

**ASSINIBOINE PARK RANGERS
“AA” HOCKEY**



PARENTS GUIDE

2017-2018

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ASSINIBOINE PARK RANGERS
“AA” HOCKEY
September, 2017

Welcome to the Rangers “AA” Hockey Registration. The volunteer Rangers Executive operates the “AA” hockey program of the Assiniboine Park Hockey Association. We endeavor to provide an elite hockey program in an environment which includes quality coaching, appropriate and equitable ice time, fellowship, pride in self-improvement through hard work and discipline, and most importantly, fun.

This year we hope to have seven teams. WMHA has elected to have Minor Pee Wee at age 11, Pee Wee at 12, Minor Bantam at 13, Bantam at 14, and Midget at 15, 16 and 17. The Rangers also have a Female Pee Wee team for ages 11 and 12 , a Female Bantam team for ages 13 and 14 ,and for female midgets the Rangers will be amalgamating with another area for ages 15-17.The Ranger policy is that there will be no age advancement of players at any age.

Rangers registration fees this year are as follows:

| | | |
|----------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age 11 - 15, Males + Age 11 - 14, Females | \$920 | Fees will be due in two installments; \$460 due before the first league game (about October 10) and \$460 in a post-dated cheque remitted at the same time , and dated November 10. |
| Age 15 - 17, Males + Age 15 – 17,Females | \$785 | Fees will be due in two installments: \$390 due before the first league game (about October 15) and \$395 in a post-dated cheques remitted at the same time and dated November 10 The fee reduction to this age group is due in part to the fact that the Midget male team carries 19 players. |

This year, the Rangers are pleased to have again secured practice ice at the MTS IcePlex.

There is limited financial assistance available to those with a genuine inability to pay the registration fee. Assistance will be considered by the Ranger Executive Sponsorship Committee following written application by the parent(s) to the Ranger Executive Chair. All information will be kept confidential. Any assistance granted will be based on financial need. Families in need of assistance, after the end of the second tryout release, should contact the Chair, Rudy Beyer, by phone at 896-0690. All decisions will be made before the final team selection. If no application has been received prior to team selection, you are deemed to have accepted the obligation to pay the registration fee in full

I wish each of you good luck at Rangers “AA” tryouts, and a good season of hockey. The volunteer Executive, Coaches and Managers all spend a great deal of time and energy over the course of the season trying to provide a quality experience for the players in our program. This commitment, combined with your own support and cheering, can only have a positive influence on our youth in the Assiniboine Park Hockey Association.

Rudy Beyer
Chair, Rangers “AA” Hockey

ASSINIBOINE PARK RANGERS “AA” HOCKEY
BOARD 2017-18
as at 30th August, 2017

| | | |
|----------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------|
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| | |
|------------------------------|-----------------------------------------------|
| | |
| APHA VP FEMALE HOCKEY | RYAN ANHALT |
| APHA VP FEMALE HOCKEY | SCOTT CLARKE scottclarke17@yahoo.ca |

CHAPTER 1 HELPFUL INFORMATION

ITEM 1 GENERAL INFORMATION

1.1 BENEFITS OF PLAYING FOR THE ASSINIBOINE PARK RANGERS

The Rangers Board operates the "AA" hockey program of the Assiniboine Park Hockey Association. The Rangers Board endeavors to provide a quality elite division hockey program in an environment which includes top quality coaching, a philosophy of fair play, respect for officials, teammates and others, appropriate equal ice time, dignity, fellowship, pride in self-improvement through hard work and discipline, and most importantly, fun.

The registration fee includes the following:

1. Use of two sets of sweaters and identification bars.
2. Rangers pant stripes and socks are given to the players to keep. For 2016-2017 season all teams will be provided pant shells to be worn over their hockey pants.
3. Approximately 1.75 hours of indoor practice ice per team per week.
4. Approximately \$12-20,000.00 is spent annually on new sweaters, socks, stripes, pucks, pant shells, player name bars and first aid kits.
5. An end of season hockey banquet which each player attends without additional charge. The cost to the Rangers Board for the banquet is approximately \$5,000.

The registration fee does not include team jackets and player equipment bags. However, the Rangers Board makes all arrangements with a supplier for such equipment in order to control quality and provide competitive costing through consolidated orders. Rangers jackets available at all ages are melton and leather, with all-leather being available for purchase only by the Midgets.

1.2 COMPETITION

From mid-October to mid-February each of the 7 Rangers teams plays in a league of about 8 teams depending on registration numbers and other factors - as may be determined by the AA Council and Female Council of Hockey Winnipeg.

ITEM 2 RANGERS POLICY HIGHLIGHTS

IN 46 POINTS

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Point

RULES

1. Everyone on the Rangers Board should receive a copy of and become familiar with the current edition of the Hockey Winnipeg By-law - Rules and Regulation Handbook. Material can also be accessed through www.hockeywinnipeg.ca
2. Every Board member, Coach and Manager in the Rangers Organization must receive a copy of and become familiar with the current edition of the Rangers Hockey Manual.

UNIFORMS

3. Each Rangers Team shall wear a uniform of the same color and design and shall be called the "Assiniboine Park "AA" Rangers".
4. The Rangers game uniform consists of red short pants with Rangers stripes, blue/red/white socks, blue helmets with the exception of goaltenders' molded mask/helmets which may be a combination of colours containing blue, and blue/white/red sweaters.
5. The Rangers Program will provide players with 2 pairs of socks which they can keep, and home and away sweaters and red pant shells which remain the property of the program.
6. At no time is the coaching staff/manager permitted to release Rangers sweaters to the players. It is the responsibility of the coaching staff to collect the jerseys after each

game. The coaching staff may elect to have parent volunteers help with the care and control of the jerseys.

7. It is the sole responsibility of the coaching staff to keep the team sweaters in good condition and return same to the Rangers Equipment Coordinator at the end of the season. Hanging the sweaters on **plastic** (as opposed to metal) **hangers** is preferred. To prevent bleeding of the red crest onto the white jersey, launder the sweaters as advised by the Rangers Equipment Coordinator when equipment is first distributed.
8. Sweaters are not to be altered in any manner without the express consent of the Rangers Equipment Coordinator or the Chairperson (e.g. sponsorship bars/crests etc.). There is one seamstress only, authorized by the Rangers Board to maintain the player sweaters.
9. As a general rule, it is advisable to carry both home and away sets of sweaters at all times.
10. The coaching staff will wear their team identification (i.e. Rangers jacket) during team activities. Jackets, and wind suits for practice or casual use, are supplied to the coaching staff by the Rangers program.

COACHING

11. All coaches are selected by the Rangers Board on the advice of the Coaches Selection and Advisory committee, a standing sub-committee of the Rangers Board, and Managers and Assistants (appointed by the coaches) are likewise subject to approval by the Rangers Board. Final endorsement is by the A.P.H.A. In the situation where there are parent coaches, independent evaluators will be used to help evaluate the abilities of the players during try-outs.
12. The Coach is responsible for the on-ice operation of the team, including the selection and discipline of the players. The Manager is responsible for all off-ice activities, team administration and finances.
13. The Rangers Board may, from time to time, provide volunteer or professional resources/facilities to assist the Rangers coaches as a group.
14. **Subject to the Hockey Winnipeg Guidelines and Rangers policies for age advancement, the coaching staff alone is responsible for the selection of his/her team.**
15. Under no circumstances shall coaches permit anyone else, whether associated with the Rangers Program, with the Assiniboine Park Hockey Association or otherwise to improperly or unduly influence the team selection process.
16. **Once selected, each player on the team, including goaltenders, shall as nearly as possible be given equal ice time.**

17. The assignment of captain and alternate captain status shall remain the sole and ultimate responsibility of the coaching staff.
18. The coaching staff alone will determine its player awards for the Rangers Banquet. These awards will be (1) most sportsmanlike, (2) most improved, (3) most dedicated. **No other awards to be given at the Banquet.** Any other team awards may be awarded at a team's own private wind-up. The Rangers Board will determine all other awards and scholarships for announcement at the closing Rangers Banquet.
19. It is the responsibility of the coaching staff to permit **no** player to be on the bench or on the ice, either in a game or in any practice, without a C.A.H.A. approved helmet, face guard and neck protector. For insurance purposes, there can be no exceptions to this rule.
20. Coaches complaints with respect to referees or game results must be referred firstly to the Rangers Board - Coaches Coordinator and to the team's Executive Liaison **before** any action is taken on behalf of the Rangers.
21. Exemplary behavior and conduct is expected from the Rangers Board, coaching staff, players, and parents. Inappropriate yelling, comments, or behaviour will not be tolerated in the Rangers program. It is our goal to create a positive environment for our Rangers players.

POTENTIAL CONFLICTS OF INTEREST

22. No member of the Board of the Rangers or of the A.P.H.A. shall coach or manage a Rangers team except when necessary on a temporary basis.
23. No person may be a member of the coaching staff or participate in any way with the coaching or practices of the team if he has a relative trying out for or playing on a team, without the expressed permission of the Rangers Board. Such an occurrence would be rare and under extraordinary circumstances. (The Coaches Committee will endeavour to solicit applications from non-relative coaching staff. Although always desirable, the retention of non-relative coaching staff is ultimately dependent upon the availability of qualified coaching volunteers.)
24. No member of a coaching staff, whether coach, assistant coach or manager may be associated with the team for a period in excess of two seasons, without the expressed permission of the Rangers Board. Such an occurrence would be rare and under extraordinary circumstances.
- 25.A If a player is or becomes associated with and is actually participating on another team, other than on a temporary player basis, or in an unaffiliated league, he or she shall not be eligible to participate in the Rangers Program, or shall be deemed to have withdrawn from the Rangers Program for the balance of the season, other than the rule for double rostering of female players as noted herein.

The "AA" Rangers will follow the generally accepted guidelines with respect to the rules for double rostering for the Female "AA" Bantam and Midget teams.

In cases where summer hockey interferes and becomes a divisive issue for a Rangers team, the Rangers Coach may intervene with reasonable disciplinary consequences. During the regular hockey season, the Rangers program should be the number one priority for Rangers players.

25. B There shall be no double rostering of Rangers coaches, without the expressed permission of the Rangers Board. Such an occurrence would be rare and under extraordinary circumstances.
26. Rangers teams will not be permitted to play exhibition games against the following opposition (without the expressed permission of the Rangers Chair or Vice Chair):
- * Teams of a different age level or category within the jurisdiction of the Assiniboine Park Hockey Association or a Winnipeg Monarch team;
 - * Rangers teams must advise their Rangers Executive Team Liaison Officer prior to agreeing to play any exhibition game against another age level or category.
27. No team will be permitted to enter a tournament or raise funds or undertake any action which may prejudice another Rangers team or the Rangers Program, without the expressed permission of the Rangers team's Executive Liaison or the Rangers Board Chair.

COMMUNICATION SYSTEM

28. The coaching staff must not be subject to parental or player interference; however, neither should they ignore genuine parental or player concerns which may from time to time arise.
29. To this end, serious parental concerns about coaches and serious coaching staff concerns about parents or players must be raised confidentially, firstly in private on an individual basis with the Team Parent Liaison Officer.
30. Any complaints or concerns which cannot be so resolved by the Team Parent Liaison Officer will be referred by that Team Parent Liaison Officer to the Rangers Board Executive Team Liaison, who in a very serious matter will likewise forward the issue to the Rangers Board Parent Affairs Coordinator.
31. Coaches, Managers, Team Parent Liaison Officers, or Rangers Board Executive Team Liaisons are not at liberty to call a meeting of team parents for the purpose of dealing with unresolved parental concerns about coaching or coaching concern about parent(s) without the prior approval of the Parent Affairs Coordinator of the Rangers Board.

COMPULSORY PARENT GROUP/COACHING STAFF MEETINGS

32. Coaches shall hold a meeting with the parents at the start of the third round of tryouts and prior to the final team selection. At this initial meeting, the coach will enunciate his coaching philosophy, the number of tournaments likely to be attended, and estimation of annual operating costs over and above the registration fees, rules and regulations. The Rangers Executive Liaison for the team will review the behaviour and conduct expected from the coaching staff, players, and parents. The Liaison will also outline the policy and process for limited financial assistance available to those with a genuine inability to pay the registration fees.
33. A further meeting with the parents must be held within two weeks after final team selection and will be attended by the Rangers Executive Team Liaison, Parent Affairs Coordinator and/or Chairman. It is also suggested that a similar meeting be held preferably early in January to review team activities, problems (if any), etc.
34. At this first parent meeting after team selection, the parents of each team shall select, subject to the approval of the **Parent Affairs Coordinator** of the Rangers Board, a parents' spokesperson. This person will be the **Parent Liaison Officer** whose job it is to resolve any difficulties which may come up between a parent and the coaching staff. The behaviour and conduct expected from the coaching staff, parents, and players will again be reviewed. In addition, each parent group shall select a **Fundraising Committee Representative** to work with the Board to plan and execute the yearbook fundraising venture for this year, and also a **Communications Representative** for the team, who will submit team news for the Rangers website.
35. As soon as possible after the first meeting after team selection, the Parent Affairs Coordinator or another Rangers Board member shall provide each player's family with an up-dated copy of the Rangers Parent's Guide.

ACCOUNTING AND FINANCIAL

36. It is the responsibility of the coaching staff to collect and remit to the Rangers Board, all monies covering the annual registration fee of players. Normally, the program will provide approximately 1.75 hours of indoor practice ice per week per team, which is included in the cost of registration.
37. Regular accounting reports for each team must be submitted by the Team Manager to the Rangers Board and to each parent/guardian on that team. Such reports are due to the Rangers Board at December 31st and April 30th of each year.

38. **No player will be permitted to play the first game of the year if the player's registration has not been paid in accordance with Rangers policy, or if the player is out of uniform.**
39. There is limited financial assistance available to those with a genuine inability to pay the registration fee. Assistance will be considered by the Rangers Sponsorship Committee following written application by the parents to the Rangers Board Chair during the third round of tryouts, and before team selection. All information is kept confidential. Any assistance granted will be based on financial need.
40. Each year an annual financial statement of the Rangers Program is made available for review. (Appendix B1)

ICE POLICY

41. The Rangers Ice Coordinator will attempt to provide each team approximately 1.75 hours per week of indoor practice ice following the conclusion of tryouts in October and through to the end of the Hockey Winnipeg schedule.
42. The assignment of this ice will be organized around scheduled games and will not take into account any private ice that a team may have arranged. If a team cannot use the assigned practice ice, **it is the team's responsibility** to sell or trade the allotted ice. First consideration must be given to other Rangers teams. Failing to reach an agreement, ice should be sold wherever possible. Any revenue received from ice sales, belongs to the team. It is important to ensure that ice is not 'burned', as this can jeopardize our ability to secure future ice contracts.

RANGER FUNDRAISING/ TOURNAMENT

43. The Assiniboine Park Rangers International Tournament has been replaced by a fundraising venture to support the Rangers program and assist in controlling registration fees. This fundraising venture includes selling advertising in support of a Rangers yearbook.

PARENTAL CONDUCT

44. All Rangers Board members, coaches, players, and parents are expected to conduct themselves in a manner that will reflect positively on the Rangers program. Any parent or group of parents subjecting the referee, coaching staff or players to continual abusive language or demonstrations shall be asked by the Team Manager to leave the arena. Continuing abuse or inappropriate behaviour will not be tolerated, and suitable Rangers Board sanctions will be instituted.
45. Each parent is expected to contribute equally in any team endeavor that the parent's group as a whole has discussed, voted on, and decided to undertake.

46. Parents are asked to please avoid congregating after a game in the hallways immediately outside the dressing rooms. The configuration of many of the arenas lends itself to congested, crowded, and unsafe conditions with players entering and exiting the dressing rooms.

ITEM 3 FORMAL COMMUNICATION STRUCTURE

3.1 "THE PARENT LIAISON"

Each Rangers team will have selected at the first meeting of parents after team selection is completed, one parent whose child is a member of the team to be its Parent Liaison Officer. The selection must be approved by the Parent Affairs Coordinator and the Parent Affairs Coordinator may, if he or she feels it best, appoint a Parent Liaison Officer or dismiss one and appoint another. Mainly, this person will act as the parents' sole spokesperson in dealing with serious parental concerns which may arise pertaining to coaching/managing activities. This person should be a "diplomat" and able to attend a good number of the team's games.

Duties of the Parent Liaison Officer are as follows:

1. Mediate in private between individual parents and the coaching staff.
2. Advise the parents of any requests or suggestions that the coach may have regarding parents' attitudes, behavior, etc.
3. Keep a confidence; don't gossip about problems. Be part of the solution, don't become part of the problem.
4. Communicate immediately and directly any unresolved problems regarding the team to the Rangers Board Executive Team Liaison.

The following are not duties of the Parent Liaison Officer:

1. To become involved in the performance of any duties which are assigned to the coach or the manager. The Parent Liaison Officer is not part of the coaching staff and has no such responsibilities.
2. Although the Parent Liaison Officer may assist the manager at the manager's request in making arrangements which involve contacting parents, i.e. arrangements for travel to tournaments, etc. this is not a required part of the job.
3. Although he/she may naturally be that person, the Parent Liaison Officer is not required to be the parents' group leader or organizer.
4. The Parent Liaison Officer is not responsible for calling or organizing team (players) meetings. This is entirely the responsibility of the coaching staff.

Parent Role: It is strongly suggested that parents having serious questions or concerns discuss them first with the Team Parent Liaison Officer **in private**. A 12-24 hour delay is advisable between any particular incidents happening and the discussion with the liaison, to allow for greater clarity and perspective. The Parent Liaison Officer will then relay the concern to the coach or manager with the view of resolving the issue to everyone's satisfaction. This is intended to relieve the coach from having to deal with constant suggestions or criticism by the parents, and to provide some objectivity in the discussion of any problems or situations that arise. The Parent Liaison Officer will have been provided with a Rangers Hockey Operations Manual for his/her own reference primarily, but for reference by a parent, if requested.

3.2 RANGERS BOARD EXECUTIVE TEAM LIAISON

Each Rangers team will have assigned to it a member(s) of the Board. This person is expected to see to the smooth running of the tryout process, document attendance at tryouts, collect and record late registrations, communicate on a regular basis with the Parent Liaison Officer of that team, attend a good number of the team's home games and generally make himself/herself known to the parents. The parents are encouraged to communicate with this person on an informal basis, ask questions and exchange information.

The **Executive Team Liaison** will not, as a general rule, have a child or close relative playing on that team and will have had no input whatsoever into the selection of the team, selection being entirely a coach's function, subject to Rangers policies, particularly in relation to age advancement.

In the formal communication structure, the Executive Team Liaison must be consulted immediately by the Parent Liaison Officer should any conflict or misunderstanding arise between a parent or group of parents and the coaching staff or manager of that team which cannot be resolved by the team's own Parent Liaison Officer.

3.3 PARENT AFFAIRS CO-ORDINATOR of the RANGERS BOARD

The **Parent Affairs Coordinator** oversees and insures the smooth running of a structured system of communication among coaches/managers, parents and the Rangers Board.

The Parent Affairs Coordinator will hold meetings from time to time, or as the need arises, of the Executive Team Liaisons, the Parent Liaison Officers and even a parent's group of a particular team in order to explain Rangers policy directives or merely to smooth out a misunderstanding before it becomes a big problem.

The Parent Affairs Coordinator, together with other select members of the Board, will also manage any review process or sanctions required as a result of continuing inappropriate comments or negative behaviour having an impact on the team or Rangers program. An incident report form is included in this manual that may be photocopied to assist in the documentation and reporting of infractions requiring review.

(Chapter 3, Item 4)

ITEM 4 TEAM PARENTS' GROUP

Each team is encouraged to form a Parents' Group. This group may have as its leader the Parent Liaison Officer or may elect another parent to fill that position. The parent group may also want to elect a treasurer for its own activities. This group is intended to be social and supportive in nature and as such it may want to organize parent fund-raising to help defray the costs of tournaments and other team activities. **Each fundraising plan must be discussed with the Rangers Board Executive Team Liaison before being implemented.** The Team Parent Group will use a minimum of 11/17 or 64.7% (13/19 or 68.4% for a full Midget team) as a majority for decision making, other than for travel out of town. If a vote on any matter is necessary, it should be on a one-player, one-vote basis. e.g. A family with two players on the team would have two votes.

NEVER should a parents' group, however, meet to advocate a position on any serious problem which may arise between a parent or group of parents and the coach/manager without the Parent Liaison Officer first leaving the matter with the Executive Team Liaison. Experience has taught that such action by a parents group, although innocent in intention, may easily lead to a small misunderstanding becoming a year-poisoning dispute for both players and parents, for the coaches/managers, and for the Board. The best avenue for handling serious unresolved parent concerns about coaches and managers is to proceed step by step through the Parent Liaison Officer to the Executive Team Liaison and onto the Board level. In the unlikely event that an issue remains unresolvable in that way, the Parent Affairs Coordinator, on behalf of the Rangers Board, will, in due course, call a special formal meeting of the team parents group, **having given fair notice to all concerned.**

4.1 TRAVEL OUT OF TOWN:

1. Minor Trip: For team travel to distances greater than 250 km, but under 1,000 km:

- A) Team travel to distances greater than 250 kilometers, but under 1,000 kilometers must take a team bus, rather than individual cars. Traveling together to out of town locations is another opportunity for both parents and players to bond as a group. Safety in poor driving conditions and winter is another consideration. Any exceptions must be approved the Ranger Board.
- B) All minor trips must be approved by a parent vote of approximately 64.7% or 11/17, or 13/19, for a full Midget roster. This vote must be done by secret ballot and must be tabulated by the parent liaison. Abstaining votes will be considered a "no" vote.

1. Major trip: for team travel to distances greater than 1,000 km:

- A) Team travel to distances greater than 1,000 kilometers must be by approved transportation, which includes plane, bus, or train. Other modes of transportation will be considered, and must be approved by the Rangers Board.
- B) All major trips must be approved by a parent vote of approximately 80% or 14/17 or 15/19, for a full Midget roster. This vote must be done by secret ballot and must be tabulated by the parent liaison, together with the Rangers Board Executive Liaison. Abstaining votes will be considered a "no" vote.

- C) Any team planning a major trip must offer fundraising opportunities for the parents /players to help offset the cost of such a trip.

ITEM 5 FOOD FOR THOUGHT

| <u>Parents</u> | | <u>Coaching Staff</u> |
|----------------|--------------------------------------------|-----------------------|
| 1 Player | Number of Players | 17-19 |
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| 1 Player | Concerns of who plays well | 17-19 |
| 1 Player | Instill Team Play | 17-19 |
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| 1 Player | Who to develop | 17-19 |
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| 1 Player | Practices are for players | 17-19 |
| ? | Who carries a bigger responsibility | ? |

Please be positive and supportive of the coaching staff and the Rangers program so that we can all be winners with the development of our players.

ITEM 6 THE ASSINIBOINE PARK RANGERS FUNDRAISING & PAST TOURNAMENTS

6.1 GENERAL

The Rangers International Tournament was replaced by a fundraising venture to support the Rangers program. It has been similarly organized by the Board, and will again require assistance from the parents. This program includes the selling of advertising space in a season-end keepsake yearbook, featuring player and team photos, and accomplishments.

ITEM 7 PARENT FUNDRAISING REPRESENTATIVE

Each team parents' group selects, subject to the approval of the Fundraising Chairperson, a representative at its first meeting after team selection to participate throughout the year in the on-going planning and execution of the Rangers program fundraising plan. It is the Fundraising Representative's job to:

- assign team parents their tasks and draw up a schedule of any volunteers needed
- coordinate their team's activities as required to meet the goals of the fundraising plan.

Parents who already volunteer on the Rangers Board may be exempt from team fundraising duties for this venture, if they have already been assigned to volunteer through their role on the Board.

Item 8 COMMUNICATIONS CONTACT

The team parent's group will also select a Communications Contact at its first meeting after team selection to provide team news and updates to the Rangers Board Communications Coordinator for inclusion in any electronic/print newsletters. Content and privacy concerns will be monitored by the Board.

Item 9 ALCOHOL , TOBACCO and DRUGS

Under no circumstances will any Rangers coach or manager be associated with the provision of alcoholic beverages, tobacco products or drugs to any Rangers player. Likewise, no Rangers coach should be under the influence of alcohol or drugs while coaching. Any breach of this rule will result in immediate suspension of the coach or manager, pending a formal review by the Rangers Board.

In the event a coach or manager becomes aware that a player is involved with alcohol, tobacco products or drugs, so as to affect the team or reputation of the Rangers Program, that coach or manager is obligated to report the circumstances immediately to the Rangers Executive Team Liaison Officer. The Rangers Board will consider disciplinary action and sanctions as appropriate, including the possibility of suspension from the team.

Item 10 CELL PHONES

In all circumstances cell phones and electronic devices with camera capabilities are prohibited from the dressing rooms. The coach is responsible to uphold this policy in any manner of his/her choosing e.g. banning cell phones, or having the manager hold the phones until the players exit the dressing room, etc. (reference Hockey Manitoba SR25)

Item 11 DRESS CODE FOR TEAM

Although the exact style in which players dress when attending games and team functions is a matter of the coaches' preference and personal philosophy; the Rangers Board suggests that a suitable dress code might be: the Rangers jacket, decent slacks, proper shoes (as opposed to runners etc.) and a shirt with a collar or team turtleneck. The Coach should also make clear his/her policy regarding baseball caps/hats.

CHAPTER 2 EXECUTIVE AND ADMINISTRATIVE

ITEM 1 STRUCTURE

(i) GENERAL

Hockey Manitoba is the recognized Branch within Manitoba of the Canadian Hockey Association (CHA). In turn, Hockey Winnipeg is the recognized Branch of Hockey Manitoba within the Winnipeg Area and the Assiniboine Park Hockey Association (APHA) is likewise the recognized entity of Hockey Manitoba within the combined catchment area of its member Community Centers.

(ii) SPECIFIC

Each Area Association within Hockey Winnipeg is charged with the responsibility of establishing and operating a "select" team Program or "AA" Program for its area.

The "AA" Program recognized within the boundaries of the APHA is known as the Assiniboine Park Rangers Program.

The Rangers Hockey Program is administered by an independent committee of the APHA known as the Assiniboine Park Rangers Board or Rangers Board. Its corporate name is **THE ASSINIBOINE PARK "AA" HOCKEY ASSOCIATION INC.** Its composition, hockey authority and responsibilities are set out in the Constitution of the APHA.

CHAPTER 3 MISCELLANEOUS

Item 1 COACHES TRAVEL ALLOWANCE

1. AIR FARE

Team pays for a maximum of four (4) rostered coaches/manager.

2. BUS

Team pays for four (4) rostered coaches/manager.

3. AUTO

Team pays gas expenses for a maximum of two (2) cars.

4. HOTEL

Team pays for a maximum of two (2) rooms.

5. MEAL ALLOWANCE

Team pays \$35.00 per day/each for a maximum of four (4) coaches/manager.

All funds are in Canadian dollars.

Coaches - this includes the Head Coach, Assistant Coach and Manager.

Expenses over the maximum are shareable amongst the coaches.

- * **Guidelines - as the word implies, these are only guidelines, not hard and fast rules. As it is team money, the team may choose to spend more or less to suit the circumstances.**

Item 2 VIDEO MOVIES OR ALCOHOL/TOBACCO - ON A BUS

There is to be no alcohol/tobacco consumed by parents or coaches on buses transporting Rangers players.

Only the Team Manager (or his/her designate) shall approve and play the movies. The Manager should bear in mind that sometimes entire families travel with the Team and movies depicting undue sex or violence are therefore not appropriate.

Item 3 TEAM TRAVEL

Team travel to distances greater than 250 kilometers must take a team bus, rather than travel by individual cars. Traveling together to out-of-town locations is another opportunity for both parents and players to bond as a group. Safety in poor driving conditions and winter is another consideration. **Please see item: 4.1, “Travel out of Town”, for specifics of voting procedures and travel restrictions.**

COST OF "AA" RANGER HOCKEY PROGRAM, PER PLAYER

as at year end

| | |
|--------------------------------|--------|
| Administration | 393 |
| Banquet, net | 7462 |
| Coaches Development Program | 8371 |
| Coaches Gas Subsidy | 15750 |
| Equipment, (net) | 23503 |
| Game Ice | 29929 |
| Game officials | 9324 |
| Jackets, Coaches + Executive | 7520 |
| Off ice training- Ice Plex | 6040 |
| Miscellaneous, net | 2336 |
| Goalie Training | 3717 |
| Practice Ice, net | 65438 |
| Registration Fees, WMHA + APHA | 32574 |
| Scholarships | 1500 |
| Concussion Testing | 0 |
| Sponsorships | 750 |
| Year End Trophies + Awards | 1287 |
| Rangers Day (net) | 2708 |
| | <hr/> |
| | 218602 |
| | <hr/> |

ACTUAL COST PER PLAYER = \$218,602/121 players = \$1806 per player.

2017-2018 Registration fees were (including community club fees)

- Males ages 11- 14 \$1475 :17 players
- Females ages 11-14 \$1475 17 players
- Males ages 16- 17 \$1415 :19 players

Shortfalls were financed by:

- 4x4 Conditioning camp \$17,206
- Tryouts \$11,567

APPENDIX B1: ASSINIBOINE PARK RANGERS "AA" HOCKEY

Statement of Income and Expenses for the period July 1, 2016 to June 30, 2017

| INCOME | | Actual | Budget | Difference |
|------------|----------------------------------------|----------------|----------------|---------------|
| | 4X4 Conditioning Camp | 39,366 | 39,000 | 366 |
| | Banquet Tickets | 4,110 | 4,200 | -90 |
| | Ice Sales | 12,211 | 12,372 | -161 |
| - | Miscellaneous Income | 167 | 0 | 167 |
| | Ranger Fundraising Support | 41,500 | 41,500 | 0 |
| | Registrations- players fees | 155,025 | 155,840 | -815 |
| | Tryout Fees | <u>26,345</u> | <u>26,900</u> | <u>-555</u> |
| | Total Income | <u>278,724</u> | <u>279,812</u> | <u>-1,088</u> |
| EXPENSES | 4x4 Conditioning Camp | 22,160 | 22,790 | 630 |
| | Administration | 394 | 600 | 207 |
| | Banquet | 11,572 | 11,500 | -72 |
| | Coaches Development Prog. | 8,371 | 12,000 | 3629 |
| | On line registration | 1,999 | 2,000 | 1 |
| | Coaches Gas Subsidy | 15,750 | 15,400 | -350 |
| | Goalie training | 3,717 | 5,000 | 1283 |
| | Equipment | 23,503 | 20,810 | -2,693 |
| | Game Ice | 29,929 | 30,870 | 941 |
| | Game Officials | 9,324 | 8,997 | -327 |
| | Jackets- Coaches & Executive | 7,520 | 6,000 | -1,520 |
| | Off Ice training –Ice Plex | 6,040 | 10,500 | 4,460 |
| | Miscellaneous Expense | 337 | 1250 | 913 |
| | Parent Communications | 0 | 500 | 500 |
| | Practice Ice | 77,649 | 76,000 | -1,649 |
| | Registration Fees- WMHA & APHA | 32,574 | 31,683 | -891 |
| | Rangers Day | 2,708 | 2,600 | -108 |
| | Scholarships | 1,500 | 1,500 | |
| | Sponsorships- Player Registration Fees | 750 | 2,000 | 1,250 |
| | Trophies, Season End | 1,287 | 2,000 | 713 |
| | Try Outs | <u>14,779</u> | <u>15,070</u> | <u>291</u> |
| | Total Expenses | <u>271,863</u> | <u>279,070</u> | <u>7,207</u> |
| NET INCOME | | 6,861 | 742 | 6,118 |

**Transfer from the Assiniboine Park Rangers' Fundraising & Tournament Account,
in support of the Rangers "AA" Hockey program*

APPENDIX B.2:

ASSINIBOINE PARK RANGERS FUNDRAISING
CONSOLIDATED STATEMENT
2016-2017

INCOME:

| | |
|---------------------------|------------------|
| Program Advertising, 2017 | 24,000.00 |
| Interest Income | 166.75 |
| Total Income | <u>24,166.75</u> |

EXPENSE:

| | |
|----------------------------------------|-----------------|
| Bank Charges | 12.99 |
| Printing, yearbook | 3,561.32 |
| Paid out to teams; Advertising Rebates | <u>3,156.25</u> |
| Donation to Starbuck Ice Plan | 2,500.00 |
| Total Expense | 9,230.56 |

NET INCOME: 14,936.19

NET INCREASE (DECREASE) IN FUND BALANCES: -26,563.81

Reconciliation:

- Opening Balance, cash in bank: \$22,506.07 + Money Market Fund \$58,817.31=81,323.38
- Opening Balance \$ 81,323.38 + net decrease of 26,563.81 = Closing Balance of \$54,759.57
- Closing Balance, cash in bank: \$6,775.51 + Money Market Fund \$47,984.06 = \$54,759.57

APPENDIX C :

Incident Report Form

Confidential

Date of incident: _____ Time: _____ a.m./p.m.

Location of incident: _____

Team(s) involved: _____

Individual(s) involved: _____

Description of incident: (Be objective, concise and accurate. Use back of this sheet if more space is required.) _____

Name(s) of any witness(es): _____

Signature: _____ Date: _____

For Rangers Executive use:

Received by: _____ *Date/Time received* _____

Action Taken _____

APPENDIX E: APHA RANGER COACH'S CODE OF CONDUCT

All Rangers Coaches and Assistant Coaches are expected to adhere to this Code of Conduct when performing their coaching duties both on and off the ice. The purpose of the Code of Conduct is to promote a healthy culture where high levels of achievement occur within a positive environment. The Head Coach has the responsibility to ensure that Assistant Coaches and Team Manager(s) also adhere to this Code of Conduct.

Leadership: By establishing a positive learning environment, all members of the coaching staff will be role models for every player. Players will recognize and remember such leadership and its related qualities not only during their current year(s) with a particular coach, but also for many years beyond that relationship. We expect professionalism in attitude, communication, behavior, and interaction with the players at all times. Coaches should be particularly aware of their image as leaders and role models while traveling, and at all team functions.

Respect: Rangers coaches are always expected to be respectful of players, parents, game officials, and the Rangers hockey program. Coaches are to ensure all Rangers players and representatives of the Rangers organization respect the facilities within which they are participating. It is expected that coaches will respect the religious schedule of players, the ethnicity, and racial background of all participants (including opponents). Regardless of winning or losing, the Rangers expect that game ending handshakes occur with class, respect, and with the player's hockey gloves off.

Confidentiality: Coaches must keep confidential all issues involving team selection and personal issues involving players that arise during the season. All players trying out for team positions must be afforded confidentiality when it comes to their position and that of the team. Coaches must be sensitive to the personal affairs of their players and earn the trust that players can raise issues with them in a private and confidential manner.

Fairness: Coaches are expected to treat all player candidates and eventual rostered players fairly and consistently during the tryouts and the entire regular season. Coaches should always maintain the highest level of fairness towards all players in granting praise as well as discipline.

All coaches must not engage in a repercussions whatsoever towards a parent or player if that parent and/or player has raised fair play issues to either of: the team's parent liaison, the team's executive liaison, the Ranger Board, or the APHA Board level. This applies not only to the regular season in which the issue was raised, but also for future tryouts.

Conflict of Interest: Coaches are expected to declare any conflicts to the Chairman of the coaches' selection committee prior to accepting permanent coaching duties. Such conflicts may involve family relationships within the age group they are being asked to coach, strong personal relationships with potential players, and other areas of potential conflict. When in doubt of an issue being considered as a conflict, the preference is for disclosure of that matter. During the try-out process all players must be afforded strict confidence with regard to their evaluation and status with that particular Rangers team. The Rangers hockey program can be negatively affected by a conflict of interest, as well as by the perceptions of conflict.

A Safe Environment: Coaches are required to manage and ensure a safe, supervised and respectful environment for all players at all ages. Particular care must be provided in certain arenas with common shower and/or washroom facilities.

Communication of Critical Issues: Coaches must bring to the executive liaisons of their team all issues of a serious nature which may affect an individual player, the team, or the Ranger Program. Executive Liaisons are there as a resource to everyone on the team, including the coaches.

APPENDIX F:

APHA Rangers Social Media and Communication Policy

Introduction

Hockey is a team sport where the successes of one player impact and build up the whole team. The Rangers organization is also a team consisting of a variety gender- and age-based teams. One team's success builds up the whole organization.

The way we communicate within and outside of the Rangers organization has the potential to impact many others, especially through social media and other mass communication.

The following guidelines will help ensure that our communication has the most positive impact on the organization, teams, players, parents, coaches, and the sport. It will also assist the Communication Contact for each team in communicating news from their team. While most of the guidelines will apply to the Communication Coordinator on the Ranger Board and each team's Communication Contact, all players, parents, and coaches should keep these guidelines in mind when sharing information about their team.

Privacy

The APHA Rangers organization is committed to the protection, privacy, and safety of all players, coaches, parents, and volunteers. For this reason, we are implementing the following:

- 1) Only first names will be used to identify players in public communication (i.e. website, social media, etc);
- 2) Personal information about players, coaches, and volunteers will not be made public except as required (contact lists for board members, full names of head coaches, etc.)
- 3) Parents not wanting their child's image used in electronic or print publications are required to submit an opt-out form to their team communication coordinator or team manager within the first three (3) weeks of the regular season.
- 4) The above limitations do not apply to the yearbook, which will contain each players photo, age group, and full name.

General Guidelines

The following are best practices that apply to all communication, whether written, verbal, print, electronic, or social media.

- 1) All communication must comply with Canada's Anti-Spam Legislation (CASL).
- 2) Protection of private information is essential. No information about a player, parent, coach, board member, or volunteer may be disclosed through public channels without the consent of that person.

- 3) Information must not be transmitted before it is ready to be made public. This may include information such as: coaching selections, schedules, awards, budgets, etc. Final decision on the timing for distribution of information will be made by the head coach for team information, and the Ranger Board for organization information.
- 4) All copyright and other relevant laws must be followed. No copyrighted material may be shared without the written consent of the publisher or copyright holder.
- 5) All communication should be positive and focus on: respect for officials, teammates and others; pride in self-improvement through hard work and discipline; dignity; fellowship; and fun.

Printed Advertising and Announcements

This may include newsletters, advertising, yearbook, etc.

- 1) All communication should include the team name, as well as the name of the organization: "APHA Rangers AA Hockey"
- 2) Information to be included must be given to the Communications Coordinator with adequate time to allow for editing and approval by the board (if required) prior to publication.

Email communication

This section applies to email-specific communication, and may include: group email, individual email, forwards, email responses, etc. Board members may be reached by email at the addresses listed in the current Parents Guide.

- 1) Group emails should generally be sent using blind copy (bcc) or distribution lists in order to prevent unauthorized sharing of email addresses. Exceptions would include email discussions in which participants are asked to reply to all other recipients. **Please note: at this time, emails sent through our registration software do not allow bcc.
- 2) Team's Communication Contacts must ensure that team emails are sent to all parents. Information should never be sent only to specific groups. In the case of players whose parents are separated or divorced, Communication Contacts need to verify which parent(s) should receive team information.

Website

The APHA Rangers website is meant to be a resource for our players and parents, be our main registration portal, and to provide information to the community at large. Information should be easily accessible and highlight what the organization has to offer, and include information on upcoming events.

- 1) APHA Rangers has one official website: www.apharangershockey.ca

- 2) Content creators are responsible for submitting changes to website content, but the webmaster is solely responsible for updating (as applicable): website design; information; graphics; blog entries; calendar; links; etc.
- 3) Images and/or information of individuals or teams will be removed from the website at the request of any player, parent, coach, or board member.
- 4) Teams may submit information, images, stories, and updates at any time. However, approval and final editing will be at the discretion of content creators.
- 5) Where possible, APHA Rangers will provide opportunities for website visitors to connect or subscribe to various other communications through links and/or sign-up forms.

Social Media

Social media has become one of the best ways to reach large groups of people quickly. It has also gone beyond just circulating information. Social media engages people in dialogue and offers an opportunity to connect with related groups.

Social media is one tool we can use to inform, engage, and connect team members. It can also help connect players, parents, coaches, and board members to the rest of the organization.

- 1) Social media communication must be:
 - a. In keeping with the principles and goals of the APHA Rangers program;
 - b. Open and offering ways for people to interact with content and opinions;
 - c. Consistent, credible, accurate, fair, and respectful. Communication that is inflammatory or disrespectful to referees, players, parents, coaches, or volunteers is strictly prohibited and will be promptly removed. Team Communication Contacts who violate this guideline may lose the privilege to communicate on behalf of their team on social media.
- 2) Who will post content:
 - a. Social media content may be generated or moderated by the APHA Rangers Communication Coordinator and by the Communications Contact from each team. Each may also communicate about the APHA ranger program using their personal social media accounts, however they should ensure respect for referees, players, parents, coaches, and volunteers.
 - b. All social media content generated by Communication Contacts should include their team name.
- 3) Content to be posted:
 - a. Examples of content are: final scores and/or game pictures; upcoming games; tournament results; playoff updates; community involvement; etc.
 - b. No offensive language or graphics are to be used. If sharing or linking to content with explicit language, a warning must be given by the person posting the link.
 - c. Content creators will post content on a regular basis to one or several social media channels. Content delivery should be spaced out so that it doesn't overwhelm recipients.

Glossary of terms:

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Communications:</u> | Any means of conveying APHA Ranger related information to members and others in the larger community |
| <u>Content creators:</u> | Communication Coordinator and Communication Contacts who have authority to create and/or respond to content on behalf of the organization. |
| <u>Social media:</u> | Refers to content that is posted to any number of social channels. This may be original posts and/or replies to other posts. |
| <u>Social channels:</u> | A social channel is any application, service, site, or distribution point for social media. At the time of this writing, social channels include YouTube, Facebook, Twitter, Instagram, Google+, APHA Rangers website, etc. |
| <u>Subscribers:</u> | Individuals and/or organizations who have subscribed to, or otherwise agreed to receive communication from APHA Rangers. |



APHA Rangers AA Hockey Photo “Opt-Out” Form

The APHA Rangers organization is committed to the protection, privacy, and safety of all players, coaches, parents, and volunteers. For this reason, we want to ensure that everyone is given the option of whether or not their picture is used in communication and advertisements for the APHA Rangers AA Hockey program. Please fill out this form within the first three (3) weeks of the start of the regular season and return it to the communication contact or team manager for your team if you do not want your picture used as described in the communication policy.

I hereby do not give permission for the APHA Rangers AA Hockey program to use photographic images of the following individuals (please fill in names below) in print or electronic media as outlined in the communication policy:

| | |
|--|--|
| | |
| | |
| | |
| | |

I, _____, am the parent or legal guardian of the above named children under the age of 18 years. I have read and understand the provisions of this document.

Parent/Guardian Signature

Date

** This form only governs the actions of APHA Rangers AA Hockey and applies to content posted on their official media channels or on their behalf. We cannot control how or what individuals post to their personal accounts.

APPENDIX G:

AA RANGER CONCUSSION PROTOCOL

Once a concussion is suspected by a member of the Ranger Coaching Staff a player MUST go through the following protocol before returning to action. Note the affected player must get a note from a doctor to return to play even if they are not originally diagnosed with a concussion. See page 2 for clues that can indicate a possible concussion.

- 1) Once a concussion is diagnosed, the player will not be allowed any Ranger physical activity until 3 written clearances by a doctor, listed below. This includes light non-contact skating during practice and/or any light off ice physical activity.
- 2) Once a **doctor's note** has been provided to the coaching staff, the affected player will be allowed to take part in a non-contact practice or practices in full equipment.
- 3) If a player shows no symptoms after practice or practices, the player should return to the **doctor to get a note** that clears him/her for full contact. At this point the player will be allowed to participate in practices with full contact.
- 4) If the player shows no symptoms after full contact practice or practices, the player should return to the **doctor to get a note** that clears him/her to return to play in game situations. At this point the player will be allowed to return to game play.
- 5) If symptoms reappear at any time during the process, the player will return to step #1.

Note that the Ranger Program has an arrangement with the Pan Am Clinic Concussion Center at the MTS IcePlex. Ranger players can access this clinic once they receive a referral from their family doctor.

1) Visible Clues of Suspected Concussion

Any one or more of the following early visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground
- Slow to get up or unsteady on feet
- Balance problems or falling over | Incoordination grabbing
- Clutching of head; Dazed, blank, or vacant look confused
- Not aware of plays or events

2) Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- | | | |
|-------------------------|-------------------------|----------------------------|
| • Loss of consciousness | • Drowsiness | • Neck Pain |
| • Headache | • Pressure in head | • 'Don't feel right' |
| • Seizure or convulsion | • More emotional | • Sensitivity to noise |
| • Dizziness | • Blurred vision | • Feeling like 'in a fog' |
| • Balance problems | • Irritability | • Difficulty remembering |
| • Confusion | • Sensitivity to light | • Difficulty concentrating |
| • Nausea or vomiting | • Sadness | |
| • Feeling slowed down | • Fatigue or low energy | |
| | • Nervous or anxious | |

2) Memory function. Failure to answer any of these questions correctly may suggest a concussion:

- What venue are we at today?
- Which period is it now?
- Who scored last in this game?
- What team did you play last week | game?
- Did your team win the last game?