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201-151 Canada Olympic Road SW  
201-151, Canada Olympic Road SO  
Calgary AB T3B 6B7  
403-777-3636

**Ottawa**  
2451 Riverside Drive  
2451, promenade Riverside  
Ottawa ON K1H 7X7  
613-696-0211

**Toronto**  
400 Kipling Ave.  
400, avenue Kipling  
Toronto ON M8V 3L1  
416-548-7285

**Montréal**  
1275 Saint-Antoine Street W  
1275, rue Saint-Antoine O  
Montréal QC H3C 5L2  
514-925-2240

# HOCKEY CANADA SANCTIONING GUIDELINES

## EVENT SANCTIONING

### Definition / Directive / Types

Sanctioned events take place within clearly-defined parameters set out by your Member and its constituents. These can include association-, team- and league-scheduled practices, games, evaluations/tryouts and related activities. These activities, which would qualify as “normal” hockey program delivery, all fall within the scope of regular day-to-day operations of an association, team or league, and do not require specific sanctioning authority.

However, program extensions such as dryland training camps, exhibition games, fundraisers and tournaments all require separate specific sanctioning or approval.

It is understood that in the course of annual programming, many association, team, and league activities can fall outside what is considered to be normal programming. These kinds of activities usually occur away from the arena venue and in the surrounding community where opportunities exist to enhance the programs offered to our teams.

**The following are guidelines with respect to the sanctioning of events by Hockey Canada Members. Please note that these are only tools to help you in your decision-making process and do not supersede Member sanctioning guidelines.**

### **IMPORTANT NOTE REGARDING COVID-19**

As hockey begins to reopen, it is important to be familiar with federal guidelines, public health authority guidelines and Member guidelines, and adhere to them.

It is also important to be familiar with facility guidelines and requirements specific to the prevention of COVID-19. The conditions related to COVID-19 are different across the country. It will be important to assess the current situation to help to build programming that fits.

Lastly, it is expected that associations, teams and leagues will follow the hygiene recommendations of their public health authority, Hockey Canada Member and Hockey Canada for all activities.

It is crucial to always keep in mind to continue to update and enforce risk-management guidelines as new risks emerge, such as COVID-19.



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## Sanctioning Guidelines

Event	Notes & Conditions
<b>Administration</b>	
<p>Ice and facility rentals</p> <p>Hold Harmless clauses:</p> <p>Facility contracts may contain wording which attempts to offload all responsibility on the user when anything goes wrong. Such things as defective arena equipment, carelessness/negligence of arena staff and the actions of other ice users in the community are beyond your control and you must not be held responsible. Look carefully at the wording of your contract and specifically for such phrases as “save and hold harmless,” “responsible for any damage,” and “we (facility) will not be held responsible for....”</p>	<ul style="list-style-type: none"> <li>• Coverage only applies when the agreement does not include a Hold Harmless clause. Where the agreement includes such a clause, the burden of responsibility lies with the signor and not Hockey Canada.</li> <li>• If there is uncertainty as to contract wording, ensure to obtain assistance from someone with knowledge in the area of contracts.</li> </ul>
<p>Team bus rentals</p>	<ul style="list-style-type: none"> <li>• Only Hockey Canada participants are covered.</li> <li>• Driver and the bus itself are not covered.</li> <li>• Ensure the bus company has appropriate liability insurance.</li> <li>• Ensure drivers are appropriately licensed.</li> <li>• The bus should only be used for team-related travel.</li> <li>• Players should stay seated when the bus is in motion, and if seatbelts are available they should be worn.</li> <li>• Always follow the rules of the bus company with respect to safety.</li> </ul>



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<p>Guest coaches on or off the ice</p>	<ul style="list-style-type: none"> <li>• Guest coaches must carry their own liability insurance; they will not be covered by Hockey Canada unless they are registered with the Member. They should be asked to produce a certificate of liability.</li> <li>• Coaches should be screened as per Member requirements.</li> </ul>
<p><b>On-Ice Events</b></p>	
<p>Exhibition games (including international)</p>	<ul style="list-style-type: none"> <li>• Games must be sanctioned by the Member.</li> <li>• Both teams must be properly registered.</li> <li>• Full equipment must be worn.</li> <li>• Registered officials must be used.</li> <li>• Where a game is between a men's and a women's team, body-checking is not permitted.</li> </ul>
<p>Use of outdoor rinks for games and practices</p>	<ul style="list-style-type: none"> <li>• Must be approved by the Member and association.</li> <li>• Ensure the ice and boards are in safe condition.</li> <li>• Activity must involve players registered with the Member only.</li> <li>• All association and Member guidelines for games and practices must be followed.</li> </ul>
<p>Teams travelling internationally (including to the United States)</p>	<ul style="list-style-type: none"> <li>• Travel must be approved by the Member.</li> <li>• Opposing teams must be registered with the federation of the country visited.</li> <li>• Full equipment must be worn.</li> <li>• The team should purchase travel insurance, ensuring that the policy covers sports injury. Always check travel policy exclusions carefully.</li> </ul>



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On-ice team photos	<ul style="list-style-type: none"><li>• Ensure the area is set up prior to players lining up.</li><li>• If possible, take the photo against the bench area.</li><li>• Players should come off the bench right into the photo staging.</li><li>• Players should not be allowed to skate around without a helmet.</li><li>• Action photos without helmets are not permitted.</li></ul>
Skate-a-thons	<ul style="list-style-type: none"><li>• Only Hockey Canada participants are covered.</li><li>• All players must wear helmets, full facial protection, neck guards, elbow pads and hockey gloves.</li><li>• No hockey is permitted. Skating only.</li></ul>
National team events	<ul style="list-style-type: none"><li>• These events are conducted under the guidelines of Hockey Canada and the Member hosting the event.</li></ul>
Celebrity hockey games/benefit games	<ul style="list-style-type: none"><li>• Only players and volunteers that are registered with the Member are covered.</li><li>• Games should be non-contact.</li><li>• A contract or agreement with the celebrity team, which includes a request for a certificate of liability, should be considered.</li><li>• Non-Hockey Canada participants, such as the celebrities, are not covered.</li></ul>
Tournaments	<ul style="list-style-type: none"><li>• Must be sanctioned by the Member.</li></ul>



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<p>Canadian university, college and high school hockey</p>	<ul style="list-style-type: none"> <li>• Participants must be registered with the Member and off-ice team activities would require sanctioning by the Member.</li> </ul>
<p>Hockey Canada teams vs. USA Hockey teams</p>	<ul style="list-style-type: none"> <li>• Teams must be sanctioned by USA Hockey.</li> </ul>
<p>Exhibition games involving U SPORTS, NCAA and OCAA teams</p>	<ul style="list-style-type: none"> <li>• Must be sanctioned by the Member and approved by USA Hockey.</li> </ul>
<p>Summer evaluation and conditioning camps</p>	<ul style="list-style-type: none"> <li>• Only if approved by the Member.</li> <li>• All aspects of the camp would have to be submitted to the Member to ensure all players and personnel are registered with the Member and all conditioning activities are stated on the request for insurance.</li> <li>• Activities such as under-17 camps are approved.</li> </ul>
<p>3-on-3 hockey</p>	<ul style="list-style-type: none"> <li>• Must be approved by the Member.</li> <li>• Players must wear full equipment.</li> <li>• Proper supervision necessary.</li> </ul>
<p>Minor hockey games between periods at junior hockey games</p>	<ul style="list-style-type: none"> <li>• Must be approved by the Member.</li> <li>• Full equipment must be worn.</li> <li>• Proper supervision is necessary.</li> </ul>



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Off-Ice Events	
<p>Fundraisers or year-end events (i.e. banquet, auction) without alcohol</p>	<ul style="list-style-type: none"> <li>• Specific details of the event should be outlined on the request for insurance.</li> <li>• The event must be solely organized by the team or association.</li> <li>• Food being catered and/or prepared by a reputable caterer or restaurant is acceptable.</li> <li>• Potluck formats will not be considered. The event itself will be covered, but not the food service.</li> </ul>
<p>Fundraisers or year-end events (i.e. banquet, auction) with alcohol</p>	<ul style="list-style-type: none"> <li>• Facility ownership must be responsible for the serving of alcohol.</li> <li>• Facility ownership must obtain all required permits to buy and sell alcohol.</li> <li>• Events being held on a continuous basis will not be considered.</li> <li>• Proper security measures should be taken.</li> <li>• Bartenders should have training, such as SMART SERVE.</li> <li>• Events involving minors will not be considered.</li> <li>• Spouses and non-members are not covered under Hockey Canada insurance.</li> <li>• Food being catered and/or prepared by a reputable caterer or restaurant is acceptable.</li> <li>• Potluck formats will not be considered. The event itself will be covered, but not the food service.</li> </ul>



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<p>Dryland training and conditioning camps</p>	<ul style="list-style-type: none"> <li>• As approved by the Member – all activities would have to be submitted to the Member to ensure all players and personnel are registered with the Member and all conditioning activities are stated on the request for insurance.</li> <li>• Other sporting activities such as basketball and soccer are not acceptable activities; the Hockey Canada insurance policy is not designed to cover other sports. Note that floor hockey is acceptable, assuming players are wearing helmets, facemasks, gloves and elbow pads.</li> <li>• All activities must be low risk in nature.</li> <li>• Leaders with knowledge in this area are recommended. Proper risk management must be incorporated into all dryland activities.</li> <li>• Yoga for stretching purposes is acceptable if led by a trained instructor. Only registered participants are covered. Private instructors are not covered and should provide a certificate of liability from their insurers.</li> </ul>
<p>Chuck-a-puck fundraisers</p>	<ul style="list-style-type: none"> <li>• Use soft rubber pucks only.</li> <li>• Only Hockey Canada participants are covered.</li> <li>• Prizing is not insured.</li> </ul>
<p>Development seminars</p>	<ul style="list-style-type: none"> <li>• This is a direct approved function of the Member and directly related to the activities of the Member and the playing of the sport. These events would be sanctioned.</li> </ul>
<p>Mall display and/or mall registration booth</p>	<ul style="list-style-type: none"> <li>• The activity requires appropriate adult supervision if players are involved.</li> <li>• Any mall contracts should be reviewed for a Hold Harmless clause.</li> </ul>



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<p>Gambling and lotteries (50/50, raffle tickets, hockey pools).</p>	<ul style="list-style-type: none"> <li>• Requests for insurance should include all activities related to selling tickets and supervision, if applicable.</li> <li>• The activity must comply with municipal and provincial legislation.</li> <li>• Hockey Canada participants are covered, as they sell the tickets, pool squares, etc. The lotteries themselves are not insured.</li> <li>• Prizing cannot involve alcohol.</li> </ul>
<p>Door-to-door selling, personal fundraising, cookies, candy bars, etc.</p>	<ul style="list-style-type: none"> <li>• Door-to-door sales are permitted only with appropriate adult supervision to reduce the risk of young players entering the homes of unknown persons.</li> <li>• Requests for insurance should include all activities related to the event, including times, dates, and type of supervision, if applicable.</li> </ul>
<p>Snack bars and concessions</p>	<ul style="list-style-type: none"> <li>• Snack bar operators should be appropriately trained.</li> <li>• Registered participants under the age of 16 are not permitted to use deep fryers.</li> <li>• Deep fryers must comply with the local fire code and inspections.</li> <li>• The contract should be reviewed for a Hold Harmless clause (see ice and facilities rental above).</li> <li>• Ensure proper adult supervision and risk management steps are in place.</li> </ul>





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<p>Parades (walking or riding on floats)</p>	<ul style="list-style-type: none"> <li>• As long as the person/organization running the float has proof that the float is insured, this would be acceptable.</li> <li>• The players would also be insured if walking in the parade. Hockey Canada participants are covered, not the parade.</li> <li>• Appropriate adult supervision is required.</li> </ul>
<p>Bottle drives, tree sales, donation drives, shoe-shines, car washes</p>	<ul style="list-style-type: none"> <li>• Appropriate adult supervision and risk management is required to prevent injury to participants.</li> <li>• Requests for insurance should include all activities related to the event, including times, dates and supervision, if applicable.</li> </ul>
<p>Snow shoveling and leaf raking</p>	<ul style="list-style-type: none"> <li>• No mechanical devices such as snow blowers or leaf mulchers are allowed.</li> <li>• Adult supervision is required if going door to door.</li> </ul>
<p>Bingos</p>	<ul style="list-style-type: none"> <li>• These are acceptable, taking into consideration the selling of alcohol and provincial laws.</li> <li>• Prizing is not covered.</li> </ul>
<p>Skating on rivers/ponds</p>	<ul style="list-style-type: none"> <li>• Before being considered, there would have to be very specific guidelines with respect to safety and risk management, including an Emergency Action Plan and adequate adult supervision.</li> <li>• It is suggested that the parameters around the activity be closely reviewed prior to this type of event being sanctioned, including requirements for ice thickness.</li> </ul>



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<p>Adult recreational hockey/inline hockey</p>	<ul style="list-style-type: none"> <li>• If the teams are registered with the Member, they would be insured.</li> </ul>
<p>Private hockey schools</p>	<ul style="list-style-type: none"> <li>• Private hockey schools are not members of Hockey Canada. Insurance coverage cannot be extended even in cases where the local association wishes to coordinate a summer hockey school.</li> </ul>
<p>Equipment exchanges</p>	<ul style="list-style-type: none"> <li>• Only Hockey Canada participants are covered.</li> <li>• The resale of helmets or facial protection is not recommended.</li> </ul>
<p>National Hockey League (NHL) and other professional players participating in an event/practice that includes NHL guest coaches</p>	<ul style="list-style-type: none"> <li>• Professional salaries are very high and an accident could be very costly.</li> <li>• Players would be permitted to participate in autograph sessions, award presentations and appearances, but would not be covered under Hockey Canada insurance.</li> <li>• Players would not be covered for any activity on the ice. The only exception would be players who played that year on a Major Junior team. If a player or coach is on the ice, they should produce a certificate of liability.</li> <li>• A contract or agreement with the celebrity which includes a request for a certificate of liability should be considered.</li> </ul>
<p>Off-ice team activity that includes siblings and parents (e.g. in a hotel while at a tournament)</p>	<ul style="list-style-type: none"> <li>• Only Hockey Canada participants are covered.</li> <li>• Must be a team event; activities done as a family or group of families will not be covered.</li> </ul>
<p>Team events at private residences</p>	<ul style="list-style-type: none"> <li>• Hockey Canada will not cover events at a private residence, including off-ice training and team parties.</li> </ul>



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<p>Running food concessions at fairs, storefronts, etc.</p>	<ul style="list-style-type: none"><li>• Food must be supplied by a professional supplier.</li><li>• If players are involved, adult supervision is necessary.</li><li>• If a barbecue or deep fryer is being used, adults must cook.</li><li>• All health code requirements must be met.</li><li>• If the activity is held on private property, liability insurance of the property owner should be confirmed.</li><li>• Any contracts should be reviewed for a Hold Harmless clause prior to signing (see ice and facility rentals above).</li><li>• Sales in front of liquor stores or non-reputable businesses are not permitted.</li></ul>
<p>Frozen food sales</p>	<ul style="list-style-type: none"><li>• Must be properly overseen by adults to ensure food is stored and delivered properly.</li><li>• Frozen food must be prepared by a professional company.</li></ul>



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## The Definite NO List

Event	Notes & Conditions
Roadblocks/roadside clean-up	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>
Non-hockey-related activities	<ul style="list-style-type: none"> <li>• Hockey Canada insurance is not designed to cover non-hockey-related activities.</li> </ul>
Car rallies	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>
Community festivals	<ul style="list-style-type: none"> <li>• Community festivals will likely have their own insurance. Hockey Canada will not cover the event; rather, will provide coverage for registered participants only.</li> </ul>
Other sport activities (ball hockey, street hockey, slo-pitch, basketball, soccer, baseball, bowling, golf, etc.)	<ul style="list-style-type: none"> <li>• Hockey Canada insurance is not designed to cover other sporting activities.</li> </ul>
Concerts	<ul style="list-style-type: none"> <li>• Considered high-risk events; they often involve alcohol being served and a large concentration of people.</li> </ul>
Wood-splitting	<ul style="list-style-type: none"> <li>• Considered a high-risk event.</li> </ul>
Grass cutting	<ul style="list-style-type: none"> <li>• Considered a high-risk event.</li> </ul>
Bonfires	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>
Teen dances with no alcohol	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>
Tobogganing parties	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>
Dunk tanks	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>



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Putting up Christmas lights	<ul style="list-style-type: none"> <li>• Considered a high-risk event.</li> </ul>
Rock climbing	<ul style="list-style-type: none"> <li>• Considered a high-risk event.</li> </ul>
Laser tag	<ul style="list-style-type: none"> <li>• Considered a high-risk event.</li> </ul>
Blueline club, canteen, beer Tent	<ul style="list-style-type: none"> <li>• If these are ongoing initiatives as opposed to a one-time event, they should not be considered. Separate insurance should be obtained for these initiatives.</li> </ul>
Non-sanctioned summer hockey (camps, practices, leagues)	<ul style="list-style-type: none"> <li>• These leagues are required to obtain their own insurance.</li> </ul>
Any lease agreement with a clause that transfers the financial burden to the team for facility negligence (see Page 2 for details)	<ul style="list-style-type: none"> <li>• Hockey Canada insurers are not prepared to take responsibility for accidents that occur beyond the scope of hockey-related activities.</li> </ul>
Dances (such as fundraisers for players or parents)	<ul style="list-style-type: none"> <li>• Issues are many with this type of event, including underage drinking, fights and a lack of security.</li> </ul>
Water activities (swimming, tubing)	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>
Exhibition games involving non-registered participants (including parents, siblings and outlaw leagues)	<ul style="list-style-type: none"> <li>• Hockey Canada stipulates that teams are covered only when playing other registered teams.</li> </ul>
Bake sales and potluck dinners	<ul style="list-style-type: none"> <li>• Lack of control over food preparation.</li> <li>• Food allergies.</li> </ul>
Hiking, including nature hikes	<ul style="list-style-type: none"> <li>• Considered high-risk events.</li> </ul>



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### **Proof of Insurance**

Local hockey associations are often asked to provide a proof of insurance to those renting the ice/facility. Proof of insurance requests are also often requested for dryland training or other low-risk events. Specific details as to why the request is being filed should be noted in the initial request to the Member. This should include specifics with respect to the activities that will be participated in.