and sportsmanlike treatment of teammates, officials and opponents **at all times**.

1.2 Role of the Coach

Head Coaches of the Hawks Athletic Club are fully responsible for all activities of their team.

Delegation of responsibility to Assistant Coaches, Trainers, Managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for all aspects of team activities rests with the HEAD COACH.

1.3 Guidelines / Expectations

Coaches and Team Management are expected to:

- a. Respond to the directives of the Hawks Athletic Club and operate the team within established policies and guidelines.
- b. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her on-ice potential.

- c. Recognize your responsibilities as leaders, educators and role models for young players. Conduct toward players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not accepted.
- d. Be sensitive to parental concerns and be prepared to respond cordially when warranted.
- e. Establish regular positive communication with parents on games, practices, schedules, fundraising, etc.
- f. Ensure proper supervision of the team - before, during, and after all games and practices - and accept responsibility for the conduct, safety and well-being of your players.
- g. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or the Hawks Athletic Club.
- h. Hold a parent meeting prior to the beginning of regular league play and at appropriate intervals during the season. Ensure the selection of a **Parent Representative** to act as a **Liaison** between parents and coaches.

**Success as a Coach requires much more than achieving a good win to loss ratio.
Much more important is the development of the athletes under your guidance.**

1.4 Hawks Athletic Club Code of Ethics

- a. The primary role of the Coach is to lead his/her team in a healthy and positive manner, demonstrating excellent sportsmanship along with a competitive spirit.
- b. The key to being a successful coach is demonstrating positive and healthy leadership. You are a role model for both players and parents and you should conduct yourself with care, fairness and respect.
- c. The good Coach instills in players the “team spirit” with a will to win as well as the ability to accept loss with sportsmanship. As a Coach, you must demonstrate respect for officials and opponents and expect it from your players.
- d. The Coach must treat all players fairly with respect to ice time and discipline.
- e. Coaches found to be under the influence of drugs or alcohol while performing in an official capacity will face suspension or expulsion.
- f. Coaches must be organized and prepared for practice in order to maximize the development of players. There must also be a development program for their goalies.
- g. Verbal or physical abuse of players or parents will not be tolerated. Any violation by a Hawks Athletic Club Coach will result in suspension or expulsion.

1.5 Recognition & Prevention of Abuse Policy

In response to adverse events that have occurred over the past few years, the Hockey Canada (HC) has developed a comprehensive policy in this area.

Hockey Canada and the Hawks Athletic Club are part of a sporting community in our country committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse or neglect, whether emotional, physical or sexual, is an important element of safety. Hockey Canada considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Hockey Canada will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. Hockey Canada is committed to the highest possible standards of care for its participants. A number of initiatives are

in place including information campaigns, development of new standards for volunteers and awareness of the means for reporting incidents.

1.6 Coaching Qualifications

- a. All team hard cards (rosters) have to be submitted to Hockey Edmonton on or before November 15th, 2022. Therefore, the deadline for all coach certification is also November 15th, 2022.
- b. The minimum requirement for all Head Coaches and Assistant Coaches is to have a valid RESPECT IN SPORT ACTIVITY LEADER course qualification. This course expires on May 1st every 4 years and must be redone to keep this qualification current.
- c. All Head Coaches and Assistant Coaches must have a valid Respect in Sport Activity Leader qualification before they will be allowed on the bench or on the ice. Hockey Edmonton will consider suspension if there are coaches on the bench or on the ice without this qualification.
- d. There is no such thing as an “On-Ice Helper” or “On-Ice Parent Helper”. Every single person that helps out on the ice is considered an Assistant Coach and must obtain the Respect in Sport Activity Leader qualification. In Discovery and Junior Timbits, there may be young players that will not (at first) participate on the ice or are having difficulty on the ice without a dedicated helper (most often a parent). We do not discourage parental help on the ice, HOWEVER, each and every parent that is helping out on the ice is considered an Assistant Coach, must be added to the team roster, and must obtain the Respect in Sport Activity Leader qualification if they want to be out on the ice with their child. There are no exceptions to this rule and it doesn't matter if the parent/helper is on the ice once, twice, half a dozen times or all the time. That parent/helper is considered an Assistant Coach and must be added to the team roster as such. If a Discovery or Junior Timbits teams have to card more than the recommended 5 coaches per roster card, then they shall card the number of assistant coaches (i.e., parent helpers) that they require.
- e. Please note that the Respect in Sport ACTIVITY LEADER course is NOT THE SAME course as the Respect in Sport PARENT course. If an assistant coach is asked to take the mandatory Respect in Sport Activity Leader course and they advise that they've “already done it”, make sure that they aren't referring to the Respect in Sport Parent course that is mandatory for all player registrations. The Respect in Sport Parent course costs \$12.60 which is not reimbursable by the club. The Respect in Sport Activity Leader course costs \$31.50 and is reimbursable upon provision of a receipt indicating payment for the course. Receipts can be emailed to our Registrar, Lorraine, at registrar@hawksathletics.ca.
- f. All Coaching Requirements and Coach Courses can be found on the Hockey Alberta website at www.hockeyalberta.ca.
- g. The Hawks Athletic Club encourages coaches to obtain at least a Canadian Hockey Coach Level Certificate issued by Hockey Canada.
- h. In addition to Respect in Sport Activity Leader, the Hawks Athletic Club will reimburse coaches attending mandatory certification clinics, as follows:
 - ▶ Coach 1 (Intro to Coach) (both the online portion and the on-ice portion)
 - ▶ Coach 2 - Coach Level (both the online portion and the on-ice portion)
 - ▶ Safety (online course)
 - ▶ Checking Skills (both the online portion and the on-ice portion)

As noted above, coaches may seek reimbursement from the Club by providing their receipt and proof of course attendance to Lorraine Toth by e-mail to registrar@hawksathletics.ca. The Hawks will reimburse coaches for attending these clinics **but pre-approval MUST be sought from your Category Director if you are seeking certification above that which is required to be able to coach on your 2022/2023 team. Reimbursement will be made once the course has been completed.**

Note: If you do not have a credit card to pay for your required courses online, please contact your head coach. There is no shame in not having a credit card.

2.0 ORGANIZATION AND TEAM STRUCTURE

2.1 Hard Cards (Also Known as Rosters or Team Sheets)

The Head Coach will receive the hard card by e-mail. As information is received updated hard cards are sent to the coaches. Only the coaches and players listed on the hard card are insured and permitted to be on the ice or bench at practices or games. Official (Approved) hard cards will be forwarded to the head coach and manager of the team once all changes and additions have been made. This will be sometime AFTER November 15. The coaching staff must have the hard card available at all games to present if asked.

2.2 Criminal Record Check (Police Security Check) and Vulnerable Sector Search

- a. All coaches and assistant coaches with the Hawks Athletic Club must have a Criminal Record Check and Vulnerable Sector Search done every three years. The Police Security Checks can now be done online with the Edmonton Police Service at:ds
<https://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck>
- b. Because we require a Vulnerable Sector Search, the Hawks Athletic Club will only accept Criminal Record Checks with a Vulnerable Sector Search from the Edmonton Police Service. A Vulnerable Sector Search can only be done by a POLICE SERVICE so we do not accept any other online Criminal Record Check service except EPS.
- c. The cost for a volunteer is \$15.00. In the online application, you must provide a letter from the Hawks Athletic Club stating that you are a volunteer of our club (in order to get the \$15.00 volunteer rate). This letter will be posted under FORMS & DOCUMENTS on the Hawks website. You will have to upload this letter to your online application.
- d. The results will be mailed to you. You must provide a copy of the results to the Hawks Athletic Club to our Executive Director, Lorraine Toth, at registrar@hawksathletics.ca OR you can mail it to Lorraine Toth at 12808-134A Avenue NW, Edmonton, AB T5L 3W6.

Providing us with a copy is mandatory and provision of a copy is imperative whether or not you have a criminal record. If you do not provide us with a copy it will be considered the same as your not having had the Check done in the first place. Along with the copy of the Police Check, please enclose your \$15.00 receipt and you will be reimbursed.

- e. Finally, please be advised that ALL INFORMATION contained in the Criminal Record Check (aka Police Check) and Vulnerable Sector Search will be kept confidential by the Hawks Athletic Club.

2.3 Team Name

Hockey Edmonton uses a five digit team number for identification purposes - two letters indicate what Organization your team is from and three numbers uniquely identify the team as to the category. The Hawks team numbers range from HK001 to HK505. The following are the numbered identifiers for the Hawks Athletic Club for the 2021-2022 season:

HK001 to HK002 - Discovery (2 groups/teams)
 HK101 to HK103 - Junior Timbits (3 groups/teams)
 HK201 to HK204 - Senior Timbits (4 teams)
 HK301 to HK305 - U9 (5 teams)
 HK401 to HK404 - U11 (4 teams)
 HK501 to HK505 - U13 (5 teams)

Please note that there is no space between the HK and the three-digit number - it is one collective number: HK501, for example.

Your team name is your team number plus “^(dash) - Hawks”. That is, **HK501 - Hawks**, for example, and this is how your team will be listed on both the Hawks website and Hockey Edmonton’s website and this is your OFFICIAL TEAM NAME.

2.4 Team Captains

The referee will require that you identify captains and assistant captains on the game sheet. The method of choosing captains is for each team to decide. Sometimes the coaching staff selects the captain and assistant captains and sometimes they are selected by a players’ vote.

2.5 Delegation of Responsibilities

A successful season relies on the involvement of the whole parental group. It is impossible for one person to assume all of the workload required for the operation of the team. Delegation of the workload not only reduces your commitment, but is usually an effective catalyst for the development of cooperation and friendships amongst parents and players. The Head Coach’s responsibility may simply be to oversee their efforts and ensure completion. It is useful to enlist your volunteers early in the season when enthusiasm is high. It is also important to be specific in communicating the responsibilities that you would like them to assume. The following positions should be filled:

1. Manager
2. Treasurer
3. Assistant Treasurer (if required)
4. Parent Liaison (mandatory)
5. Jersey Parents (We recommend one set of parents for home jerseys and one set of parents for away jerseys.)
6. Timekeepers (Several should be chosen so that the commitment is reduced.)
7. Fundraising Committee
8. Minor Hockey Week or Jamboree Volunteers

2.6 Team Manager

The Team Manager will be your most valuable asset and therefore should be someone with whom you are comfortable working with closely. Their role is to assist with or assume complete responsibility for the off-ice organization of the team. If you are having difficulty finding a suitable volunteer, please contact your Category Director for assistance. The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. The Coach and Manager together may then decide to further delegate responsibilities to other parents, if appropriate. The duties of the Manager include:

2.6.1 Paperwork

- a. Complete and return the "Team Information Form" to Lorraine at registrar@hawksathletics.ca by October 20th. This form will be emailed to the head coach or manager after the Hawks' Coach/Manager meeting.
- b. **Have all Parents, all Players and all of the Coaching Staff sign the FOR THE GOOD OF THE GAME FAIR PLAY PLEDGE form. All Players must sign their own names to this form. All Parents must sign their own names to this form. All of the Coaching Staff must sign their own names to this form.** Each team will be contacted by our Good of the Game Director, Shawn Melnyk. He will provide you with direction, instruction and time lines regarding submitting the Good of the Game Fair Play Pledge.
- c. Ensure the completion of the Player Medical Information Form for every player on the team. These are not to be submitted to the Club and should be kept in your **Manager's Binder/Folder**. These forms are confidential and the information contained in them should not be conveyed to anyone except in a medical emergency where, absent the parent(s), vital information might be needed to give to the coach or medical personnel in case of injury or medical incident. If you receive a form from a parent that contains information of a medical condition that you believe the head coach should be made aware of, please consult with the parent(s) and have the parent(s) convey the details personally to the head coach.
- d. You should also make sure that you have copies of the **Hockey Canada Injury Report Form** (in your **Manager's Binder/Folder**) to be given to parents if their child sustains an injury. You can also advise parents that the form can be found on the Hawks website where it is an electronic PDF form. This form must be completed for each case where an injury is sustained by a player, coach, spectator or any other person at a sanctioned hockey activity. This form is also required for private insurance carriers for reimbursement of ambulance fees, etc.
- e. Prepare and distribute a team contact list which includes player's names, jersey numbers, telephone numbers, parents' names, and MOST IMPORTANTLY, both mom's and dad's EMAIL ADDRESSES.

2.6.2 Volunteer Positions Filled

Ensure all other off-ice volunteer positions are filled, including a **Parent Representative** who is not involved directly in the day to day operation of the team and is either selected or elected by the parents.

2.6.3 Parent Meetings

Organize several parent meetings throughout the season. These can be held as often as necessary, but probably **not less than three times per season**. An agenda should be prepared in advance.

2.6.4 Policies and Procedures

Assist the coach in ensuring that the team operates within the established policies and procedures of the Hawks Athletic Club and other governing bodies of minor hockey.

2.6.5 Conduct of Players, Parents and Team Officials

Assist the Coach in setting up and enforcing the rules and guidelines for the conduct of players, parents and team officials, both on and off the ice. The manager should play an important role in monitoring off-ice behaviour.

2.6.6 Team Finances

- a. Together with the treasurer, coaches and parents, develop a team budget based on expected expenditures and revenues.
- b. Organize a fundraising committee to meet the team's financial needs.
- c. Ensure that the Treasurer prepares a financial statement detailing income and expenditures for distribution to all parents - three times throughout the season - to coincide with the Parent Meetings that are to be held through the season.

2.6.7 Team Website

Hockey Edmonton requires the use of their web interface for entering game sheets, applying for permits (sanction numbers) for exhibition games, practices outside city limits, tournaments, etc. Our Hawks website is configured to automatically sync with Hockey Edmonton's website regarding games, etc., but requires a little configuration first. You will be provided with two separate logins for the Hawks' website and for Hockey Edmonton's website.

- a. Team Rosters have been posted on the Hawks' website (www.hawksathletics.ca). Scroll to the bottom of the Hawks page and click on "Admin Login". Enter your username and password. Click on "Players" and update the jersey numbers for each player. You can also update position, etc. Click on "Staff Members" and add the Head Coach, all Assistant Coaches and the Manager.
- b. Click on "League Tie In" and copy your roster (with jersey numbers) from the Hawks website to Hockey Edmonton's website. Sign out of the Hawks website.
- c. Go to www.hockeyedmonton.ca, click on "Admin Login" and enter your username and password. Click on "Players" and update the jersey numbers for each player. You can also update position, etc. Click on "Staff Members" and add the Head Coach, all Assistant Coaches and the Manager.

2.6.8 Schedules

Prepare and distribute practice and game schedules. Note that all Hockey Edmonton assigned practice ice and games will be automatically uploaded to the Hawks website. Starting in 2022-23, the Hawks have made the RAMP Teams App available to teams to use. You may choose to use *TeamSnap* or some other app for communication and scheduling. Parents are expected to read messages and emails sent through the app, and update on their player's availability accordingly.

2.6.9 Team Pictures

The Hawks Athletic Club will pay for team pictures at the “BASIC PACKAGE” rate per player which generally consists of a player mount of the individual player and team photo on a custom border and 9 standard trader cards.

The pictures and the photographer will be coordinated by the Hawks Athletic Club, specifically our VP of Organization & Communication.

2.6.10 Team Apparel

Details on Team Apparel - preferred supplier, type of merchandise, pricing and sizing days - will be made available during or shortly after our Coach and Managers meetings.

2.6.11 Game Day Responsibilities

- a. Prepare Game Sheets - unless the coach wishes to do so - using the **RAMP Gamesheets App** as mandated by Hockey Alberta. **Notations of absent, injured, suspended, affiliated and overage players are ALWAYS REQUIRED.** In the unlikely event you are required to record a game sheet manually, see the example game sheet in the Resources Section.
- b. Organize parents to serve as timekeepers during games.
- c. **GAME SHEET MANAGEMENT:** Electronic Game Sheets for league games must be managed according to the instructions provided on:

<https://www.efhlhockey.com/content/efhl-electronic-game-sheet-resources>

Any game in which a write-up that is documented on the Electronic Game Sheet will be automatically sent to EFHL’s Discipline Director for further action.

It is imperative that penalties are correctly entered as Hockey Edmonton is using this system for tracking total individual penalty minutes, as game suspensions will occur after the threshold for cumulative PIMs has been reached. Full details on game sheet management can be found on Hockey Edmonton’s website under “**Community**” - “**Manager’s Manual**”. Ensure that all copies of the game sheets from a tournament are delivered to your Category Director within 24 hours of your last game in such a tournament. Failure to comply with these rules may result in a suspension for the team’s Head Coach.

2.6.12 Minor Hockey Week Volunteer Requirements and Organization

Organize volunteers for Minor Hockey Week. During Minor Hockey Week each team will be responsible for providing 5 volunteers at a time when their team is not playing. Duties include manning the timekeeper’s box, serving as roster checkers, and collecting admission fees at the door. You will be contacted by the Hawks’ Minor Hockey Week alumni representatives who will give you your schedules about 2 weeks before the start of Minor Hockey Week.

2.6.13 Extra Ice

Organize extra ice either indoors or outdoors in consultation with the Coach. Some of the extra ice will be assigned to teams by the Hawks Ice Allocator.

Visit <http://www.hawksathletics.ca/content/available-ice> for a link to the NWZ Hockey's process for booking City of Edmonton ice at the Hockey Edmonton discounted rate. **You are required to obtain a permit for practice ice outside the City of Edmonton via Hockey Edmonton's web interface (see 2.6.7 above).**

2.6.14 Exhibition Games

Organize exhibition games in consultation with the Head Coach. You are required to obtain a permit and book referees for exhibition games.

2.6.15 Tournaments

Prepare entries for tournaments in consultation with the Head Coach. You are required to obtain a permit for tournament entries. Any league games must be rescheduled BEFORE a travel permit for a tournament will be approved. Hockey Alberta maintains a list of sanctioned tournaments in the province and is a great way to find one.

2.6.16 Distribution of and Collection of Team Equipment

Assist in the distribution and collection of team equipment including jerseys, pant shells, pucks, pylons, goalie equipment, first aid kits, coach boards, etc. at the end of the season.

2.7 Treasurer (And Assistant Treasurer)

2.7.1 Duties

The treasurer will set up and maintain the team bank account, make bank deposits and ensure payment of expenses. They will also prepare a financial statement of income and expenditures no less than 3 times per season for distribution to all parents and will prepare a Year-End Financial Statement at the end of the season to be submitted to the Hawks Athletic Club.

2.7.2 Team Bank Accounts

Set up a team bank account under the OFFICIAL TEAM NAME (eg., HK503 - Hawks).

a. Two-to-Sign Account

It is the Hawks Athletic Club's policy that no one individual has complete authority over a financial transaction. The Club also recognizes that electronic funds transfers (e-transfers) are now highly prevalent. As a result, the Club has made an arrangement with the Alberta Treasury Branch (ATB), Skyview location (13304 - 137th Avenue NW) to be the **exclusive provider of team bank accounts**. ATB is currently the only financial institution that provides a low-fee account that allows two-to-sign functionality for outgoing transactions. **All Hawks Athletic Club team bank accounts must be opened at this branch.**

- b. **Use of Personal Bank Accounts** - All team expenses must be drawn from the team bank account. **Transferring team money to the coach/manager/ treasurer's personal bank account and then paying, for example, your tournament fee, with a personal cheque, is strictly prohibited and will not be tolerated.** If the bank you set up your team account with does not provide you with the number of cheques you might need, then order some and expense it to the team. This probably won't be necessary as virtually everything is being done via e-transfer these days.

- c. All Hawks' ice invoices must be paid by e-transfer to registrar@hawksathletics.ca.
- d. **Receipt of Cash** - All cash received must be properly receipted by the treasurer.
- e. If you will be receiving paper bank statements, the team bank account must have their bank statements sent to either the treasurer or manager's home address. DO NOT USE the Hawks Athletic Club Office address, the Hawks Athletic Club mailing address.
- f. The team bank account must be closed at the end of the season with unexpended funds distributed back to the parents or donated to the "Hawks Athletic Club - Player Hardship Fund". All team expenditures (including return of cash calls and reimbursement of referee fees) must be completed before the team bank account is closed.

2.7.3 Budget Preparation

Work with the team manager to develop a budget to cover additional expenses arising during the season, as per the Season Plan as determined by the parental group. This might include the costs of extra ice time for practices, exhibition games, tournaments, social events, team merchandise, etc.

2.7.4 Financial Reporting

Ensure that a financial report is given to the parents approximately every two months or when changes occur throughout the year. At the end of the season, all funds must be dispersed and the account closed.

2.7.5 Year-End Financial Statement

A Team Year-End Financial Statement detailing all income and expenditures must be submitted to the Hawks Athletic Club Office at the end of the season. Prior to the end of the season an example of a Year-End Financial Statement will be provided. Copies of bank account statements are NOT to be confused with the Year-End Financial Statement. With the exception of the final team bank account statement indicating a balance of \$0.00 funds in the account, copies of bank account statements are not a substitute for an actual Year-End Financial Statement.

2.7.6 Management of Team Finances

Management of team finances is often the job of the Team Treasurer and the Manager. Funds may be raised by many means including raffles, sales, donations, etc.

**It is important to note that the Hawks Athletic Club is a NON-PROFIT SOCIETY.
As such, we do not give out tax receipts for donations of any kind.**

**CHARITABLE ORGANIZATIONS are able to give out receipts for tax purposes
but, as noted above, the Hawks Athletic Club IS NOT a Charitable Organization.**

2.7.7 Responsibility for Funds

The Hawks Athletic Club will not be responsible for funds held in team accounts and will not be responsible for over-expenditures.

2.7.8 Reimbursement of Referee Fees

At the beginning of the season, each team will be provided with a cheque for the total amount of their entire season's worth of referee fees LESS \$200.00 and LESS referee fees for playoff games.

There must be a designated person that pays the referee fees for each team. Normally that is either the Head Coach or the Manager of the team. The cheque containing the advance of funds for referee fees MUST be deposited into the team bank account and that same amount of money e-transferred to the person designated to pay the referee fees for all games. The person designated to pay the referee fees must not be expected to pay those fees out of their own pocket. Additionally, at the beginning of the season when little to no fundraising has been accomplished, there is often no money in the team bank account to pay for the referee fees and that's why it ends up coming out of someone's pocket. We believe this change in policy which started the 2021-2022 season is necessary for these reasons.

Additionally, the Club will no longer require a Referee Fee Reimbursement Form for Playoff Games as the Club is aware of how many playoff games each team has had and will pay the team accordingly.

The \$200.00 deductible at the beginning of the season is a contingency fee for damaged and/or lost jerseys. This \$200.00 will be reimbursed to the team along with the playoff referee fees after all of the team jerseys and equipment are returned to the Hawks Athletic Club and the team submits their Year-End Financial Statement. This final reimbursement will be by e-transfer to the team bank account.

If there is irreparable damage to a jersey, or a jersey is missing, the team will have \$150.00 deducted from their referee fees for each damaged or missing jersey. It is the team's responsibility to contact the player's parents and have them reimburse the team for the \$150.00 and we highly recommend that they do so.

Finally, we do not reimburse teams for exhibition games. We only reimburse for the standard number of league games as dictated by the Hockey Edmonton schedule.

2.8 Jersey Parents

These volunteers will be responsible for the care of the jerseys. You should have an "Away" Jersey Parent and a "Home" Jersey Parent. Team jerseys are **NEVER** to be distributed to players. Each set is to be carried in one team jersey bag and washed by the jersey parent(s). Jerseys carried in plastic bags are often cut by skates or lost and the parents will be held financially responsible for any damages.

2.9 Time Keepers

It is often better if 3 or 4 volunteers can be arranged to become familiar with the job and alternate to make it a smaller commitment. Starting in 2022-23, Time Keepers require a phone or tablet with the RAMP Game Sheets App to enter game stats during the game, and should be familiar with the process and resources as listed on:

<https://www.efhlhockey.com/content/efhl-electronic-game-sheet-resources>

2.10 Parent Representative

Each team is **REQUIRED** to elect or select a Parent Representative who is not involved in the day to day operation of the team. The purpose of the Parent Representative is to play a central role in communication by:

- a. Serving as a communication intermediary between team officials and parents to ensure that pertinent information is disseminated.
- b. Bringing forth concerns of parents to team officials and of team officials to parents.
- c. Pointing out potential problems to team officials and parents before problems occur.
- d. Acting as an intermediary between parents and team officials when disputes arise.

The vast majority of problems can be settled quickly simply by effective communication. Many other problems can be averted by communicating objectives and plans to parents during regular meetings. When all else fails, a calm third party is often your best means of dealing with any friction that may arise.

2.11 Fundraising Committee

Depending on your team's fund raising goals, a committee of two or more people may be required to explore ideas and put projects in motion. Businesses will have the opportunity to sponsor individual teams.

2.11.1 Raffles

If your team is holding a raffle you must get a Raffle License online from the Alberta Gaming and Liquor Commission (www.aglc.ca). You must take out the raffle license in the name of your team and give your own address (NOT the address of the Hawks Athletic Club). After your raffle is over you must submit the Raffle License Report to the Alberta Gaming & Liquor Association. The Hawks are not responsible for team raffles or the ensuing AGLC Report that must be completed and submitted to the AGLC at the conclusion of your event.

2.11.2 Sponsorship

Hockey can be expensive and if your team is fortunate enough to receive a donation or sponsorship from an organization or business, that's great . . . but there are a few things you need to be made aware of:

- a. You may not place a sponsor name bar, logo patch, or ANYTHING else on our Hawks' jerseys.
- b. You also cannot place any sponsorship stickers on your players' helmets.
- c. Sponsor logos are permitted on apparel (track suits, hoodies, etc.), on bench banners, and on team websites.
- d. Finally, also note that you cannot incorporate a sponsor's name into your team name even in an unofficial capacity.

2.12 Statistician - If your team wishes to keep statistics.

2.13 Social Committee - This committee might organize social functions for both players and parents.

2.14 Minor Hockey Week or Jamboree Representative - This volunteer would enlist and schedule volunteers to cover your team's responsibilities during Minor Hockey Week or Hockey Edmonton Jamboree Events for U7.

3.0 TEAM OPERATIONS

3.1 Parent Meetings

Ultimately, all Minor Hockey programs are responsible to the parents. Criticism from parents most commonly revolves around problems with communication. Regularly planned meetings are an effective means of communication. A minimum of 3 or 4 meetings should probably be held during the season with the first scheduled as soon as possible after formation of the team.

A typical Agenda for a first meeting might be as follows:

Agenda

1. Introductions
2. Explanation of coaching and managerial philosophy
3. Explanation of discipline and disputes policy
4. Practices: Structure, Number, Indoor or Outdoor
5. Games: Regular Season, Exhibition, Tournament
6. Social Events
7. Anticipated Budget
8. Fund Raising
9. Selection of Parent Representative
10. Recruitment of Other Volunteers
11. Guidelines for parent behaviour
12. Medical Forms: Found on the Website

3.2 Behaviour and Discipline

3.2.1 For the Good of the Game

A consistent and fair approach to behaviour and discipline, **which has been communicated to and discussed with players and parents early in the season,** is an important means of making hockey an enjoyable, rewarding, and positive experience. On the ice, the standard is determined by the rules of play which are enforced by the referees. On the bench, in the dressing rooms, and in the stands, it is sometimes necessary for team officials to remind players, and sometimes other officials and parents, that sportsmanship is for all participants.

All players and parents must sign the **For the Good of the Game** sheet and adhere to its guidelines. **The original, signed FOR THE GOOD OF THE GAME sheet MUST be submitted to the Hawks' Director of For The Good of the Game, Shawn Melnyk, by such date as you are notified by him. Failure to submit this form by the due date will result in the Head Coach being suspended until such time as the form is submitted in perfect order.**

Keep control of the players on the bench and do not allow derogatory comments to be made to teammates, opponents, officials, or fans. A player set on the correct course early in his career will usually continue on this path. In the dressing room, it may be necessary to set specific rules such as no throwing of tape balls, swearing, etc. It is useful to publish these rules and distribute a copy to all players and parents. It is also important to positively encourage and promote the development of sportsmanship including recognition of efforts of teammates, referees, and opposing players. Sometimes it is necessary to remind team officials and parents that their behaviour is often the example from which young players learn.

Harassment of officials or the opposing team is never acceptable. Players and officials will receive ejections or suspensions levied by Hockey Alberta, Hockey Edmonton, or the Hawks Athletic Club Discipline Committee. Unruly fans may be asked to leave the rink by the referees, Hockey Edmonton Category Director, HAC Category Directors (for HAC fans only), HAC Executive member, or the Zone Director. Failure to leave the rink results in forfeiture of the game.

Be aware of “horseplay” at practices and during games, and control this in a positive manner. Many unnecessary injuries occur as a result of horseplay. Also, remember that your team may be held financially responsible for any damage to property that arises as a result of horseplay.

Most problems with parents and players can be avoided by effective communication before problems arise, hence the importance of Parent meetings and the Parent Representative. However, when concerns do arise between parents and team officials, the following procedure should be followed:

3.2.2 Parents’ Concerns with Coaches

A dispute or concern should be routed according to the following steps:

- FIRSTLY:** Direct conversation with the **Coach**. (Or, if the coach is involved contact the Parent Representative first).
- SECONDLY:** Report to the **Parent Representative** of the team.
- THIRDLY:** Report to your **Category Director**.
- FOURTHLY:** Report to the Hawks Athletic Club **Disputes & Arbitration** representative, in writing or e-mail.

3.2.3 Coaches’ Concerns with Parents

A dispute or concern should be routed according to the following steps:

- FIRSTLY:** Direct conversation with the **Parent**. (Or, if the coach is involved contact the Parent Representative first).
- SECONDLY:** Report to the **Parent Representative** of the team.
- THIRDLY:** Report to your **Category Director**.
- FOURTHLY:** Report to the Hawks Athletic Club **Disputes & Arbitration** representative, in writing or e-mail.

3.2.4 Disputes & Arbitration

- a. Please be objective with your concerns.
- b. Disputes & Arbitration, where possible and appropriate, will conduct investigations to ensure fair resolution.

4.0 RULES AND REGULATIONS

4.1 League Games

Rules are determined as per the Hockey Canada Rule Book.

U9 and U11: Periods are 13-13-13 minutes Stop Time Ice Slot: 60 minutes
 U13: Periods are 15-20-20 minutes Stop Time Ice Slot: 90 minutes

No floods in any category. There will be no **TIME OUTS** in EFHL (Federation) Hockey.

- a. Your Category Director will provide you with your schedules for league and playoff games. Remember that the City Tiering Committee meets after each round and a new schedule is supplied for each round and the playoffs. Schedules may also be posted on the Hockey Edmonton website (www.hockeyedmonton.ca).
- b. All games must end on time. When there are **5 minutes** remaining in the scheduled time slot, the referee will decide if the game can be completed in the remaining time. If not, the clock will be reset to 2 minutes of playing time. Please ensure that your team is ready to start each game on time.
- c. The Home Team supplies the game sheet (the HAC will provide each team with 15 game sheets) and the principal timekeeper. However, both teams should have an official in the timekeeper's box.
- d. Referees must be paid in cash prior to starting the game. Please have the correct amount on hand (the referees are not equipped to give you change).
- e. Minor Hockey Week schedules are posted online at <http://www.quikcardminorhockey.com> a few days before Minor Hockey Week starts. You can also get the information from the Hockey Edmonton website by the first week of January.
- f. Regular league, playoff, and Minor Hockey Week games take priority over exhibition and tournament games. If you have a conflict that can't be avoided, changes can be made but with difficulty. In order to change games, you must contact the HAC Category Director, the City of Edmonton Category Director, and your replacement **MUST play a game** in order that the referees assigned to this slot are utilized and reimbursed.
- g. If you have concerns with the officiating, put them in writing and contact your Category Director. Do not confront referees directly. Any perceived or real abuse of referees will result in serious suspensions.
- h. The rules of play are those of Hockey Canada. Your Coach has received a copy of the Hockey Canada rule book. Minor modifications by Hockey Edmonton or the City of Edmonton are found in the Hockey Edmonton Handbook, which your Coach also has.
- i. **Your Category Director and City Director must be provided with the results of WRITE-UPS of a league, Minor Hockey Week, Exhibition or Playoff game within 4 hours of completing the game and a copy of the game sheet must be provided to the Category Director within 24 hours.**

With respect to WRITE-UPS: If you are UNSURE as to the SUSPENSION (OR POSSIBLE SUSPENSION) of the player(s) involved in the write-up and you cannot get immediate clarification from your Category Director (who gets his clarification from the CITY Category Director) - please **ERR ON THE SIDE OF CAUTION. Do NOT play the written-up player(s) in the next game** until you are absolutely sure of what the SUSPENSION REQUIREMENTS are. YOU, as the HEAD COACH, can be SUSPENDED INDEFINITELY for playing an INELIGIBLE PLAYER.

- j. One copy of the game sheet from all games should be kept for your team. Extra game sheets can be obtained from the HAC office. For all injuries, please scan and e-mail the injury report to your Category Director.

4.2 Practice Ice

As part of registration, each team will receive the designated number of practice ice times as per Hockey Edmonton. Practice allocations will be distributed with game schedules or through the Hawks Ice Allocator (name and phone number to follow by email to all teams) or by accessing ice.bookings@hawksathletics.ca. You are encouraged to seek additional ice time for practices to suit your team's needs. You may also want ice to arrange exhibition games and small tournaments. Sources of additional ice time are:

- a. The Hawks Ice Allocator for indoor ice slots. The HAC Ice Allocator will hold three ice drafts during the course of the season. Teams are invoiced as soon as the draft is complete. You cannot buy ice in the second draft if you have not paid your ice bill from the first draft, and so on.
- b. Hawks Athletic Club Community League rinks for outdoor ice times. You are strongly encouraged to use this inexpensive resource. No permit is required for an outdoor practice, however, the coach/team management must make an inspection of the facility to ensure the safety of the team. Only on-ice assistants who are registered on the team sheet are covered by CHA Insurance and players must wear full equipment.
- c. Operators of private arenas in the area (NAIT Arena, U of A, River Cree, West Edmonton Mall, Bon Accord, Gibbons, etc.).
- d. Please note that many private arenas and Edmonton community leagues now require an "INSURANCE CERTIFICATE". Please contact Lorraine Toth at registrar@hawksathletics.ca and she will obtain this certificate for you. It generally takes 2-7 days to obtain such a certificate. You must have a written contract from the facility or the community league that you can forward to Lorraine as this is a requirement to obtain the insurance certificate from Hockey Alberta.

REMEMBER!!

- ▶ You are responsible for the cost of any extra ice times beyond what you are assigned.
- ▶ You MUST report any extra ice that you buy to the Ice Allocator. At the end of the season, the HAC Ice Allocator must report to the NWZ Ice Allocator regarding how much "outside" ice was purchased by the Club. The reason for the report is so that the NWZ Ice Allocator can go back to Hockey Edmonton and show them that we need extra ice allotted to our Club for draft (purchase) purposes.

4.3 No-show Ice Policy

When a team is unable to use its ice, it is the responsibility of the coach/manager to ensure the ice is used by someone else. This can be done by calling other coaches or managers within the HAC to trade or sell. If you are unable to ensure the ice is used, you may call the Ice Allocator for assistance. Do NOT call on a Friday about weekend ice. IT IS TOO LATE.

The Ice Allocator can check and see which teams are on the ice at which times and may be able to direct you to a specific team who is looking for ice to trade or sell. Teams may occasionally find themselves in a position where they have to give the ice to another team to ensure it gets used.

If you have entered a tournament and you find you have a conflict, you are responsible for ensuring the ice gets used. You need at least 6 people on the ice to avoid a no-show.

Teams choosing not to use assigned ice for any reason will be fined \$100.00 and charged the unsubsidized rate for each no-show. Teams with no-show records will forfeit their first round pick at the ice draft following their no-show. Remember, it is better to give it away to make sure it is used. Specific, extenuating circumstances will be considered by the Ice Allocator / Executive.

4.4 Double Booking

An employee hired by Hockey Edmonton schedules games, practices and playoffs. Occasionally an error is made and you may find that your team has been double booked with another team for the same ice slot. Games take priority over practices in the case of a double booking. If this happens to your team please contact Ray Vigneau at ray.vigneau@telus.net.

4.5 Exhibition Games and Tournaments

Hawks teams are allowed to seek additional games and tournaments for their teams. Scheduled league, Minor Hockey Week, and playoff games must always take first priority.

4.6 Sanction Numbers and Travel Permits

If you are entering a tournament or playing an exhibition game within Hockey Edmonton boundaries, that tournament organizer or other team manager must have obtained a SANCTION NUMBER from the Alberta Hockey Association (for tournaments) or from Hockey Edmonton (for exhibition games). You must obtain that Sanction Number **BEFORE** you can obtain sanctioning from your City Category Director via an on-line application. Please allow at least 3 days for approval.

If you are planning to play an exhibition game or go to a tournament outside of Hockey Edmonton boundaries (but within Alberta), a TRAVEL PERMIT must be sought from the Hockey Edmonton website **AFTER** you have obtained the other teams' or tournament sanction number. For exhibition games, you may apply for a travel permit immediately as both teams must have their own numbered permit. Please allow at least 7 days for approval.

If you are playing an exhibition game or attending a tournament outside of the Province of Alberta, an Out of Province Travel Permit is **MANDATORY** and is obtained by applying to Hockey Edmonton **at least 4 weeks** before the tournament or exhibition game.

Sanction numbers and travel permits require 2-4 days notice while Out of Province travel permits require at least 30 days notice. Note that all of these are essential for insurance purposes. Failure to obtain a sanction number or travel permit may result in your automatic suspension by the Hawks Athletic Club and Hockey Edmonton. Copies of all game sheets covered by sanction numbers and travel permits must be delivered to your HAC Category Director within 24 hours of exhibition game completion or final game of tournament completion.

Sanction numbers, travel permits and Out of Province travel permits are now routinely applied for on-line by team coaches or managers. **PRIOR** to requesting a permit on-line, contact your Category Director to inform them of your intention and all details necessary. Only after this is done, may you go to www.hockeyedmonton.ca and click "OPERATIONS" and "TRAVEL/EVENT PERMIT" and follow the instructions. You must logon to your RAMP HOCKEY EDMONTON team website using the username and password that was provided to you. Click on "PERMITS" and "PERMIT SETTINGS", fill in the boxes with the correct information and click SUBMIT. You can then choose the type of permit you are seeking (exhibition game, tournament, league game reschedule, etc.) and fill out the request online.

If there are no objections, approved requests will be given a number and posted on the Hockey Edmonton website usually within 2 business days. It is your responsibility to check back, obtain this number and PRINT it on all game sheets affected. Out of Province requests will not be posted until they receive approval at the monthly Hockey Edmonton meeting, which is held the 2nd Wednesday of each month.

If your sanction number is not posted, you MUST CONTACT the City (Hockey Edmonton) Category Director for an explanation. Their name and phone number can be obtained from your HAC Category Director.

<p style="text-align: center;">TEAMS MUST NOT PLAY OR PARTICIPATE IN ANY GAME THAT HAS NOT BEEN SANCTIONED</p>

The sanction number must be noted on all game sheets and after the game(s) have been completed, ALL GAME SHEETS and WRITE-UPS must be delivered to your Hawks Category Director within 24 hours.

PLEASE NOTE: A scheduled league game played in Beaumont, St. Albert, Stony Plain, Sherwood Park or Spruce Grove does not require a sanction number or travel permit.

4.7 Affiliation Rules

The purpose of having affiliated players is to allow each team to have additional players to call upon when the team is short of players because of injury or absence for other reasons. When choosing affiliates, remember:

- a. Affiliates must be chosen from within the Hawks organization from a team below your tier. You should look at teams one or two tiers below you remembering that teams may move up in the second or third tiering rounds. Due to the removal of checking in the U13 Division, **affiliation from U11 to U13 is now allowed**.
- b. The coach of the possible affiliate must first be contacted to receive permission to speak to this player in regards to affiliation. Then the parent(s)/guardian(s) of the player and the player himself/herself must also be contacted for their approval. All of the preceding four (4) parties must sign the Hockey Edmonton Individual Player Affiliation Agreement which is then filed by November 15th with the Hawks Registrar. If the coach will not sign the Affiliation Agreement, you may contact the VP of Hockey Operations.
- c. A player may affiliate WITH ONLY ONE TEAM. Please ensure that there is not a conflict.
- d. If you are thinking of affiliating with players from a lower age group, you must first discuss this with the VP of Hockey Operations.
- e. You cannot dress more players than are listed on your Team Registration Card. **You must have players absent, injured or suspended before affiliates can be used.**
- f. You cannot purposely leave one of your registered players undressed, if the player is able to play, in order to use an affiliate.
- g. Affiliated players CANNOT be used during Minor Hockey Week and certain tournaments. Check the rules of each specific tournament that you enter before taking affiliated players with you.
- h. An Amendment to Affiliation Regulation E.35(a), made effective starting in the 2013-2014 season, is as follows:

A player of a team of a lower Division or Category of the same Club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions or Categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36(b).
- i. If an affiliate plays more than ten (10) league games (excluding exhibition and Non-Provincial Tournaments) with a team of a higher tier, division or category over the entire season, he/she shall remain on the active roster of the team of the higher tier for the remainder of the season.
- j. All affiliated players must have signed an **official affiliate form** and the original must be scanned and emailed (or hand delivered) to the Hawks' Registrar by November 15th at 6:00 p.m.. **There will be NO EXCEPTIONS to the November 15th deadline.** If you have difficulty understanding this policy, check with your Category Director.

4.8 Booking Referees

4.8.1 Referee Contact Information, Rates and Overtime, Playoff and MHW Procedures

If you need referees for exhibition games, you must first obtain a sanction number from the Hockey Edmonton website. Only then should you call the Referee Assignor for your age group, as they will ask you for this number and your team's tier. At least 72 hours notice is required (which does NOT include the day of the request) to ensure referee availability for games during the week. eg., For a game on Friday, call the previous Monday at the latest. For games on the weekend, call no later than the Tuesday before. **PLEASE - NO PHONE CALLS AFTER 10:00 PM!**

Referee Coordinator for 2022/2023

Duncan MacDougall: (780) 439-3824 dunmac@telusplanet.net

U9: To be announced

U11: To be announced

U13: To be announced

Tournament Referee Assignor for 2021/2022

Duncan MacDougall (780) 439-3824 dunmac@telusplanet.net

Six (6) to eight (8) weeks are required to arrange referees for tournaments and the schedule must be fixed at the time of booking.

Hockey Alberta Referees' Council
North Region Rate Sheet
Edmonton Federation Hockey League (EFHL)
2022 - 2023 Season

Please access the Edmonton Federation Hockey League website:

<https://www.efhlhockey.com/content/referee-rates-and-information>

4.8.2 Concerns Regarding Referees

Remember that good referees, like good hockey players, must be developed. As a team official, you must have a responsibility to support and encourage the development of these officials, who for the most part, are young people. Therefore, keep your comments positive and your emotions under control. If you have concerns regarding the officials, your comments should be put in writing and submitted to your Category Director. Do not approach the referees directly. Any perceived or real abuse of referees will be dealt with harshly.

4.8.3 Reimbursement of Referee Fees

See new policy under Section 2.7.8.

4.8.4 Uniforms

An athletic club is identified by its colors and uniform design. The Hawks colors and style are based on a custom made jersey and this is the visible identity by which the Hawks Athletic Club is recognized. It is important that all teams have a consistent appearance both on and off the ice. Therefore, there should be no changes or deviation from the accepted designs.

5.0 GUIDELINES FOR APPAREL AND EQUIPMENT

5.1 Team Jerseys

One set of home (white) and one set of away (black) jerseys will be assigned to you by the equipment manager. These must be used at all sanctioned event but NOT for practices. Jerseys are **NOT** to be distributed to players, but rather carried by an assigned parent on the team in the garment bags provided.

If the team is going to a team function and needs to wear their jerseys, please remember that the jerseys do not belong to the players and should not be written on (AUTOGRAPHED). If one jersey is ruined, the whole set is ruined.

Effective from the 2004/05 season, it is the Hawks Policy that there will be **NO THIRD JERSEY WORN BY ANY HAWKS TEAM.**

5.2 Jersey Name Bars

All name bars should be hand-stitched on jerseys. They are NOT to be HOT-GLUED, IRONED ON or MACHINE STITCHED on. The same thing applies to the C's and A's. Name bars can be purchased from a variety of sports stores. You can go to Powerplay Sports, Shamrock Sports, Elite Promotional Marketing - just to name a few. The cost is usually between \$10.00 and \$17.00/name bar (it depends on length of name). Both the name bars and the C's and A's must be removed at the end of the season before the jerseys are turned in. Use caution when removing these. DO NOT leave holes in the jerseys.

5.3 Team Socks

Each player will be given one pair of socks that can be worn with both the white and the black jerseys..

5.4 Team Pant Shells

Each player will be given a pant shell that will be returned at the conclusion of the season along with the jerseys.

5.5 Team Jackets, Track Suits, Hats, and All Other Apparel

Additional team apparel may be purchased from the Hawks' official merchandise supplier which has been advised of the Hawks' team colors and provided with our official logo. Merchandise fitting nights will be organized in conjunction with the Hawks Athletic Club and our official merchandise supplier, which is yet to be named. Your teams will be advised of dates and times for apparel selection and fitting.

5.6 Coach's Apparel

Hawks coaches must wear either regular street clothes or Hawks apparel on the bench. It presents an unsatisfactory image if you wear apparel from other hockey clubs while functioning as a Hawks coach.

5.7 Advertising

Team jerseys will bear the Hawks Athletic Club "Hawk" on the front and the official Hawks Athletic Club logo on both shoulder patches. Additional advertising or logos (sponsorship) are not allowed.

5.8 Equipment Safety Standards

No player shall participate in Hawks' sanctioned activities unless fully dressed in protective equipment sanctioned by the Hockey Canada. This will include: helmet (with only Hawks' approved stickers on it), full face protector, shoulder pads, neck protector with bib, elbow pads, protective pants, athletic protector, gloves, shin guards, and approved skates suitable for hockey. It is the responsibility of the coach to ensure that all players are properly equipped before stepping on the ice for play or practice.

5.9 Jerseys, Pant Shells, Pucks, Pylons, First Aid Kits and Pinnies

Jerseys, pant shells, pucks, pylons, first aid kits and pinnies are to be returned to the Hawks Office at the end of the season - clean and in good order on Equipment Return Night. Money will be deducted from your referee fee reimbursement for any necessary repairs or replacements.

5.10 Care of Uniforms

- a. **DO NOT HAND OUT JERSEYS TO PLAYERS.** If the jerseys are distributed and carried by players, the Coach will be accountable and financially responsible for any missing and/or damaged jerseys.
- b. Jerseys should be washed after every game. This will prevent rust marks and yellowing of jerseys and make atmospheric conditions in the change room more tolerable. **DO NOT PUT TOO MANY JERSEYS IN YOUR WASHING MACHINE AT ONE TIME. THEY WILL END UP WRAPPED AROUND THE SPINNER AND WILL TEAR.** Wash in COLD OR WARM water with your normal detergents and fabric softeners. DO NOT USE BLEACHES. DO NOT USE CLOTHES DRYER. HANG TO DRY. Jerseys usually take one hour to dry.
- c. NAME BARS (and C's and A's) must be hand-stitched on jerseys. They are NOT to be HOT-GLUED, IRONED ON or MACHINE STITCHED on. Damages to jerseys resulting from unauthorized attachments will be charged.

5.11 Return of Uniforms

- a. WASH all jerseys and HANG TO AIR DRY.
- b. PLACE in jersey bag with numbers facing up and starting from the largest number at the bottom to the smallest number at the top.
- c. PLEASE note any damages, numbers peeling off, etc. so they can be repaired before next season.