

HOCKEY CANADA ACCREDITED SCHOOL (HCAS) POLICY

Approved February 2020

1. PURPOSE

1.1 Hockey Canada's objective is to facilitate the integration of education-based hockey programs within the Hockey Canada programming model. This document is the policy to provide clarity in the application process, responsibilities and specific intricacies to Hockey Canada Regulations as they relate to Hockey Canada Accredited School (HCAS).

2. CURRENT HCAS REGULATIONS HOCKEY CANADA ACCREDITED SCHOOLS

- 2.1 HCAS must comply with the Hockey Canada Regulations unless specifically addressed within this policy. Hockey Canada Regulation I specifically sets out criteria on Hockey Canada's Schools Programs.
- 2.2 HCAS programs shall operate in accordance with the by-laws and regulations of the Member in whose geographic region they are located.
- 2.3 HCAS programs shall handle appeals in accordance with their Member and Hockey Canada appeals processes.

3. GLOSSARY OF TERMS

This section provides definitions to terms used throughout this policy and provides clarification where needed.

3.1 The definitions of Player, Team, Roster, Minor Hockey Association and Geographic Subdivision are those contained in the Hockey Canada Regulations.

- 3.2 **Applicant:** an entity that operates a for profit or not for profit Education First Hockey Program that has applied to a Member to become a HCAS.
- 3.3 **Academic Based Scholarship**: a financial award given to a student athlete based on their current academic performance and their placement on a certified standardized academic test (e.g. SSAT). The threshold for earning the scholarship and the value of this scholarship is determined by the institution.
- 3.4 **Education First Hockey Program:** a provincially recognized educational institution that (i) provides educational instruction in the same physical location with a student classroom environment throughout the School Year; (ii) is authorized by the Provincial Government to issue diplomas or certificates to students who meet the requisite academic standards; (iii) is committed to academic excellence; and (iv) offers hockey programming
- 3.5 **Dual Registration:** the ability to register and play on a HCAS and a team registered with a Minor Hockey Association concurrently (applicable to Quebec and Ontario only).
- 3.6 **Financial Assistance**: a financial award given to a student athlete based on the financial need of the applying family. This valuation is determined by a third-party financial firm who makes recommendations to the institutions on the funds a family has available to dedicate to education, and the amount of aid required by the institution to make attendance feasible.
- 3.7 **Foundation Funding**: a financial award provided to a student athlete from an established charitable/institutional foundation based on criteria established by that foundations.
- 3.8 **Fundraising**: the accumulation of financial resources by an individual or the institution through a certified charitable exercise toward the goal of offsetting the costs associated with institutional programming for the student athletes.
- 3.9 **Fee Discounting**: the practice by which a HCAS reduces or waives its standard fees to enable an academically or athletically gifted student to attend the HCAS who otherwise could not afford to do so using his own resources and any available Academic Based Scholarships and Financial Assistance.
- 3.10 **Hockey Canada Accredited School (HCAS):** an entity that provides an Education First Hockey Program to students within Grade 8-12 in the Divisions of Minor Hockey. A HCAS must:
 - 3.10.1 have its education programming connected with one Recognized Educational Institution that has a physical premise for the student to attend curriculum approved classes within the Province where they reside, consistent with the school structure in that province (e.g. one school for 7-8, one school for 9-12 if split); or
 - 3.10.2 be a Recognized Educational Institution with a physical premise for students to attend classes; and
 - 3.10.3 comply with the required standards contained in this Policy.
- 3.11 **HCAS Quality Assessment:** a review conducted of HCAS to validate that their operations are in alignment with the Hockey Canada standards.
- 3.12 **IIHF Member National Association:** a Member National Association of the International Ice Hockey Federation.
- 3.13 **Member**: Hockey Canada shall have only one class of Members. Those Members are the duly constituted Provincial, Regional or Territorial Associations/Federations listed in By-Law 9.1 that are responsible for the management of amateur hockey within their geographic region and that shall have the responsibility for representing their constituents at Hockey Canada meetings.

- 3.14 **National Championship:** The Centennial Cup (National Junior A Championship), TELUS Cup and ESSO Cup (National Midget Championship)
- 3.15 **Practice Player:** an individual that is registered into all programming at a HCAS but is not registered to a HCAS Team or a Minor Hockey Association Team.
- 3.16 **Prep:** is the top Category within HCAS programming.
- 3.17 **Recognized Educational Institution:** in the Hockey Canada Regulations shall be defined, for the purposes of this policy, as an institution or school (both public and private) accredited by the Ministry of Education.
- 3.18 **Resident Player:** a Player whose habitual residence, according to Hockey Canada Regulation C, is within the Member that the HCAS is operating.
- 3.19 **School Year:** is the period of time that begins near September 1 and extends to around June 30 in which the academic programming of the HCAS begins and completes to comply with the Ministry of Education requirements of the Province where the HCAS is located.
- 3.20 **Varsity:** is the second Category within HCAS programming.
- 3.21 **Regional Championships:** Events run on a regional basis to determine regional champions (e.g. Western Bantam Championship, Ontario Pee Wee Championship).

4. APPLICATION CRITERIA

- 4.1 Applicants seeking to be recognized as a HCAS must apply to the Member in the Geographic Subdivision within which they intend to operate, and provide the information described in section 4.2.
- 4.2 A prospective HCAS in their application package must:
 - 4.2.1 Confirm that they will adhere to the HCAS operating mandate;
 - 4.2.2 demonstrate partnerships with school and/or school board;
 - 4.2.3 demonstrate a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans;
 - 4.2.4 demonstrate that it can support the current Hockey Canada programming in the Geographic Subdivision within which it intends to operate;
 - 4.2.5 set out the ownership structure of the HCAS include identifying its:
 - 4.2.5.1. Owner;
 - 4.2.5.2. President;
 - 4.2.5.3. Secretary, and
 - 4.2.5.4. Designated signing officers for Player registration.
 - 4.2.6 align with the operational mandate as set out by Hockey Canada and its Member; and
 - 4.2.7 set out further details of the HCAS as they deem necessary or requested as outlined in Appendix A and B.

5. APPLICATION PROCESS

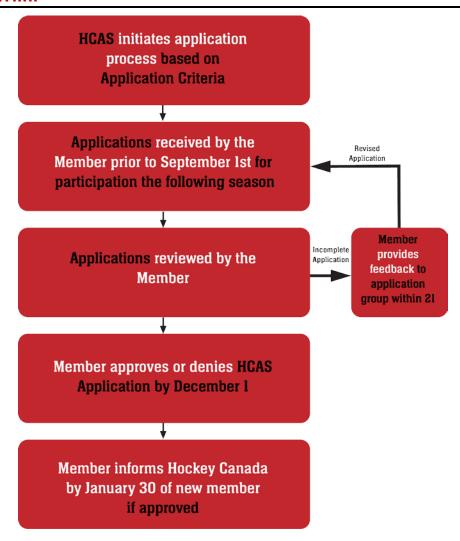
5.1 HCAS applicants wishing to:

- 5.1.1 operate within the Hockey Canada system;
- 5.1.2 organize a HCAS program; or
- 5.1.3 work in partnership with a school,

must submit an application to the Member within its Geographic Subdivision (see contact information page) within the timeframe described in section 7.1.

- 5.2 Upon receipt, applications will be reviewed for completeness by the Member.
- 5.3 The Applicant will be contacted within twenty-one (21) days of application receipt to address any minor deficiencies or to clarify the application. The Applicant will be provided reasonable time to address the minor deficiencies or clarifications. For applications received between May 1 to August 20 the twenty-one (21) day will begin on August 20.
- 5.4 The Applicant will receive a decision on their application from the Member on or before December 1.
- 5.5 A newly approved HCAS will need to renew after its first year and the completion of the HCAS Quality Assessment. All further renewals are in accordance with section 8 of this policy.

6. APPLICATION PATH



7. NEW APPLICATION

- 7.1 All applications for new HCAS and all supporting documentation in Appendix A and B must be received on or before September 1 of the current season for play in the following season.
- 7.2 A final decision shall come from the Member no later than December 1 for all new HCAS applications.
- 7.3 Members must provide a list of its HCAS for the upcoming season, including any newly admitted HCAS, to Hockey Canada no later than January 30 of each year.
- 7.4 New Applicant Fee Structure:
 - 7.4.1 \$7,500 application fee
 - 7.4.2 New applicants & existing HCAS where a new operator assumes ownership or the HCAS is relocated outside of the approved city or takes on a new education partner \$5000 performance bond held in perpetuity by approving Member. The bond may be released by the Member if the school ceases to be a HCAS, and has no outstanding financial obligations to Hockey Canada or any of its Members, or to any third party who may make a claim against Hockey Canada or any of its Members to recover what it is owed by the HCAS.
- 7.5 If a new applicant is unsuccessful with its application; any unused portion of the Application Fee and the \$5000 bond will be returned to the Applicant. The Member is required to provide an accounting of the used fees to the Applicant.
- 7.6 Any newly approved HCAS shall be on a one (1) year probation period, during which time it must undergo and pass a HCAS Quality Assessment in order to be removed from probation. A HCAS that does not pass the HCAS Quality Assessment may be placed on probation for an additional year in order to rectify the concerns in the HCAS Quality Assessment.

8. REQUEST FOR RENEWAL

- 8.1 A HCAS program that is on probation must apply for renewal every year.
- 8.2 A HCAS that is not on probation applies for renewal every three (3) years as long as they maintain their HCAS status and are not placed on probation. If for any reason the school ceases to be a HCAS then it would be required to make a new application.
- 8.3 Request for Renewal must be received by the Member no later than October 1 of the current season for play in the following season.
- 8.4 A final decision shall come from the Member no later than December 1 for all HCAS renewal applications.
- 8.5 The Applicant and the Member may extend the December 1 deadline upon mutual agreement to finalize any concerns either has in the renewal application with notification to Hockey Canada.
- 8.6 Members shall forward all approved HCAS renewal request to Hockey Canada by January 30.

9. PROGRAM APPLICATION AND RENEWAL REQUIREMENTS

- 9.1 The Accredited School application plan must include the following items:
 - 9.1.1 Table of Contents
 - 9.1.2 Covering Letter
 - 9.1.3 Business Plan (3 year minimum), including the information described in section 14.1

- 9.1.4 Management / Owners Resumes
- 9.1.5 Background of Organization
- 9.1.6 Objectives
- 9.1.7 Mission Statement
- 9.1.8 Keys to Success
- 9.1.9 Company Structure
- 9.1.10 Facilities
- 9.1.11 Location
- 9.1.12 Product and Description
- 9.1.13 Marketing Plan
- 9.1.14 Education Institution Agreement
- 9.1.15 Athletic / Academic Delivery Model
- 9.1.16 Athlete / Student Demographics
- 9.1.17 Program Budget Balance Sheet (proof of insurance and banking relationship)
- 9.1.18 Appendices

10. APPLICATION APPROVAL

- 10.1 The Member to which the application is made, reasonably, will make the final decision on the application. Approval or denial of the application shall be based on:
 - 10.1.1 whether the applicant has complied with the terms of this Policy and, in particular, has met the application criteria described in section 4 hereof; and
 - 10.1.2 such other material considerations as the Member deems appropriate, provided that such considerations are not inconsistent with the purpose described in section 1 of this Policy.
- 10.2 The denial of any application shall be communicated in writing, and shall include a detailed rationale for the denial.

11. ANNUAL FEES

- 11.1 HCAS Fee is \$2,000 annually (access to programming and to be used to support HCAS Quality Assessment)
- 11.2 Team fees cannot exceed \$500 (to be used to support HCAS Quality Assessment).
- 11.3 Player registration and insurance fees based on Member rates.

12. HCAS QUALITY ASSESSMENT

- 12.1 The HCAS Quality Assessment is conducted in any year that:
 - 12.1.1 the HCAS is on probation;
 - 12.1.2 a HCAS has filed a renewal application; and

- 12.1.3 the Member, acting reasonably, identifies significant concerns in a HCAS not on probation that, if proven, may cause that HCAS not to pass a HCAS Quality Assessment.
- 12.2 Panel Composition
 - 12.2.1 Individual with Education background
 - 12.2.2 Individual with Financial/Risk background
 - 12.2.3 Individual with industry expertise (HCAS Member)
 - 12.2.4 Individual with coaching and hockey expertise
 - 12.2.5 Individual with expertise in mental health
- 12.3 The HCAS shall provide the HCAS Quality Assessment panel with any information that the panel requests, in its absolute discretion, as part of the quality assessment process.
- 12.4 HCAS Quality Assessment is set out in Appendix B

13. PLAYER REGISTRATION

- 13.1 Player registration and Team assignment of such Players will be administered by the Member.
 - 13.1.1 Registration of a Player to a HCAS is for the duration of the school year (e.g. September 1 to June 30)
- 13.2 HCAS Rosters
 - 13.2.1 All Teams must have a minimum of fifteen (15) Players, of which two (2) must be Goaltenders.
 - 13.2.2 Male and Female Prep Rosters will include a maximum of twenty (20) Players.
 - 13.2.3 Male and Female Roster of the lowest Category and Division Team in the HCAS will be eligible to have a maximum of nineteen (19) Players with an extended roster as determined by the Member on request from the HCAS.
 - 13.2.4 All other Rosters are a maximum of nineteen (19) Players.
- 13.3 The HCAS shall oversee the registering of Players with the Member.
- 13.4 Players shall be subject to all paperwork required by IIHF/Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded to the Member by the HCAS.
- 13.5 The receipt of required registration documentation by a Member (ie. confirmation of registration with the Accredited School as well as all transfer documents) will constitute approval of the players to participate with HCAS Teams.
- 13.6 The Member will deal with Hockey Canada on all other registration paperwork as required.
- 13.7 Players, Teams and team officials shall be subject to all regulations and policies of Hockey Canada and the Member.
- 13.8 Members are not entitled to restrict the number of Players on a HCAS Roster that reside within the Member's Geographic Subdivision. However, Members shall have the ability to cap the number of Players from any other country.

14. TEAMS

- 14.1 HCAS will be required to submit as part of their application the number of Teams they are looking to operate and sanction as part of their business plan under 9.1.3.
- 14.2 On an annual basis HCAS must submit the number of Teams as part of their renewal, that it will be operating in the upcoming season. Any additional Teams beyond those approved in the original HCAS application approved business plan or subsequent Member approvals will require approval of the Member in accordance with the timelines in Section 8.

15. AFFILIATION

- 15.1 Registered HCAS Players may Affiliate to higher Division or Category within the same HCAS.
- 15.2 Registered HCAS Players that are residents of the Member where the HCAS is located may Affiliate to Junior Hockey in accordance with Hockey Canada Regulation F and the Affiliation Regulations of the Member.
- 15.3 Fourteen (14) year old and younger HCAS Registered Player may Affiliate from HCAS Registered Team to:
 - 15.3.1 a HCAS Team in the same HCAS (maximum 10 games in accordance with Hockey Canada Regulation F); or
 - 15.3.2 a Registered Team with a Minor Hockey Association in a higher Division and/or Category if the Player is a resident of the Geographic Subdivision the HCAS is located (maximum 10 games in accordance with Hockey Canada Regulation F).
- 15.4 A fifteen (15) year old HCAS Registered Player that is a resident of the Member where the HCAS is located may Affiliate from the HCAS Registered Team to two (2) of:
 - 15.4.1.1. Major Junior Team (residency is not applicable as long as on the 50 Player list) (maximum 5 games in accordance with Hockey Canada Regulation F specifically F17);
 - 15.4.1.2. a Junior A or Junior B Team (maximum 5 games in accordance with Hockey Canada Regulation F specifically F17);
 - 15.4.1.3. a HCAS Team in the same HCAS (maximum 10 games in accordance with Hockey Canada Regulation F); or
 - 15.4.1.4. a second HCAS Teams in the same HCAS (maximum 10 games each in accordance with Hockey Canada Regulation F).
- 15.5 Sixteen (16) year old and older HCAS Registered Player that is resident of the Member where the HCAS is located may Affiliate from the HCAS Registered Team to two of:
 - 15.5.1.1. Major Junior Team (residency is not applicable as long as on the 50 Player list) (maximum 10 games in accordance with Hockey Canada Regulation F specifically F15);
 - 15.5.1.2. a Junior A Team (maximum 10 games in accordance with Hockey Canada Regulation F specifically F15)

- 15.5.1.3. a Junior B Team (maximum 10 games in accordance with Hockey Canada Regulation F specifically F14);
- 15.5.1.4. a HCAS Team in the same HCAS (maximum 10 games in accordance with Hockey Canada Regulation F); or
- 15.5.1.5. a second HCAS Teams in the same HCAS of a higher Division or Category (maximum 10 games each in accordance with Hockey Canada Regulation F).

15.6 Practice Player

- 15.6.1 A Practice Player may Affiliate to HCAS Teams (maximum of 10 games for all HCAS Teams).
- 15.6.2 All Practice Players must be registered in the HCR.
- 15.6.3 Practice Players are included on the HCAS Team's affiliate players list and cannot exceed the maximum number of affiliates that a Team can have.
- 15.7 Dual Registration of HCAS Players is applicable only in Ontario and Quebec based on existing programming and must comply with the following guidelines:
 - 15.7.1 A Player that attends a sanctioned HCAS located in the Member where the Player is resident may be Registered with a Minor Hockey Association and a HCAS Team except for Teams that are eligible to complete for a Regional or National Championship. Such participation will be in accordance with the following rules:
 - 15.7.1.1. A Player is limited to a Maximum of twenty (20) games with the HCAS.
 - 15.7.1.2. The Player is eligible to Affiliate to a Team in a higher Division or Category with the HCAS with all games counting towards the twenty (20) game maximum for a Dual Registered Player.
 - 15.7.1.3. The Player is eligible, at the completion of the Players Minor Hockey Association Team's regular season and playoffs, to participate in an unlimited number of games with the HCAS as a registered Player or an Affiliate Player.
 - 15.7.1.4. The Player is only eligible to play as an Affiliate Player with a Minor Hockey Association Team or Junior Hockey in accordance with the Hockey Canada and Member Affiliation regulations once the HCAS Team the Player is Dual Registered with has completed its regular season and playoffs.

16. INSURANCE

- 16.1 Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, Hockey Canada Safety Program personnel, official and volunteer involved in Hockey Canada sanctioned hockey activities.
- 16.2 The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured in Hockey Canada programs.
- 16.3 Hockey Canada sanctioned Teams are only permitted to play against other Hockey Canada/IIHF sanctioned teams.
- 16.4 All out of country players entering an HCAS must obtain primary medical insurance coverage in Canada to be covered under the Hockey Canada Insurance Program.

16.5 The Hockey Canada Insurance Program covers the HCAS player from September 1st to September 1st on any given year. HCAS players are covered during this time as long as their activity if sanctioned through the HCAS and the Member.

17. COMPETITION

- 17.1 HCAS will be eligible to participate Hockey Canada sanctioned programming.
- 17.2 HCAS that wish to participate in exhibition and tournament play must follow Member permission process.
- 17.3 HCAS that wish to participate in a league within USA Hockey will need to request permission on an annual basis.
- 17.4 HCAS Teams may participate in Member League and Provincial Playoffs at Member discretion except for categories that lead to a National / Regional Championships as per Hockey Canada Regulations.
- 17.5 The HCAS may apply to host Member-sanctioned tournaments.

18. FINANCIAL ASSISTANCE AND SCHOLARSHIPS

- 18.1 HCAS must submit as part of their application and whenever changes are made their internal policy and process for providing Financial Assistance or Academic Based Scholarships to students.
- 18.2 HCAS are not to utilize Fee Discounting as a form of Financial Assistance and/or Academic Based Scholarships and/or scholarships.

19. PROGRAM OF EXCELLENCE ELIGIBILITY

19.1 Player eligibility to Program of Excellence will be determined by the Canada Winter Games and POE eligibility requirements.

20. TRANSITIONARY PERIOD

20.1 Members upon new applications may establish a transitionary period, on specific requirements in the HCAS Policy, that can extend for a period of one (1) year.

21. APPENDIX A

21.1	Components of Application	
	21.1.1	Table of Contents
	21.1.2	Covering Letter
	21.1.3	Business Plan (3 year minimum)
	21.1.4	Management / Owners Resumes
	21.1.5	Background of Organization
	21.1.6	Objectives
	21.1.7	Mission Statement
	21.1.8	Keys to Success
	21.1.9	Company Structure
	21.1.10	Facilities
	21.1.11	Location
	21.1.12	Product and Description
	21.1.13	Marketing Plan
	21.1.14	Education Institution Agreement
	21.1.15	Athletic / Academic Delivery Model
	21.1.16	Athlete / Student Demographics
	21.1.17	Program Budget – Balance Sheet
	21.1.18	Appendices
21.2	ACADEMIC (Questions to consider)	
	21.2.1	What school and grades are the players attending?
	21.2.2	Describe the facilities and the school board you are a part of.
	21.2.3	What does a normal week's school schedule look like for the players?
	21.2.4	What are the program's academic expectations of the players?
	21.2.5	What are the program's academic requirements of the player for acceptance?
	21.2.6	What are the academic support systems in place for the players?
	21.2.7	How many of missed days of school are expected in the school year?
	21.2.8	Who is responsible for the player's academic results?
	21.2.9	How are the academic results communicated to the parents and players?
	21.2.10	How will the players be held accountable for their academic results?
	21.2.11	How are the players academics monitored?
	21.2.12	Who is responsible for the player's course planning, graduation planning and college applications?

- 21.3 ATHLETIC HOCKEY (Questions to consider)
 - 21.3.1 What is the organization's philosophy for player development?
 - 21.3.2 Who are the coaches, trainers, medical staff and management of the organization?
 - 21.3.3 What does a normal week and monthly schedule look like for on and off ice workouts?
 - 21.3.4 Who is responsible for the mental training of the players and how is it done?
 - 21.3.5 Who is responsible for the monitoring of the players health and how is it done?
 - 21.3.6 What coach certifications have your coaches completed?
 - 21.3.7 Describe the yearly on ice hockey development plan.
 - 21.3.8 Describe the yearly off ice hockey development plan.
 - 21.3.9 Describe the facilities.
 - 21.3.10 Describe how many games are played and where.
 - 21.3.11 Describe a normal weekly practice plan.
 - 21.3.12 Describe the timeline for being on and off the ice during the course of the year.

22. APPENDIX B

- 22.1 Selection of School
- 22.2 Pre-task document
 - 22.2.1 Third-Party Accounting in renewal year.
 - 22.2.2 Educational performance of Students while at HCAS (incline versus decline)
- 22.3 On-site visit with the following components being evaluated:
 - 22.3.1 Education and billeting
 - 22.3.2 Watch a full practice Ice session
 - 22.3.3 Facilities and equipment
- 22.4 Meet with the following people:
 - 22.4.1 Primary Operator(s)
 - 22.4.2 School Principal
 - 22.4.3 Educational Advisor
 - 22.4.4 Billet/dorm Coordinator
 - 22.4.5 School Counselor
 - 22.4.6 Finance Personnel
 - 22.4.7 Head Coaches
 - 22.4.8 4-5 Players (different teams)
- 22.5 Post visit surveys:
 - 22.5.1 HCSS Operator

22.5.2 Parents

22.5.3 Students

22.6 Final report

BC Hockey

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